



## **Executive Summary – College of Music Announcement from the Dean**

**Subject: Prevention COVID-19 and Work from Home Policy**

**# CC/1/260320/1850 on 26 March at 18.50**

### **A. Preventive measures COVID-19**

1. Measure temperature at several screening points and if temp is over 37.5 Celsius follow the ECPT & ECRT action plan.
2. College Community should stay at home and if you must travel across province or have any reason to come to College seek approval in advance from ECRT.
3. If symptoms occur, coughing, sneezing, fever, report to Supervisor or Chair immediately. ECRT will follow the University flow.
4. Wash hands frequently with liquid and soap, do not touch face, keep distance between people at least 2 meter.

### **B. Work from Home**

1. Supervisor and Assoc. Dean ensure continuity by considering jobs to perform continuously in each section during work from home period.
2. During work from home receive assignments from Supervisor and Assoc. Dean, and report the outcome as part of the annual evaluation.
3. Communication should use the electronic mail, line or other for communications as set out in the ECRT Communication Trees.
4. Online Meetings only.