
27 May 2020

Announcement from The Emergency/Crisis Response Team (ECRT)

CC/1/270520/1730

Ref/ # CC/1/080520/1730

(For Internal Use Only)

We trust everyone is well and looking forward to the **New Normal**, even though as we are still to hear more details from the Government and MU about the next steps for Education in detail.

Phase 1 (Stage 4 Recovery) of our COVID-19 Crisis plan has now been implemented and every office is open as usual, Monday to Friday, although staff are working on a rota and a mix of WFH and here, in order to follow the social distancing guidelines.

The ESTATE and Safety Centres of the ECRT have been very busy preparing our site for Phase 2 and 3, in order to ensure a safe new normal.

Phase 2 Staff and Faculty back to normal hours with preventive measures

From 1 June Faculty no longer need to request to come onto the campus. The same checkpoint systems are in place.

General Advice before coming to College

Follow guidelines and regulations published by MU, provincial and national governments. Information about what to do if you feel unwell at home and have COVID-19 symptoms. (You can check this information at <https://www.music.mahidol.ac.th/covid-19/> or use your communication tree.

1. Have your own masks, and a bag/tissues to place used or cloth masks in to be kept on your person or in your bags during eating, and when throwing into the garbage containers.
2. Have your own hand-gel

3. If you feel unwell call your supervisor and if any of the symptoms for COVID-19 we will follow MU system. (<https://www.mahidol.ac.th/covid-19/>)

Entry to College

1. Temperature checking and sign in.
2. Queue maintain 1.5 from each other
3. Please use the QR Code when you have your temperature checked.
4. Use hand-gel provided

General Advice at College

1. Please wear a mask.
2. Wash your hands (20 seconds) before taking off mask and putting back on
3. Wash your hands before and after eating
4. Eat at the designated outdoor locations, and follow the places marked for seating.
5. If you suspect when you are at work you develop symptoms, please go to one of the self-isolate rooms, located at:
 - a. Glass House if you are working in buildings A-D and in the room at the back of the 1st Floor
 - b. If you are at YAMP. (Staff and security will be able to point you in the right direction)

If you suspect when you are at work you develop symptoms, please contact

- a. Khun Ae (Penpun) First Aid at room no. A204, Ext.#1222, Mobile 08 1191 8600
- b. Khun Nun (Rawinun) HR at room no. A109, Ext. #1106, Mobile 08 7763 3799
- c. Khun Mam (Nannapas) YAMP at room no. PC203, Ext. #5235, Mobile 09 0981 8895
- d. Khun Eve (Natcha) TPO at room no. C105, Ext. #3114, Mobile 08 4165 6366

6. Please follow the advice posted at every lift and use the marked spaces and hand gel provided.
7. Maintain 1.5 m social distance at all times.

Guidelines for Faculty offices

1. Only yourself and one other in your room at any one time, maintaining social distance.
2. In order for our housekeeping staff to keep surfaces clean, it is advisable to leave your desk free from papers and objects as much as possible and any other high touch surfaces.
3. It is also advisable for everyone to have your own wipes or solutions to keep your own areas as clean as possible

Additional Information:

Aj. Darin will be announcing soon about training and a work plan for June.

Visitors should request coming to College in advance, so please continue to use the **Communication trees** if you know or plan to invite a guest to College at this time.

Students should continue to request 24 hours for only urgent situations. We kindly request students not to come to campus at the moment and we will now await further announcements from the Government and MU before we know how to proceed with **PHASE 3 Students on campus**.

Any questions, concerns please check your emails, LINE, and also

<https://www.music.mahidol.ac.th/covid-19/>

Or use your communication trees:

Faculty	Department Head to Dr,Onpavee
Staff	Department Head to Khun Ji
Students (PC and Graduate)	Aj Nunn
Students (UG)	Khun Puy, Student Affairs Head
Artists/TPO (Non Faculty)	Khun Pui, Event Management Head
MCGP	Khun Lek Sommit
Business Units	Khun Lek Racharee

IF its urgent OR after a reasonable time you do not get a reply from your supervisor or chair, please contact Khun Ji or myself.

#Conduct Yourself – Care for Each Other

26 May 2020 at 17.30 hrs