



Suranaree University of Technology Announcement
On
A Temporary Shut Down of Operation and Services due to the
Coronavirus COVID-19 Pandemic

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Following the previous five Suranaree University of Technology Announcements on Preventive and Monitoring Measures in Response to the Coronavirus COVID-19 Outbreak, the situation has worsened and the spread has escalated to become a pandemic and a national threat. In line with the provincial and national effort to contain the spread of the virus, Suranaree University of Technology (SUT) deems it crucial to issue this additional announcement to shut down its operation and services temporarily. The guideline and code of practice during this campus shut down are, as follows:

1. All academic and office buildings will be closed from Monday 23rd, 2020 until further notice. Exceptions with limited access into the building include:

1.1 Administrative Building to accommodate the ad hoc COVID-19 Response Coordination Centre

1.2 Academic Buildings 1 and 2 to accommodate online teaching of SUT academic staff and teaching assistants

1.3 All the Centre for Scientific and Technological Equipment (CSTE) buildings to accommodate only essential research activities of SUT academic staff, researchers, and students, and already scheduled laboratory and professional services, which have to be permitted by SUT on a case-by-case basis

1.4 Student dormitories as designated by SUT

1.5 Surapat 1 Building to accommodate essential operation and services of Technopolis

1.6 Suranaree University of Technology Hospital (SUTH)

1.7 Surasammanakhan with only essential entry

1.8 SUT Farm with only essential entry

2. To accommodate the operation and services of the buildings with partial closure, the code of practice is, as follows:

2.1 The Centre for Computer Services (CCS), the Centre for Educational Innovation and Technology (CEIT), and Faculty Development Academy (FDA) will rotate their staff to work on campus to support the Internet network and online teaching and learning.

2.2 CSTE will rotate their staff to work on campus to support essential research activities and already scheduled laboratory and professional services.

2.3 The Division of Student Affairs will rotate their staff to work on campus to support operation and services related to student affairs.

3. The Division of Buildings and Grounds (DBG) will take care of all the public utilities on campus for uninterrupted services and will monitor and maintain safety of all the buildings, properties, and assets of SUT.

4. All entries by SUT staff to academic and office buildings must be recorded in a written form and the staff must go through the existing screening process before entering the buildings.

5. Despite the shut down, the heads of all the units in SUT will arrange staff in their units to come to work on campus to provide uninterrupted essential operation and services and to ensure smooth continuity when the operation and services resume when the situation is better. All the heads will assign work to their staff in the units to take care of under the 'Work from Home' plan that they submitted to SUT or give them a project-based assignment and monitor their progress through tele-conferencing or social media. The efficiency of their work performance is considered equivalent to working on campus.

6. The Division of Human Resources (DHR) will revise the workload requirements and work performance criteria and evaluation to correspond with the online teaching, work from home plans, and other work formats that SUT allows. DHR will revise all the rules and regulations related to this new work pattern and arrangement and ask relevant SUT committees for their consideration on the revision.

7. The heads of all the units in SUT will be on standby for tele-conferencing meetings with SUT administration team when required. Also, all the staff will be on standby to come to work on campus when required.

8. The COVID-19 Outbreak Surveillance Committee is designated as the ad hoc COVID-19 Response Coordination Centre and the Emergency Notification Point. It will coordinate with all the units of SUT, coordinate with SUT administration team, and disseminate news and updates to SUT staff.

9. All SUT staff are required to avoid making trips to areas with high risk of COVID-19 and to follow the Ministry of Public Health's personal health maintenance guideline to comply with the social responsibility policy of SUT.

SUT thanks everyone and all the units in the university for their awareness and concern on this critical issue and for their cooperation in maintaining maximum efficiency and effectiveness of SUT during this campus shut down. Your notification of COVID-19 suspected cases to the ad hoc COVID-19 Response Coordination Centre at 044-225959 will be greatly appreciated. Thank you for working together to contain the spread of COVID-19.

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