Suranaree University of Technology Announcement
On
SUT's Responsible Units and Their Responsibilities for COVID-19 Outbreak Surveillance Database Development

·····································

Suranaree University of Technology (SUT) makes this announcement in order to set an effective guideline for the development of the surveillance database to prevent the spread of COVID-19 on campus by designating the responsible persons/ units and their responsibilities as a code of practice. All necessary actions in response to the current situation are summarised in a flow shown in the table below.

	Action	Responsible persons/units	Persons/units involved	Action time
1	Screen staff/ students with possible risk (e. g. those who have returned from abroad)	Division of Human Resources (DHR) Division of Student Affairs (DSA) Centre for Educational Services (CES) Centre for Cooperative Education and Career Development (CCECD) Center for International Affairs (CIA)	Students Staff	Daily
2	Collect the information on those with possible risk (e. g. name, address, contact details, country visited, and date of return to Thailand) and send the list of these patients under investigation (PUIs) to Suranaree University of Technology Hospital (SUTH)	DHR DSA CES CCECD CIA	SUTH Health Promotion Unit (HPU)	4pm Daily

มหาวิทยาลัยเทคโนโลยีสุรนารี
Suranaree University of Technology

111 ถ.มหาวิทยาลัย ต.สุรนารี อ.เมือง จ.นครราชสีมา 30000 Tel. 0-4422-3000 Fax. 0-4422-4070
111 University Avenue, Sub District Suranaree, Muang District, Nakhon Ratchasima 30000, Thailand

	Action	Responsible persons/units	Persons/units involved	Action time
3	Send URL of the self-report form to the new PUIs each day via their emails	SUTH HPU	PUIs	4.30pm Daily
4	Fill out the self-report form (Google form) daily	PUIs	SUTH HPU	4pm Daily for 14 days
5	Compile the self-report forms from PUIs (one PUI/ one form per day for 14 days)	SUTH HPU		4.30pm
6	Provide medical and clinical consultation and treatment	SUTH HPU	PUIs COVID-19 patients	Anytime
7	Submit an update on daily development	SUTH HPU via SUTH Director	SUT	6pm
8	Issue announcements, guidelines, or codes of practice to handle situations	SUT	All involved units	When necessary

SUT assigns Assistant Professor Dr Paramate Howkaew, an assistant to the Rector, to be the coordinator for designing the self-report form and compiling the submitted data with HPU, Assistant Professor Dr Porntip Nimkuntod to be SUTH coordinator, and Vice Rector for Human Resources to be the SUT coordinator.

SUT appreciates all those involved in this announcement for their responsibilities and their strict observation of this code of practice. Please notify SUT immediately if any problem or obstacle occurs.

March 12rd, 2020

Associate Professor Flt. Lt. Dr Kontorn Chamniprasart
Vice Rector for Academic Affairs and Internationalisation
Acting Rector
Suranaree University of Technology