



JSWLAW/12/01/2019-20/688

28 March 2020

## OFFICE ORDER

Under the powers granted to the office of the Dean under Section 5.3 of the Statutes, and pursuant to the government and national strategy for containing the rapid spread of the novel Coronavirus COVID-19 within Bhutan, I hereby declare that:

- \* **the Administrative Campus of JSW School of Law is closed with immediate effect;**
- \* in order to facilitate the departure of the remaining students, **the Academic Campus and Student Residences are closed, effective at 5:00pm on Sunday, 29 March;** and
- \* the Project Site in Pangbisa will strictly operate under the terms of its 2020 COVID-19 Policy as adopted by the MTC.

After consultation with the students and staff over the past 72 hours, I have considered the option to simply declare a holiday. However, in light of the input we have received, it is clear that we should continue the business of the law school but work from home.

Accordingly, **all staff are directed to work from home until further notice.** Any failure to stay at home will be dealt with as a disciplinary matter under the Conditions of Service. Requests for emergency exceptions should be directed, in writing, to the Dean and immediate supervisor via electronic mail. Such requests will only be granted in extraordinary and absolutely necessary circumstances.

Any scheduled meetings should either be postponed or held online or by phone.

Heads of department are instructed to communicate with their respective departments to determine the best ways to make use of this downtime, taking into account the challenges that staff will face in working from home.

There will be unforeseen challenges and consequences of this decision, which we will address as they arise -- including with additional Office Orders, as needed. I will remain in contact during the closure with additional information - including the eventual dates of re-opening -- as and when such information becomes available.

Sangay Dorjee  
DEAN

Cc: The PS to the Hon'ble President, for kind information and submission of report  
Cc: Governing Council  
CC: File