



## Prince of Songkla University, Phuket Campus Announcement

### Subject: Measures, Conditions, and Guidelines for Building and Facility Usage on Campus

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In accordance with the Guidelines for Teaching, Learning, Assessment and Evaluation During the Coronavirus Disease (COVID-19) Pandemic Situation for Semester 1/2021 (Issue 3) Announcement, dated on 8 October 2021, PSU Phuket would like to set the measures, conditions, and guidelines for building and facility usage as follows:

#### 1. Dormitories

- 1.1 No more than half of the total number of students received can stay in the dormitory.
- 1.2 Organize zoning according to the number of vaccines that the students have received for easy control and tracking of occupants.

#### 2. Canteen

- 2.1 Seller must be fully vaccinated according to the university requirements.
- 2.2 Seller must maintain cleanliness and hygiene as prescribed by the university.
- 2.3 Clean and disinfect common areas twice a day in the morning and afternoon.

#### 3. Buildings

- 3.1 Place alcohol gel in front of the building's entrance, at least at 1 point.
- 3.2 Clean and disinfect building areas twice a day in the morning and afternoon.

#### 4. Bathrooms

- 4.1 Clean bathrooms 4 times a day at 08.30 and 10.30 a.m. in the morning and at 01.00 and 03.00 p.m. in the afternoon.
- 4.2 Place hand wash liquid in every bathroom.

#### 5. Classrooms

- 5.1 Clean classrooms 4 times a day, at 08.30 and 10.30 a.m. in the morning and at 01.00 and 03.00 p.m. in the afternoon.
- 5.2 Clean teaching equipment 4 times a day, at 08.30 and 10.30 a.m. in the morning and at 01.00 and 03.00 p.m. in the afternoon.
- 5.3 Provide a Cleaning Box in every classroom to be used for cleaning purposes.

#### 6. Students

- 6.1 Students who wish to study onsite must be fully vaccinated as specified in the university announcement.
- 6.2 Students must strictly follow the guidelines specified by the university.

#### 7. Faculty/department

- 7.1 All staff must be fully vaccinated as specified by the university.
- 7.2 Modify the working schedule and WFH if necessary.
- 7.3 Strictly adhere to the D-M-H-T-T measures and set up partitions.

7.4 Organize classrooms and areas in the faculty according to the social distancing measures.

8. Lecturers

8.1 Lecturers must be fully vaccinated as specified by the university.

8.2 Faculty and lecturers must ensure that teaching takes place both onsite and online so the students who do not wish to come to study onsite can study online even if it is a practical course.

9. University

9.1 Screening is required for students and persons entering and leaving the university.

9.2 The university will not organize any activities that pose a risk of spreading the virus on campus.

9.3 All personnel, students, and other related persons must strictly follow the D-M-H-T-T measures.

9.4 In case of emergency and infection, please proceed according to the attached SOP.

Please be informed and act accordingly.

Announced on 12 October 2021

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Vice President for PSU Phuket Campus

## **Standard Operating Procedure (SOP)**

### **In case a student is found to be infected with Covid-19**

#### 1. When a student is found to be infected with COVID-19

1.1 In case the positive result is from Rapid Antigen Test, RT-PCR test should be taken at a hospital to confirm the result. The RT-PCR test should be taken at a government hospital or other hospital where the student wishes to receive treatment.

1.2 Refrain from meeting people and self-quarantine in one's own room to wait for the treatment process. If staying in a shared accommodation, the roommates must also undergo a separate quarantine in a place provided by the local public health authority.

1.3 Notify an advisor and the advisor must inform the Student Development and Alumni Relations Office or the student can directly call Ms. Waewta Intarachit at 091-8236108 (for Thai students) and Mr. Chawan Chupeng at 094-6595528 (for international students).

1.4 Fill out the online form for students infected with COVID-19 at this link: <https://bit.ly/3iPJbXU>

1.5 Fill in the Timeline information for the past 14 days, starting from the date that the student found out about the infection as day 1 until the 14th day, consisting of day / month / year, time period, location, visited places, people in contact, etc. Then send an e-mail to [student-affairs-office@phuket.psu.ac.th](mailto:student-affairs-office@phuket.psu.ac.th) and upload the Timeline data into the designated online system no later than 24 hours after the test result is known.

#### 2. Procedure for Student Development and Alumni Relations and IAC when notified:

2.1 Verify the evidence and information from the online form of students infected with COVID-19.

2.2 Check the Timeline information for the past 14 days to separate the close contacts of the infected student into 2 groups: Group 1: high-risk contacts and Group 2: low-risk contacts. In the case of incomplete information, the infected student will be asked to provide additional information.

2.3 Inform the Kathu District Public Health Office within 3 hours after receiving the information.

2.3.1 Coordinate with the public health departments in Kathu District to come in and screen the students and staff. The groups of high-risk contacts are required to quarantine. (The quarantine of students or staff shall be at the discretion of the Kathu District Public Health Office or the government agency that is responsible for this matter).

2.3.2 Coordinate a pick-up service to the hospital, where the infected student conducted the RT-PCR, to receive treatment at that hospital.

2.4 Notify the Physical Plant Services Office to have the premises cleaned or closed according to the recommendations of the Kathu District Public Health Office.

2.5 In case the infected student has health insurance, coordinate with the insurance company and the hospital.

2.6 Inform the person in charge of the student dormitory.

2.7 Notify the Academic Office to notify the lecturers of the infected student.

3. Procedure for Physical Plant Services Office when notified:

- 3.1 Check the Timeline and clean the areas as soon as possible.
- 3.2 Coordinate with Kathu Public Health Office for risk area closure.

4. Procedure for PSU Phuket dormitories when notified:

- 4.1 Check the Timeline and clean the risk areas in the dormitory in case the infected student lives in the dormitory.
- 4.2 Look after the students undergoing quarantine by coordinating with the Kathu Public Health Office periodically.

5. Procedure for the Faculty or the President's Office's Human Resources when notified:

- 5.1 Consider the quarantine of staff who are considered high-risk contacts based on the Kathu Public Health Office recommendation.
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