



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. 12)**

Through the Order of the Communicable Disease Committee Songkhla Province No. 67/2564 Subject: Measures for prevention and control the Coronavirus disease (COVID-19) outbreak, requires the heads of public sectors and the state agencies to order the officials and personnel in their responsibilities to carry out full-scale off-site measures and to focus on performing or organizing activities by electronic means as much as possible. The heads of public sectors and the state agencies shall allow the officer to perform work at the premise only as necessary. 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. 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 work-from-home staff 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 the date of announcement until further notice.

Announced on 27 July 2021.

Niwat Keawpradub

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President of Prince of Songkla University