How To Work On-site Safely in the Age of Deadly Germs

1. Take everyday preventive actions
Wash your hands
Practice personal hygiene culture by washing your hands with soap and water, using alcohol gel or hand sanitizer regularly.

2. Entry/Exit guidelines

2.1 Entering/Exiting the building
Strictly follow university and building’s protocols especially wearing a mask, Thai Chana check-in and thermoscan.

2.2 Entering/Exiting the office
Wear mask or face shield and respect social distancing.

3. Office space rules

Zone 1: Green Zone
(No need to wear mask when sitting alone in the partition.)
> Admin Zone
> PO Zone
> Library Zone

Zone 2: Yellow Zone
(Wearing mask is required.)
> Conference Room
> Pantry
> Sofa

4. Conversations/Meetings practices
Masks or face shield must be used at all times in any conversation engagements.

5. Meal
• Lunch will be provided by the office on the office day (currently Wednesday).
• Staff must eat at their own table.

6. Water dispenser
• Cleaning hand before and after using water dispenser.
• Avoid direct contact of dispenser with the glasses, use your hand instead.

7. Office hour
Please avoid traveling during rush hour.
Staff is encouraged to leave the office by 16:00 p.m. or after 19.00 p.m.
(adjustable subject to the situation of COVID-19).

*These guidelines are implemented from 1 March 2021 onward and are subject to the situation of COVID-19.*

Office Plan

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