

Announcement of Language Institute Chiang Mai University

Subject: Implementation to prevent the spread of COVID-19 for staff members in the event of travelling abroad

Due to the COVID-19 infection outbreak in other countries and Thailand, in order to prevent the spread of COVID-19, Language Institute, CMU is therefore announcing the implementation for staff members in the event of travelling abroad as follows:

1. **Countries with high risk include: China, Macao, Hong Kong, Taiwan, Singapore, Japan and South Korea**
 - 1.1 Staff members must not travel to or transit in these high risk countries.
 - 1.2 Staff members who are assigned by Language Institute, CMU to work at high risk countries must refrain from going to work and self-quarantine for 14 days before returning to campus. Such absences shall not be counted as leave days.
 - 1.3 Staff members who need to travel to high risk countries have to write a letter clarifying the reasons of travelling. In addition, staff members must refrain from going to work and self-quarantine for 14 days before returning to campus. Such absences shall be counted as personal leaves or vacation leaves. **Language Institute, CMU shall not pay the living expenses to staff members for a period 14 days.**
 - 1.4 Staff members who have traveled to or transited through high risk countries and arrived back in Thailand between 14 and 20 February 2020 are obligated to refrain from going to work and self-quarantine for 14-days. Such absences shall not be counted as leave days if staff members were assigned to travel by Language Institute, CMU, but absences shall be counted as personal leaves or vacation leaves in other cases.
 - 1.5 Staff members who have traveled to or transited through high risk countries and arrived back in Thailand between 7 and 13 February 2020 need to undergo self-monitoring, wash their hands regularly, always wear a mask, and do not participate in activities with a large gathering of people for 14 days after returning back to the campus.
 - 1.6 **Staff members who have developed a fever and/or have any problem with their respiratory tract systems within 14 days after returning back from high risk countries** are to report as people at risk of infection of COVID-19 and receive screening and monitoring at the hospital.

2. Countries confirmed of having the infection include: Vietnam, Malaysia, Australia, German, Egypt, USA, France, England, and UAE

2.1 Staff members must avoid travelling to or transiting in such countries.

2.2 Staff members who have traveled to or transited in such countries need to undergo self-monitoring, wash their hands regularly, always wear a mask, and do not participate in activities with large gathering of people for 14 days after returning back to the campus.

2.3 Staff members who have developed a fever and/or have any problem with their respiratory tract systems in 14 days after returning back from such countries are to report as people at risk of infection of COVID-19 and receive screening and monitoring at the hospital.

Please find a guideline for self-quarantine and self-monitoring in attached document.

This announcement takes effect from 25 February 2020 onwards. Changes might be made on countries name list and implementation from self-monitoring to self-quarantine depending on the further situation regarding COVID-19.

For your acknowledgment and implementation.

Announced on 25 February 2020.

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