



Prince of Songkla University Announcement
Subject: Work-from-home guidelines for staff to reduce the risk of
a new wave of Coronavirus disease (COVID-19) outbreak

(Issue no. 7)

To curb the increasingly severe spread of the Coronavirus disease (COVID-19), Prince of Songkla University announces the following work-from-home guidelines for PSU staff:

1. University administrators in all departments need to specify work-from-home guidelines and regularly report work performance. However, the measures must not affect the performance of duties and responsibilities, and some staff must still be present on-site at the department in order to carry out their work continuously. In case the department has an urgent need, staff working from home may be called in and must be able to work at the department on a short notice.

2. Staff practicing Work from Home must clock in and clock out through the system: work.psu.ac.th.

3. Each department provides reports of staff who practice Work from Home through the website <https://bit.ly/2REOte5> for further reporting to the President.

4. All types of staff are prohibited from leaving their respective working area of Songkhla, Pattani, Phuket, Suratthani, Trang, and Bangkok, except with permission from the supervisor. All staff are advised to avoid areas and activities at risk of COVID-19 infection. Staff at risk of infection must notify their supervisor as soon as possible.

5. Staff returning from high-risk areas as defined in the announcement of the Center for COVID-19 Situation Administration (CCSA), and in the announcement of the province where the staff is working, must take leave and practice self-quarantine for 14 days. The administrator of the department may allow staff to practice Work from Home; otherwise vacation or business leave must be used for the duration of the quarantine.

6. Each department can issue additional announcements that are not in conflict with this announcement.

7. The university will follow up on the risks and will continuously assess the COVID-19 pandemic situation. Necessary measures will be issued periodically.

8. In case any issue arises in the implementation of this announcement, the President or Vice President of the relevant Campus shall have the final decision.

This announcement takes effect from 16 April 2021 until 30 April 2021.

Announced on 16 April 2021

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