



Important Announcement King Mongkut's Institute of Technology Ladkrabang, KMITL
Measures to Prevent the Spread of COVID-19: Issue 3

Due to the warning of the World Health Organization (WHO) about the rapid outbreak of COVID-19 over many countries and causes many deaths over the world, KMITL deems it appropriate to implement stepping up the issue 3 of the Measures to Prevent the Spread of COVID-19 to more maintain the health safety of personnel and students as the institution's operation, the following processes shall be carried out as follows:

Item 1: For the midterm attendance of the students, the midterm invigilators shall check the mark in front of the students' names instead; the students shall not sign their names by themselves to avoid document transferring with the COVID-19 infection.

Item 2: All projects or activities with the assembly of more than 50 people shall never be approved. For the former approved ones that cannot be canceled, the managers of the projects or the activities must present the practical Measures to Prevent the Spread of COVID-19 to KMITL through the original affiliation office at least 5 working days before processing the projects or activities. During the activities, if any risky COVID-19 infection incident happens, such as that of fever, and running nose happening on such assembling people, the activities must be stopped immediately and the sudden report must be presented to KMITL.

Item 3: The students or personnel are obligated to postpone or refrain from traveling for attending seminars, officer exchanging, training or invitation of foreigners and other activities related to international traveling both entering and exiting.

Item 4: For students or personnel having relatives returning from foreign countries and they live in the same family of such students or personnel, they must report to the original affiliation office and notify related documents of traveling to KMITL* and such relatives must be under monitoring process for 14 days.

Item 5: The Central Library of KMITL shall process the screening for COVID-19 on anyone attending the service. If any screened students or personnel fall in risky conditions such as that of fever, and running nose, the services must be stopped immediately and the sudden report must be presented to KMITL.

Item 6: All departments of KMITL must sufficiently provide hand wash gel or antibacterial spray covering all locations. All risky areas must be regularly cleaned such as touched surfaces of desk, chair, equipment used in the studying process, and other risky things.

Item 7: All departments of KMITL must report the name list of officers traveling to foreign countries to KMITL through the original affiliation offices.

Item 8: All departments of KMITL must present the active plan agreeing to the practical Measures to Prevent the Spread of COVID-19 to the committee of practical Measures to Prevent the Spread of COVID-19 (Information and Public Relation Office, first floor, Office of Rector); In the case of emergency incident, reporting via Line: @KMITL shall be done.

Item 9: All departments of KMITL must obligatorily follow the Measures to Prevent the spread of COVID-19 until other announcement of changing may be issued.

*Note: Hierarchically reporting shall be done by all departments of KMITL.

For personnel, the report shall be presented to the Human Resource Management Office. For students, the report shall be presented through Departments of Faculties to the Office of Student Affairs and Alumni Relationship, hierarchically.

Announced on 27 February 2020

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