



NEW NORMAL COLLEGE OF MUSIC MAHIDOL UNIVERSITY

All of this information
and more is available @
www.music.mahidol.ac.th/covid-19

**BOOKLET 1:
WORKING, TEACHING AND
LEARNING IN BUILDINGS A-D**

Section A:

Mahidol 5



มหาวิทยาลัยมหิดล
Ministry of Health

COVID-19

MU New Normal

Measures for Office Buildings



Entry-Exit



Cleanliness and Safety



Confirmed Case

5 Measures for building entry and exit



Visitors/staff must wear cloth or surgical masks at all times.



Go through body temperature checking point before entering the building. Visitors and staff should stick the pass sticker after undergoing the temperature checking. Person with body temperature higher than 37.5°C is not allowed to enter the building.



Use alcohol gel at service points for hand sanitizing.



Register by scanning the QR code before entering and exiting the building or register at a screening point provided.



Practice social distancing according to the building's measures.

5 Measures for the cleanliness and safety in the building



Staff, students, cleaning personnel, security guards and visitors must wear cloth or surgical masks at all times.



Conduct body temperature checking at the main entrance of the building. Visitors/staffs should stick the pass stickers after undergoing the temperature checking.



Provide alcohol gel throughout the building.



Clean public space every 2 hours and set a good ventilation system in the place.



Visitors/staff should practice social distancing to reduce congestion.

5 Measures when there is confirmed case in the building



Directors of divisions/centers need to immediately notify responsible Vice President on suspected/confirmed cases. The building will be closed for 3 days.



Separate risk groups to undergo screening tests.



Transfer confirmed cases and close contact person to Mahidol University-affiliated hospitals for screening and treatment.



Publicize and report the situation to the Provincial Public Health Office within 3 hours.



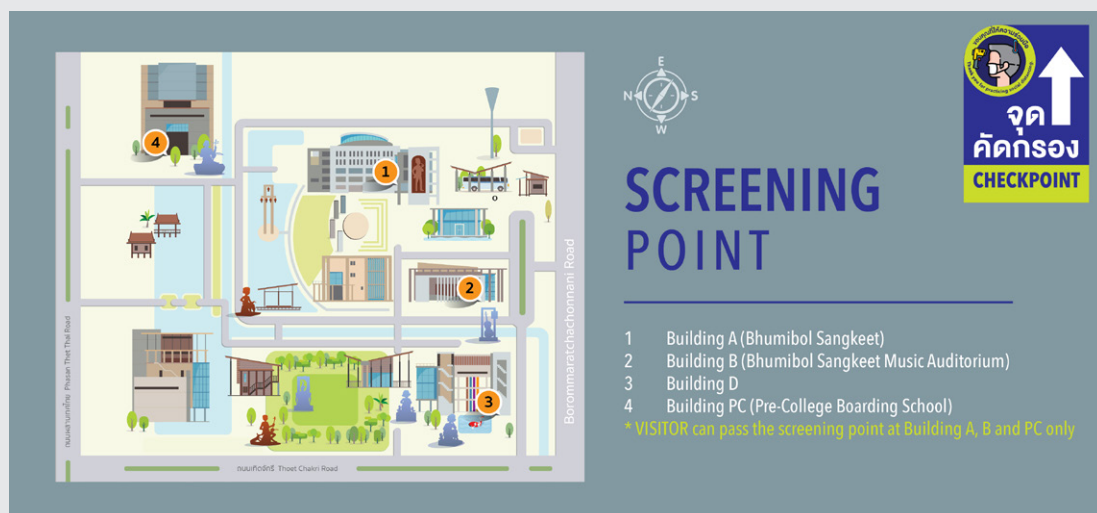
Clean the area where confirmed cases touched and other areas in the building.

Design : Corporate Communication / Information : Risk Management Center Mahidol University

Section B:

College-wide preventive measures and information

B1: Checkpoint and Screening



B2: General Advice about coming to College and preventive measures at College

General Advice before coming and at College

1. Follow guidelines and regulations published by MU, provincial and national governments
2. Have you own masks, and a bag and or mask necktie to be kept on your person or in your bags during eating. (Do not put masks on any surfaces)
3. Have you own hand-gel/spray.
4. If you feel unwell call your supervisor and if any of the symptoms for COVID-19 we will follow MU system (See infographic below)
5. Avoid touching eyes, mouth and nose
6. Avoid to sharing your personal belonging with other people
7. Rooms will be clearly marked when there is a limitation of the number of people in that room
8. Wash your hands before and after class, eating, taking mask off and on, as often as possible and for 20 seconds at least each time. (See Infographic – 7 steps washing hands)

7 STEPS OF HAND WASHING



Scrub your hands for at least 20 seconds. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 70% alcohol.



