



มหาวิทยาลัยอัสสัมชัญ
ASSUMPTION UNIVERSITY

Assumption University Announcement

No.30/2020

Subject: Preventive Measures to Mitigate the Outbreak of COVID-19 for AU Academic Support Personnel

Assumption University hereby announces and issues the following preventive measures to mitigate the spread of COVID-19 for AU Academic Support Personnel as follows:

1. All AU academic support personnel are to refrain from travelling to COVID-19 affected countries and areas. In case of having travelled from COVID-19 affected countries or areas, AU personnel are required to undertake the 14-day self-quarantine at their residence upon arrival. All personnel who would like to travel outside the Kingdom of Thailand must follow the regulations set forth by the Ministry of Public Health.
2. AU academic support personnel who have developed symptoms of fever, sore throat, or cough are strongly advised to seek medical treatment immediately and strictly follow all instructions during the medical observation period of possible COVID-19 infection. They are to refrain from coming to work and must inform the Office of Human Resources Management at 02-3004543 - 53 ext. 1103-1104.
3. Directors or supervisors of academic support units are to identify essential functions and assign appropriate working arrangements of personnel who need to work on campus to ensure smooth operation and workflow. Others are to be assigned to work from home until January 5, 2021, under the consideration of the Vice Presidents or the Assistant President who are in charge of such units.
4. All AU academic support personnel who are not assigned to work on campus are to refrain from traveling to other provinces, and must be available for work at a moment's notice.
5. Should there be activities on campus that may engage a large number of participants, the University's authorization is required.
6. All AU academic support personnel must take caution in dispensing or forwarding any false or fake information concerning the outbreak of COVID-19 that may cause damage to individuals or the University. Legal actions will be taken against any offenders.

To keep updated with the University orders, current situations and measures related to the outbreak of COVID-19, AU personnel are advised to visit www.au.edu or AU SPARK, both of which are AU official channels of communication. Any further information please contact the Office of Human Resources Management at 02-300-4543 - 53 ext. 1103-1104.

This shall be in effect from December 22, 2020 to January 5, 2021.

Announced on December 21, 2020

Rev. Bro. Bancha Saenghiran, f.s.g., Ph.D.

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President - Rector Magnificus

N.B.: In case legal interpretation is needed, the original Thai version shall be in use.

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Office of Human Resources Management