



**Announcement of the College of Music, Mahidol University**  
**Temporary Suspension of Teaching and Learning in the College of Music and Guidelines**  
**for Staff Operation during Coronavirus 2019 Pandemic**

Reference is made to the Announcement of Mahidol University on the continued closure of Mahidol University Salaya Campus, and the Use of Online System for Academic Activities and Meetings dated January 2, 2021.

The College of Music is announcing temporary suspension of teaching and learning and additional guidelines for staff operation as follows.

1. Teaching and learning in all programs will be temporarily suspended until January 31, 2021. The College will extend the semester period and announce the revised the academic calendar in response to the Coronavirus 2019 (COVID-19) pandemic afterwards.

2. Academic and support staff of the College of Music, Mahidol University are on duty, with Dean and Associate Deans considering the work plan as appropriate to ensure operation continuity. The guidelines are as follows:

2.1 Academic Staff: Academic staff shall prepare for the teaching, both in online and offline formats, to cope with all possible all level of Coronavirus 2019 pandemic severities that may arise when classes resume. Academic staff are advised to work from home.

2.2 Support Staff: Every working unit must have staff onsite every day. The rotation can be planned as appropriate in order to ensure operation continuity and efficiency, as well as to avoid any damage to the operation of the working unit.

2.2.1 Monthly operational plan and expected outcomes shall be prepared and submitted to staff's immediate supervisor, which will finally be acknowledged by the Dean. The plan shall be sent to the Human Resource Office within the 5<sup>th</sup> of the following month.

2.2.2 Support staff are required to fingerprint to record his/her operation at College of Music.

3. In urgent cases, Dean, Associate Deans may order the staff under his/ her supervision to work at the College of Music.

4. All College of Music staff should follow the social distancing guidelines, including  
4.1 Work and do activities strictly at home during the period of time that he/she is schedule to work from home.

4.2 Avoid using public transportation during rush hours.

4.3 Avoid being in crowded places/ communities or doing group activities.

Reduce unnecessary social activities to avoid possibility of Coronavirus 2019 (COVID-19) infection.

4.4 Take care of your own health by washing your hands with water, soap or alcohol sanitizer, avoiding touching your face, sneeze or cough on tissue or arms, etc. You should also keep distance from those suspected to have disease without making them feel socially isolated.

4.5 Be responsible for yourself and others by informing your supervisor and related persons immediately if you are suspected to be infected by Coronavirus 2019.

4.6 Follow the information, news and other announcements from Mahidol University frequently.

5. Staff who are not assigned to work on Campus, as well as students, are not allowed to come to College of Music. If necessary, those who wish to come to College of Music must submit the request through the communication tree at least 1 day in advance within 16.30. The name should be submitted to the Emergency and Crisis Response Team (ECRT) for approval, which will be based on necessity and safety. In this case, entering the building is allowed from 08.30 to 16.30. Entering the buildings on Saturday, Sunday, and public holidays is not allowed.

This announcement enters into effect from this date until otherwise announced.

Announced January 3, 2021



(Dr. Narong Prangcharoen)

Dean, College of Music, Mahidol University