1 Rub your palms together.



2 Rub the back of each hand.



3 Rub both your hands while interlocking your fingers.



4 Rub the back of your fingers.



5 Rub the tips of your fingers.



6 Rub your thumbs and the ends of your wrists.



7 Rinse both hands properly with water.



LINE Ramathibodi



อ. พญ.สพพรณ รัตนวงศันรา มอร์ด
สาขาวิชาโรคติดเชื้อ ภาควิชาอายุรศาสตร์
คณะแพทยศาสตร์โรงพยาบาลรามาธิบดี มหาวิทยาลัยมหิดล
<https://med.mahidol.ac.th/infographics>

TH10-A-01-0005740-001



วิทยาลัยดุริยางคศิลป์ มหาวิทยาลัยมหิดล

ประเภท โรงเรียน หรือสถาบันการศึกษา



ผ่านการประเมินตนเองตามมาตรการควบคุมหลัก

สำหรับให้ผู้ใช้บริการสแกนเพื่อเช็คอินเข้าร้าน หรือเช็คอินกลับใช้บริการ และประเมินสุขภาพ

วันที่ 19/6/2563

www.ไทยชนะ.com



5 STEPS FOR SAFETY

Coming to the College of Music, Mahidol University



1 SCAN QR CODE



2 TEMPERATURE CHECK



3 WEAR MASK



4 WASH HAND WITH SOAP OR ALCOHOL GEL

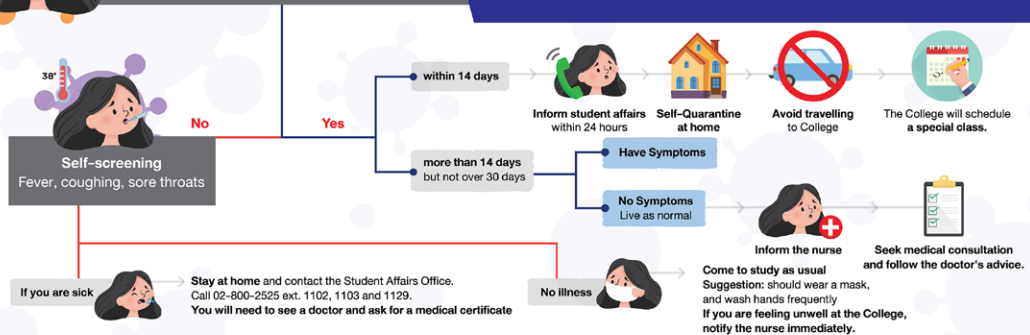


5 SOCIAL DISTANCING AT LEAST 1-2 METERS FROM EACH OTHER



Students who have travelled to or transited through the countries/territories/areas* being reported as Disease Infected Zones/Countries

SUGGESTIONS FOR STUDENTS IN ATTENDING CLASSES







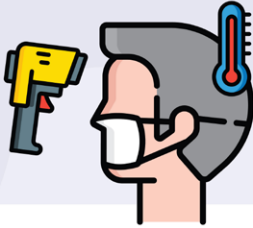


RESPECT DISTANCING

จำกัดจำนวนคน
ไม่เกิน__คน
เพื่อความปลอดภัยของทุกคน

Limit the number of people
entering at once

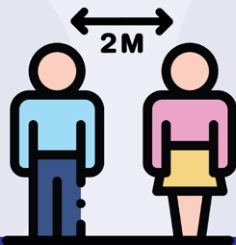
RESPECT DISTANCING



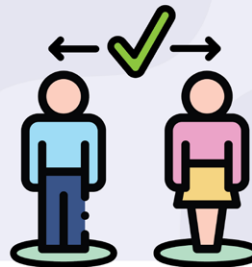
วัดอุณหภูมิก่อนเข้าพื้นที่
Measure body temperature
before entering.



สวมหน้ากากอนามัย
Wear a face mask at all times.



ระยะห่าง 1-2 เมตร ตลอดเวลา
Keep 1-2 meters distance at all time.



