



## **Executive Summary of College of Music Announcement in Thai: (as of 2<sup>nd</sup> March 2020)**

**Subject:** Safety and Preventive Measures, Criteria and Guidelines for Leave of Absence during the Coronavirus Disease 2019 (COVID-19) Outbreak

**Reference:** Mahidol University Announcement

- Safety and precaution measures regarding the COVID-19 (as of 11<sup>th</sup> February 2020)
- Safety and precaution measures regarding the COVID-19 (as of 24<sup>th</sup> February 2020)
- Criteria and guideline for leave of absence (LoA) during the Coronavirus Disease 2019 Outbreak (as of 26<sup>th</sup> February 2020)

### **Terms**

**“staff” = staff and faculty**

#### **1. Preventive and Monitoring measures in the College include:**

1.1 To raise awareness through communication materials such as posters or video clips on how to prevent the transmission and infection of the COVID-19 through hand washing and the surgical mask wearing.

1.2 To provide washing liquids and alcohol gels in various locations

1.3 To sanitize equipment and areas where the public are usually exposed to, for example, lifts, handrails, door knobs, desks, computers and so on.

1.4 To sanitize academic spaces, including classrooms, computer rooms, library, toilets, clubs and student unions.

1.5 To sanitize the transportation serviced by the college such as cars, vans, Salaya Link shuttle buses, especially in the areas exposed to the public including door knobs, handrails, seats and armrests.

1.6 To encourage students and staff to use their own personal utensils, cups, handkerchiefs and avoid sharing personal effects with others.

1.7 To impose screening measures for foreigner guests and visitors, students and staff who have traveled to and from as well as transit through the infected countries/territories/areas and also areas with cases surge. These measures include, for example, temperature checks or the provision of free surgical masks for all ‘risk groups’. The definition of ‘risk groups’ are:

1.7.1 Those who have traveled to and from of transit through the countries/territories/areas being reported as infected or have cases surge of the COVID-19;

SEE LIST AT [https://ddc.moph.go.th/viralpneumonia/eng/index\\_more.php](https://ddc.moph.go.th/viralpneumonia/eng/index_more.php)

Table : Disease Infected Zones and ongoing local transmission areas and “surge:”

Table 1 A list of countries, special administrative regions and states with confirmed COVID-19 cases

1.7.2 Those who have a history of taking care of person(s) with suspected COVID-19 infection or contracted the viruses themselves;

1.7.3 Those who are medical doctors, medical staff or healthcare personnel having been exposed to person(s) with suspected COVID-19 infection;

1.7.4 Those who have obtained symptoms, such as body temperature of 37.5 degree Celsius or higher, together with any respiratory symptoms, including coughing, sore throats, running nose, or difficulty breathing.

1.8 To set up point of contact at college level to liaise with the Risk Management Center, Mahidol University in matters relating to the COVID-19.

## **2. Rules and Guidelines for College personnel who have traveled within the last 14 days or plan to travel:**

2.1 ‘Students and staff’ who have returned from one of the high risk infected countries/territories/areas:

[https://ddc.moph.go.th/viralpneumonia/eng/index\\_more.php](https://ddc.moph.go.th/viralpneumonia/eng/index_more.php)

Table : Disease Infected Zones and ongoing local transmission areas

Must self-isolate for a period no less than 14 days on full pay.

If there is emergence of any respiratory symptoms, including coughing, sore throats, running nose or difficulties breathing, it is advised to immediately seek medical consultation from a reliable healthcare provider or to obtain a COVID-19 screening test. It is obligatory to immediately report back to the Dean, through HR.

2.2 ‘Students and staff’ who have traveled to and from or transit through the areas with cases surge identified by the DDC, Ministry of Public Health and the WHO are to be placed on 14-day paid leave-of-absence from the day of arrival and to regularly report back to the dean, through HR

[https://ddc.moph.go.th/viralpneumonia/eng/index\\_more.php](https://ddc.moph.go.th/viralpneumonia/eng/index_more.php)

Table 1 A list of countries, special administrative regions and states with confirmed COVID-19 cases

After 14-day leave, but before you return to work, it is obligatory to report to Student Affairs Department (A111)/ Human Resources Department (A109). The HR Department will advise about your return to work. Upon your return it is compulsory to have your temperature checked at Nursing Room (A204), and wear a surgical mask for 30 days.

### **3. Criteria and Guidelines for Leave of Absence (LoA) during the Coronavirus Disease 2019 (COVID-19) Outbreak**

3.1 Faculty and staff who have been approved or allowed to take leave for studying, training, field trips, research conduct, increase of academic knowledge, seminars, official visits, lecturing/presenting academic papers by travelling to or transiting through the countries/territories/areas being reported of having cases surge of ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health, have to report to their immediate supervisor right after arriving from the mentioned countries/territories/areas within 24 hours. Without an obligation of face-to-face communication, the report can be done via telephone or other channels in an appropriate basis. Those persons have to follow the 14-day self-quarantine at home since returning to Thailand. This is not considered an absence nor a leave.

3.2 Faculty and staff who have traveled to or transited through the countries/territories/areas being reported of having cases surge or ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health,

3.2.1, MUST report their immediate supervisor right after arriving from the mentioned countries/territories/areas within 24 hours. Without an obligation of face-to-face communication, the report can be done via telephone or other channels in an appropriate basis. Those persons have to follow the 14-day self-quarantine at home since returning to Thailand. In this case, they are instructed to take their annual leave. If the business leave is not sufficient, the exceeding days shall be then granted.

3.3 When faculty and staff under the item 3.1 and item 3.2 return to work, they must wear a surgical mask for the next 30 days. If later showing a sign of respiratory symptoms, namely a high fever of 37.5°C or above together with any of respiratory symptoms such as coughing, sore throats, running nose or difficulty breathing, they must obtain the COVID-19 screening test at the University's hospital/medical unit or a trusted hospital, and report back at once to HR, through their immediate supervisor.

[See attached list of 12 hospitals providing the test](#)

3.4 For those who work closely to those in item 3.1 and item 3.2 or get close to patients diagnosed or suspected of coronavirus infection, if present any of the symptoms listed in item 3.3, they must obtain the COVID-19 screening test at the University's hospital/ medical unit or a trusted hospital, and report back at once to HR, through their immediate supervisor.

However, while waiting for the screening results, the Dean may instruct staff to stop working without being considered an absence or a leave.

3.5 During the absence, their immediate supervisor may assign them to do work as appropriate.

3.6 Faculty and staff planning to travel abroad must strictly comply with the given criteria and guidelines, in addition to following normal College of requesting travel in advance etc.

In this regard, approval or permission for employee under the supervision to travel to or transit through the countries/territories/areas being reported of having cases surge or ongoing outbreak of the COVID-19, according to the Department of Disease Control, Ministry of Public Health, is to be made at the discretion of the Dean.

3.7 Additional criteria and guidelines for refraining from work shall be made in consideration by the Dean as appropriate.

These rules and guidelines come into immediate effect.

**2<sup>nd</sup> March 2020**