



Prince of Songkla University Announcement

Subject: Work-from-home guidelines for PSU staff at Hat Yai Campus to reduce the risk of Coronavirus disease (COVID-19) outbreak (Issue no. 11)

Through the Order of the Communicable Disease Committee Songkhla Province No. 46/2546 Subject: Urgent measures to control the Coronavirus disease (COVID-19) outbreak, Songkhla province has specified urgent measures to contain the Coronavirus disease (COVID-19) outbreak by requesting government agencies to implement remote work measures for a maximum of 50 percent of all staff. Accordingly, Prince of Songkla University announces the following work-from-home guidelines for PSU staff:

1. University administrators in all sectors 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 onsite 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/3qu9RA1> for further reporting to the President.

4. Staff traveling in and out of Songkhla province must provide an ID card or other government-issued identification document, along with a document for certifying the necessity of traveling in and out of Songkhla province (obtained by submitting an application to the head of the sector) to present at checkpoints upon request. The form can be downloaded at <http://www.personnel.psu.ac.th/assets/files/book1.pdf>.

5. Each unit can issue additional announcements that are not in conflict with this announcement.

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

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

This announcement is effective from 28 June 2021 until 27 July 2021.

Announced on 29 June 2021.

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