ยืนตามสัญลักษณ์ที่กำหนด
Stand at designated spot



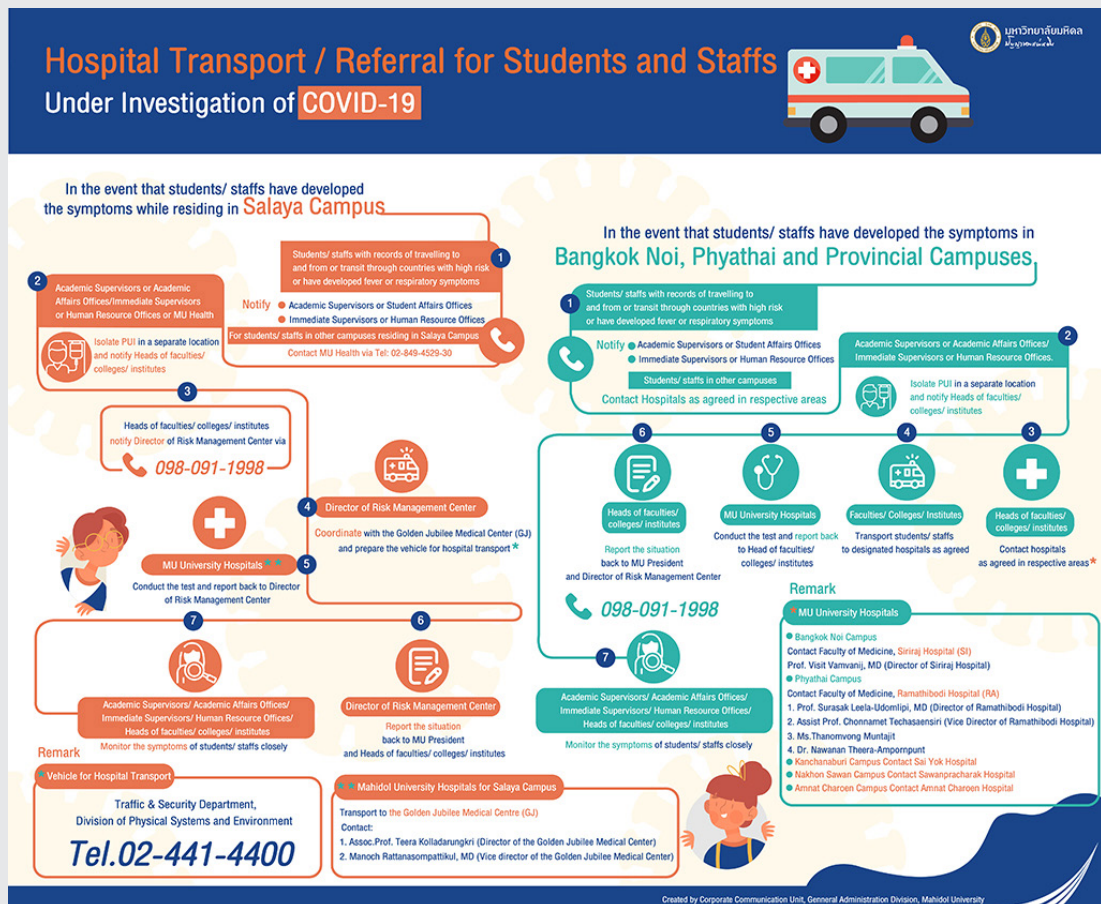
ล้างมือก่อนและหลังรับบริการ
Wash hands before and after using services.



นั่งตามสัญลักษณ์ที่กำหนด
Sit at designated spot.

If unwell at home or at College (Faculty and staff – students see more information below)

- Inform your supervisor and if any of the symptoms for COVID-19 we will follow MU system
- Recommendations for Individuals with through Self-Quarantine at Home
- Ask for leave and self-quarantine at home for 14 days after having a close contact with patients with confirmed case
- Isolate yourself through the use of separate space/bedroom,
- Avoid outgoing activities and other public gatherings
- Eat at a different place and time from other family members
- Do not share personal belongings such as handkerchiefs, towels, cups or straws with others
- When coughing, be advised to
 - Attire a face mask or cover your mouth and chin with a tissue paper, dispose the used napkin in a plastic bag before trashing it in a bin, or cough or sneeze into your upper sleeve, not your hands and sanitizing your hands with alcohol sanitizer or clean your hands with soap and water



Section C:

Teaching and Learning Guidelines

When moving around school, please walk on the LEFT. Use the middle stairs as much as possible, as the lifts are limited to 5 people a time. One side of stairs is UP and another down.

We are not putting “stand here” or “do this” everywhere in the building. Everyone should understand why it is important to social distance, wash hands, wear a mask and don’t share

C1: Online Teaching & Learning Platform

Mahidol University provides some online teaching and learning platform for the faculty members, including WebEx, Microsoft 365, and G Suite (including Google Classroom, Google Form). Moreover, the faculty may choose to use other platforms they are feeling accustomed with, but provided that some of these platforms may have some pros and cons in real applications.

It should be noted that the online platforms based on google (e.g. google classroom) are not available in China.

Another issue with the online teaching is the comparatively weak internet and old computers in building D, making it hard for teachers in building D to teach online lessons. The section below (Classroom for Private Lesson and Small Ensemble) includes things needed to be done to solve the problem (i.e. reserving some rooms).

