

- Translated Version -

Announcement of Synchrotron Light Research Institute (Public Organization)
Guidelines for Prevention Measure and Surveillance of Coronavirus (2019-nCoV)
(No.4)

Pursuant to the Announcement of Synchrotron Light Research Institute (Public Organization) on Guidelines for Prevention Measure and Surveillance of Coronavirus (2019-nCoV), dated 3 February 2020, the ongoing outbreak of COVID-19 still expands at a significant rate with considerable infections reported in many regions all across the world.

For further disease prevention and control of COVID-19, SLRI needs to announce additional measures and disease surveillances to prevent possible related effects on health of SLRI staff and their routine responsibilities. With reference to SLRI Regulation on “Working Hours and Official Holidays” B.E. 2010 and the Decree of Board of SLRI, Ref. No. 8/2016, “Appointment of Chief Executive Officer of Synchrotron Light Research Institute” issued on 1 June 2016, SLRI hereby announces additional prevention measures as follows:

1. Based on work contexts, heads of departments are required to assign work tasks, either on daily or weekly basis, to their colleagues from their performing mainly at residences. In this regard, heads of departments need to attentively manage all tasks to achieve expected departments’ outcomes as they have been practiced in normal situation. During the period of working from home, ID card or finger scan for clocking in and off and payment for over-time are excepted.

In the case of necessity, working in office hours can be performed with ID card or finger scan and over time payment could be done. This is on case-by-case basis.

2. SLRI staff performing work from homes, according to Article 1, need to be contactable by phones or other contact devices during the office-hour period for related communication.

3. Services on synchrotron light and laboratory facilities will be consecutively provided to users under principle of practice that samples for analysis, experiment, or test need to be sent from users to SLRI staff via post, electronic mail, or other contact ways deemed appropriate. Similarly, results will be sent to users via appropriate stated ways.

4. All activities requiring attendance of a number of persons need to be refrained. In the event that refrainment cannot be made, activities need to be run through distance conference or other information and communication technology.

In this regard, SLRI staff can acquire real-time surveillance of the outbreak from Department of Disease Control at website: [https:// ddc.moph.go.th/viralpneumonia/intro.php](https://ddc.moph.go.th/viralpneumonia/intro.php). In case of any suspected infection case, please promptly inform Mr. Methee Sophon, Assistant Director (Administration), at Tel: 081-7183013 or at SLRI Official Line Group for further disease control.

For your information and complying with the guidelines from the issued date onwards until further notice.

Issued on 16 March 2020

- signed -

(Professor Wing Commander Dr. Sarawut Sujitjorn)

Chief Executive Officer