The table below includes some of the possible platforms for online teaching and learning.

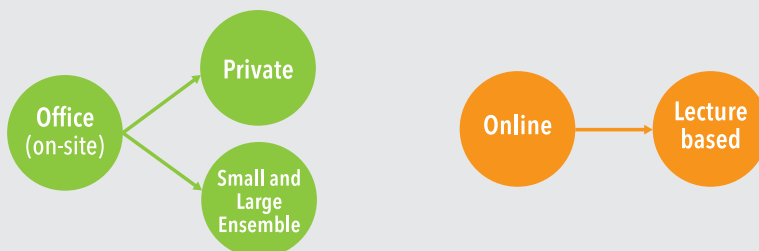
Table: Accessibility

Platform	Accessibility – Faculty		Accessibility - Students		Remarks
	Full Time	Part Time	Local	International	
Webex	Available*	Will be available**	Available	Available	All need name.sur@mahidol.ac.th
MS Team	Available*	Will be available**	Available	Available	All need name.sur@mahidol.ac.th
Google Classroom	Available*	Will be available**	Available	Not in China	All need name.sur@mahidol.edu

*** If any problem, see Education Service Office*

We encourage the teachers to develop the online course as creatively as possible. Some creative concepts for online lesson might be applied, including preparing pre-recorded materials, doing hybrid/ blended Learning, and applying different grading/assessment system where normal assessment is not appropriate under online platforms.

Class(es) and lesson(s) delivery for stage I



Types	Phase 1
A. Private Lesson	Choices (for further elaboration, see section E below) 1. In CoM at teachers' studio (with policies) 2. In CoM outside teacher's studio (with policies) 3. In CoM online 4. Online at home 5. Second hour lesson will be all online Piano accompaniment is mostly recorded based in 1st phase
- Voice (Online separate)	
- Horn	
- Shared	
- Individual	
B. Small Ensemble/Dance/Combat	- Mostly should be ok with policies, especially ensembles with voices, horns, shared instrument - Need relocation for EN - Dance/Combat goes online
- with voice	
- with horn	
- crowded	
- with shared	
- Dance/Combat (online)	
- None of the above	
C. Large Ensemble (need face shield)	- See Large Ensemble's social distancing policies.
- Choir	
- with horn	
- extremely large 60	
D. Practical/Lecture	
- Keyboard	Online with 2 reserved rooms for students to come
- Ear Training	Online
- Gong	Postponed
- Instru Group (Basic Ranad, etc)	Online
- Voice class (on line)	Online
- Recorder	Online
- Stage Acting/Acting (On Line)	Online
- Conducting (407, 112 on line first)	Online
E. Lecture	
- Need equipment/instrument (e.g. TE)	Online / with policies (e.g. rotation, etc)
- Typical Lecture Music (e.g. 2-0-4)	Online
- Typical Lecture Gen Ed (e.g. 2-0-4)	On Line
- Specific large lecture (MUGE, Eng, etc)	On Line with prerecorded for whole semester

Note for future stage:

- The later stages may include the relaxation of classes. For example, some classes may be scheduled to
- Run on site
- Run partially onsite
- The criteria for the relaxation may include such as
- Class size
- Nature of the class
- Need for rooms

C2: International/Provincial Student Issues

International and Local Students Staying Abroad or Provincially: students who stays abroad or provincially during the semester may not be able to attend the ensemble or other classes that need to be held in College (i.e. clearly inappropriate to be delivered online). In solving the problems;

- Student should notify the College about his/her inability to be on campus during the semester by submitting a request in commas system

Request for not attending small or large ensemble “on-site”

<https://forms.gle/rM2aKWxYufQmzx798>

- Once acknowledged and approved, the student will be able to be absent for such course for the whole semester. As a result, the grade received at the end of the semester will be “X”.

Student is likely to be able to correct for the ensemble classes in the 2nd and/or (in some cases) 3rd, semester. The Register office will work to enable the student to register in the following course despite the X grade in the prerequisite (e.g. register in Small Ensemble 2 although the grade received for Small Ensemble 1 is X).

C3: Classroom for Online Lecture (War Room)

Although the lectures are going to be delivered online but due to possible issue about weak internet and old computers in building D, which makes it hard for teachers in building D to teach online lessons, we have set up the War Room for both instructors and students to reserve and use if needed.

C3.1: Online teaching room for faculties

Room	Equipment
1. B105 (Green room) (Studio For Faculties)	1. Mac or Notebook 2. Chair and Desk 3. Whiteboard
2. D503	1. Note Book 2. Chair and Desk 3. Whiteboard
3. A112	1. Note Book 2. Chair and Desk 3. Whiteboard
4. D405.03	1. Chair and Desk 2. Whiteboard 3. Connecting plug

C3: 2 Online private on-campus room for students

Room	Equipment
1. D405.12	1. Chair and Desk 2. Connecting plug
2. D405.16	1. Chair and Desk 2. Connecting plug
3. D405.18	1. Chair and Desk 2. Connecting plug

C3.3: Online Study Area

1. MACM and MACM Lobby
2. Library 2nd floor
3. Computer room (3rd floor)
4. Theatre (Recommended for Ear Training)
5. Keyboard class A309 and A310 will be reserved for Keyboard Studies on Tuesdays, Wednesdays, and Thursdays from 9:00-12:00 and Fridays for accompanists to record from 9:00-12:00

MUSIC LIBRARY



COMPUTER SERVICES



THEATRE



MACM HALLWAY, PUBLIC SEATS



C4: On Campus Learning

C4.1: Private lesson

Private lesson will be delivered offline unless otherwise agreed. Offline lesson must be under social distancing/cleanliness practices. If necessary and where agreed between teacher and student, the private lesson may also be delivered online. In the first stage of the 2020/1 semester, the delivery of the private lesson can be via one of the following ways;

- a. Offline: Depending on the instrumental groups, choices for offline private lesson delivery are as follows;
 - i. In teacher's studio (All instrument except voice and wind instruments)
 - ii. Outside teacher's studio for voice and wind instruments (in one of the designated rooms specified in Section "E2: Classroom for Private Lesson and Small Ensemble").
- b. Online: The online choice is only be done if necessary (e.g. student staying abroad, having health issues, etc), which can be done in one of the following ways.
 - i. At the College (in one of the designated rooms specified in Section "E2: Classroom for Private Lesson and Small Ensemble")
 - ii. At home.

- Whether it's on/offline, full time teachers are encouraged to operate at College.
- If students are unable to be on site for their lessons, they can make a request their lessons to be delivered online

C4.2: Ensembles

All small and large ensemble classes are to be delivered offline. Each ensemble must strictly follow social distanced and workplace hygiene policy. See Section E5 ii Guidelines for Ensembles for policy for Large Ensemble Room.

The final assessment of the ensemble will be dependent on the situation at the end of the semester. In case the situation prolongs, the final may be done on an online platform, for example live streaming of the student performance in the College's venue.

C4.3: Lecture

Most of the lecture based classes will be delivered online (including practical lecture and normal lecture with the following remarks.

- c. Some lectures with large number of students (including MUGE 100, MSGE 111/313/341/422/325/001/102, MSTC 253, MSEN245, MSEN211, MSPF111, 113,211, MSVO111, 101) will be delivered online with recorded material. The reserved time table is still in place to facilitate teachers to set up online meeting with students (we recommend that periodic meetings with students are still necessary even though materials have been recorded to ensure that student progresses well in class.).
- d. Gong Wong Yai will be postponed to next semester.

C4.4: Recital Attendance

Since during this pandemic period, live concerts may not be allowed, making it very difficult for the students to complete his/her recital attendance requirements. For 2020/1, therefore, department is encouraged to established its own recital attendance policy.

C4.5: Timestamping for Part-Time Teachers

Part time teachers who teach online will prove for his/her teachings by have the online teaching screen captured and emailed to [msacadmc@mahidol.ac.th]. The captured screen must include the list of the students attending the class, the date and time of teaching.

C4.6: The Consent

For any class delivered online, prior to the online lesson, the students need to 'acknowledge' in our consent wording, which will be shown automatically on the student's COMMAS screen before they get into the system.

C5: Classroom for Private Lesson and Small Ensemble

Since voice, brass, and wind instruments need more distance between players (e.g. teacher and students) while instruments that need to be shared will need some special measures for cleanliness, compared to individually owned non-horn instruments, resulting in different options to deliver the private lesson.

The table below shows the option selectable by teachers/students for private lesson and small ensemble (latter case only for some departments).

Instrument Group	Choices					Rooms Available for Private Lesson (offline/online)	Remarks
	Online from Home	Online at College	In Person at Studio	In Person in Bigger Room	Est. No. of Students		
Voice (Cl + MT)	Yes	Yes		Yes	66	B112, A212, A213, A214, A407 (shared with perc.) (priority = large)	Apply for small ensem. too Except A212-Fri10-12 A407 Thu 9-10 MT-Fri 11-13
Voice (Pop)	Yes	Yes		Yes	86	D508, D509, D510, D511	
Voice (Thai)	Yes	Yes		Yes	1	A302, A303	Apply for small ensem. too
Woodwind	Yes	Yes		Yes	45	D201, D504, D507, D301, D401 (need keyboard)	Apply for small ensem. too
Saxophone (ja.+pop)	Yes	Yes		Yes	21		
Brass	Yes	Yes		Yes	26	A301, A210, A211	Apply for small ensem. too
Trumpet (jazz+pop)	Yes	Yes		Yes	3		Except *A210 Wed 8-11 Tues 11-13 A301 Mon 9-10
Percussion	Yes	Yes	Yes	Yes	10	A407 (shared with voice), Teacher's Studio	Apply for small ensem. too except A407 Thu 9-10

Instrument Group	Choices					Rooms Available for Private Lesson (offline/online)	Remarks
	Online from Home	Online at College	In Person at Studio	In Person in Bigger Room	Est. No. of Students		
Strings	Yes	Yes	Yes		42	D404, A404, Teacher's Studio	Apply for small ensem. too
Harp	Yes	Yes	Yes		3	Teacher's Studio	Apply for small ensem. too
Guitar	Yes	Yes	Yes		44	A201, A202, A203, Teacher's Studio	Apply for small ensem. too
Piano (Cl.)	Yes	Yes	Yes		34	Teacher's Studio, A404	Apply for small ensem. too
Piano (pop)	Yes	Yes	Yes		24	Teacher's Studio, or Practice Rooms	For small : D402.11, D402.12, D402.13, D402.14, A311, A409
Piano (jazz)	Yes	Yes	Yes		20	Teacher's Studio, Practice Rooms	For small : A312, A411
E.Guitar (pop)	Yes	Yes	Yes		64	Teacher's Studio, Practice Rooms	For small : D402.11, D402.12, D402.13, A311, A409
E.Guitar (jazz)	Yes	Yes	Yes		43	Teacher's Studio, Practice Rooms	A312, A411
E.Bass (pop)	Yes	Yes	Yes		24	Teacher's Studio, Practice Rooms	For small : D402.11, D402.12, D402.13, A311, A409
E.Bass (jazz)	Yes	Yes	Yes		5	Teacher's Studio, Practice Rooms	For small : A312, A411
Double Bass (jazz)	Yes	Yes	Yes		4	Teacher's Studio, Practice Rooms	For small : A312, A411

Instrument Group	Choices					Rooms Available for Private Lesson (offline/online)	Remarks
	Online from Home	Online at College	In Person at Studio	In Person in Bigger Room	Est. No. of Students		
Drumset (pop)	Yes	Yes	Yes		56	Teacher's Studio, Practice Rooms	For small : D402.11, D402.12, D402.13, A311, A409
Drumset (jazz)	Yes	Yes	Yes		11	Teacher's Studio, Practice Rooms	For small : A312, A411
Thai	Yes	Yes	Yes		14	A302, A303, Teacher's Studio	Apply for small ensem. too

Please Note as follows:

- Buildings will be closed by 8pm.
- All teaching studio will be closed by 8pm.
- All classrooms (which converted to teaching studio) can be used between 9am.-7pm.
- Only department chairs can reserve the designated shared room for lessons/ ensembles/ rehearsals in COMMAS, however all instructors still need to schedule all lessons in COMMAS system.
- Part-timers (not voice, wind, and brass instructors) who plan to use practice room to conduct the private lessons, will go through the process used in 2019/2.
- All teaching studios in D building and practice room on the 4th floor has a LAN line to use the internet.

C6: Timetable

In order to ensure that large-sized rooms (e.g MACM, A407, A113, etc) are sufficient to run the large ensemble. The following timetable outline is to be applied for collegiate studies in 2020/1 so that more time slots are allocated to large ensemble during the middle of the day and the online lecture classes are scheduled during the early and late parts.

	08:00- 08:50	09:00- 09:50	10:00- 10:50	11:00- 11:50	12:00- 12:50	13:00-14:40	15:00-16:40
Monday	Lecture	Lecture	Lecture	Lecture	Lecture	Ensemble	Ensemble
Tuesday							
Wednesday							
Thursday							
Friday							

More information regarding Class platform, ID, and password will be posted in COMMAS.

SectionD:

Room limitations and numbers for:

D1: Ensemble

No.	Room	Capacity (Person)	Set up for choir (Person)
1	A113	32	17
2	A201-203	8	4
3	A210-214	8	7
4	A301	18	9
5	A302	18	7
6	A303	26	6
7	A404	8	6
8	A407	54	30
9	D201,301,401	7	2
10	D 404	16	10
11	D511	6	3
12	D508-510	8	4
13	D504,507	8	6

A113

CAPACITY: 32 PERSON

SET UP FOR CHOIR: 17 PERSON



A201-203

CAPACITY: 8 PERSON

SET UP FOR SMALL ENSEMBLE: 4 PERSON



A210-214

CAPACITY: 8 PERSON

SET UP FOR SMALL ENSEMBLE: 7 PERSON



A302

CAPACITY: 18 PERSON

SET UP FOR SMALL ENSEMBLE: 7 PERSON



A303

CAPACITY: 26 PERSON

SET UP FOR SMALL ENSEMBLE: 6 PERSON



A404

CAPACITY: 8 PERSON

SET UP FOR SMALL ENSEMBLE: 6 PERSON



A407

CAPACITY: 54 PERSON

SET UP FOR LARGE ENSEMBLE: 30 PERSON



D201,301,401

CAPACITY: 7 PERSON

SET UP FOR SMALL ENSEMBLE: 2 PERSON



D 404

CAPACITY: 16 PERSON

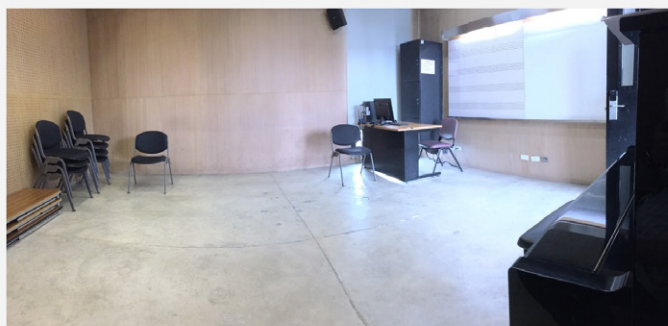
SET UP FOR SMALL ENSEMBLE: 10 PERSON



D511

CAPACITY: 6 PERSON

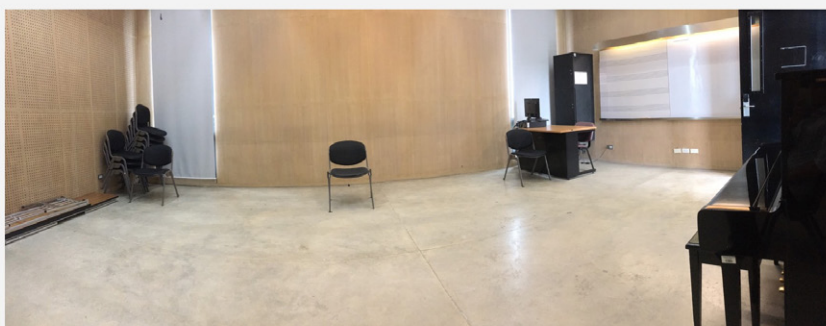
SET UP FOR SMALL ENSEMBLE: 3 PERSON



D508-510

CAPACITY: 8 PERSON

SET UP FOR SMALL ENSEMBLE: 4 PERSON



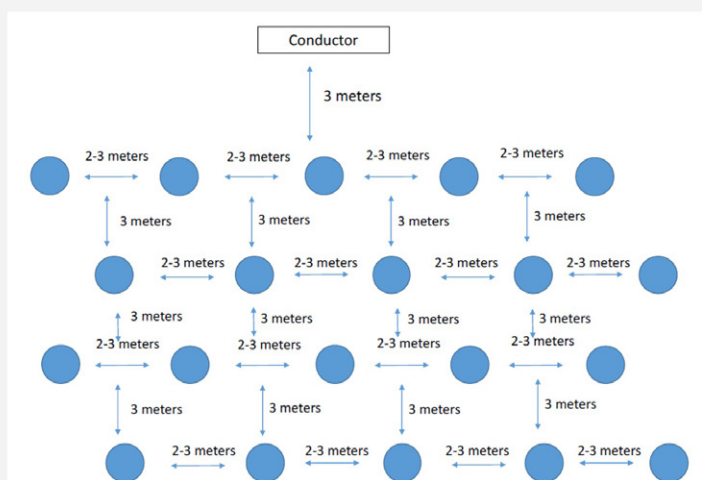
D504,507

CAPACITY: 8 PERSON

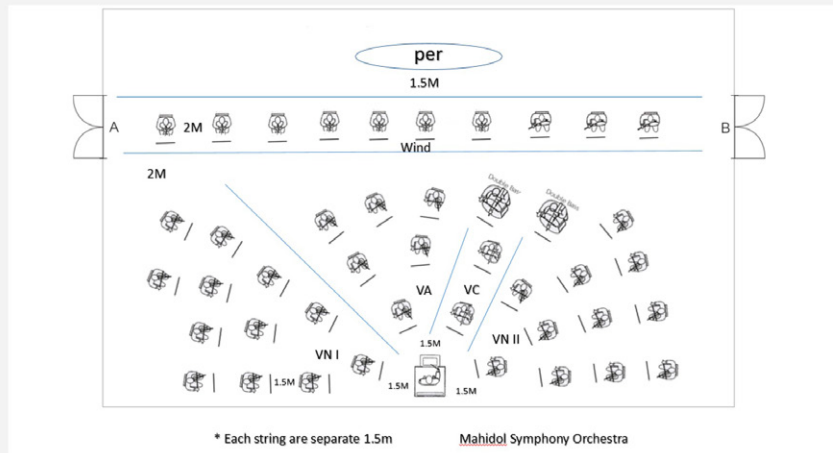
SET UP FOR SMALL ENSEMBLE: 6 PERSON



CHOIR



MACM: SYMPHONY ORCHESTRA



MACM: WIND ORCHESTRA



D2: Practice rooms

Practice rooms opening hours at building A and D are as follows:

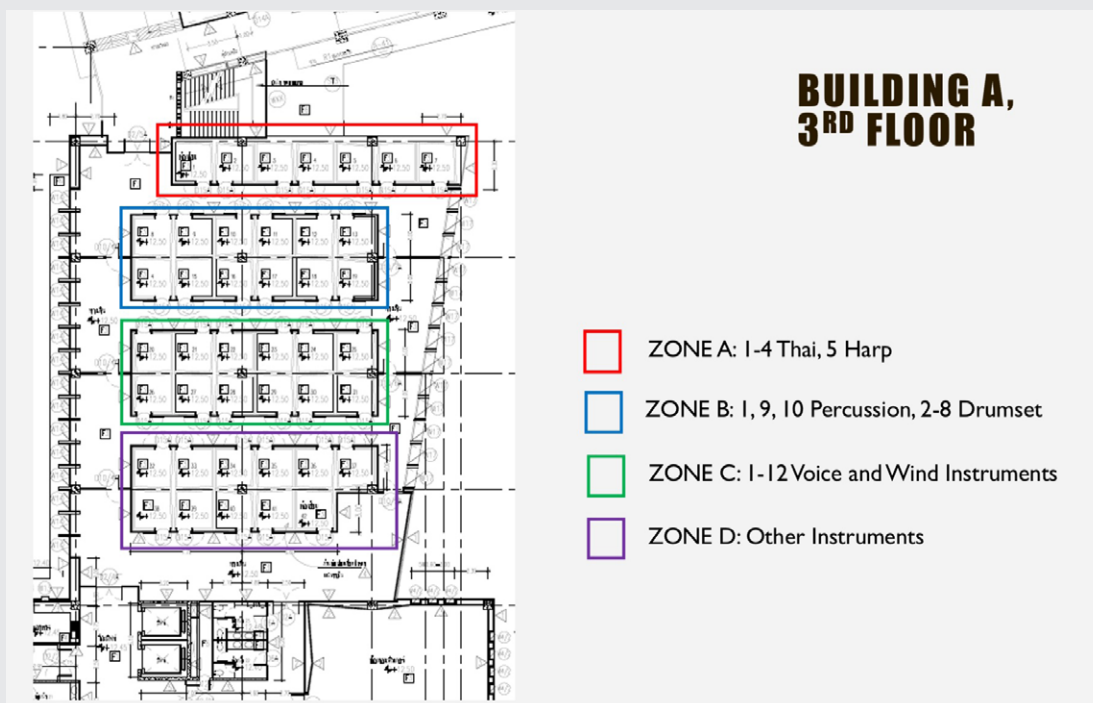
From Monday – Friday	Building A and D	07.00-19.00 hrs.
From Saturday – Sunday	Building D	13.00-17.00 hrs.
	Building A	13.00-17.00 hrs. (Percussion Only)

Remark: Close on public holidays.

Practice room facilities will be divided into zones, according to the type of musical instruments.

Building A

- Zone A Room No. 1-4 will be used for Thai instruments and Room no. 5 will be used for the Harp.
- Zone B Room no. 1, 9, 10 will be used for percussions and Room no. 2-8 will be used for drumset.
- Zone C Room no. 1-12 will be used for voice, woodwind, and brass and will be cleaned every two hours.
- Zone D Room no. 1-13 will be used for other majors which are not voice, winds, and brass.



- 2nd floor Room no. 205.01-205.10 and 3rd floor Room no. 305.01-305.10 will be used for voice, woodwind, and brass and will be cleaned every two hours
- 2nd floor Room no. 205.11-205.26 and 3rd floor Room no. 305.11-305.27 will be used for other majors which are not voice, winds, and brass.



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Section E:

Canteen

1. All tables are marked to maintain social distancing
2. Please queue maintaining 1.5 apart. If the queue is too full wait at a safe distance nearby, before joining the queue.
3. Wash your hand before taking off your mask, after you take off your mask before eating and again after eating and before you put on your mask. (Do not leave used masks on any surfaces)