



**Announcement of the College of Music, Mahidol University
On Work from Home Guidelines and Other Measures to Prevent the Outbreak of the
Coronavirus 2019 (COVID-19)**

Reference is made to the Announcement of Mahidol University on Work From Home Guidelines and Other Measures to Prevent the Outbreak of the Coronavirus 2019 (COVID-19). The College of Music is announcing as follows.

1. Teaching and Learning

Teaching and learning for all programs will follow the guidelines below.

- 1.1 Lecture, ensemble, group practical courses, and major/minor performance: Teaching and learning will not be held on campus. Teacher may teach on-line or apply new teaching and learning method that the teacher considers appropriate and most beneficial to the students under the current circumstance. Examinations for subjects above will be done online. Technical requirements and assessment criteria for the jury examinations can be adjusted by related department as appropriate.
- 1.2 It is highly advised that recital examinations be done online (via video recording or live broadcast) or postponed. Only in the case of exceptional need will any consideration be given to an offline M6, senior, or graduate level recital, which will allow only performers and committee members in the venue (no audience). Such a request must be made by the department coordinator to Principal (for M6 recital) or department chair to Associate Dean for Education, Academic Affairs and Research (for senior recital and graduate level recital), before forwarding to the Dean for approval.

2. Personnel's Operations Guidelines

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.

- 2.1 Academic staff is advised to 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.

- 2.2** Support staff, upon Dean and related associate dean's consideration of his/her work process and workload, may work on-campus or work from home as appropriate. In planning the workforce mentioned above, operation continuity, as well as effective work follow-up and reporting system, should be taken into consideration.

 - 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 5th of the following month.
 - 2.2.2** Support staff are required to fingerprint to record his/her operation at College of Music.
 - 2.3** In urgent cases, Dean, Associate Deans may order the staff under his/her supervision to work at the College of Music.
- 3.** All College of Music academic staff, support staff, and students should strictly follow the following Coronavirus 2019 (COVID-19) outbreak prevention measurements.

 - 3.1. Work and do activities strictly at home during the period of time that he/she is schedule to work from home.
 - 3.2. Avoid using public transportation during rush hours.
 - 3.3. Avoid being in crowded places/communities or doing group activities. Reduce unnecessary social activities to avoid possibility of Coronavirus 2019 (COVID-19) infection.
 - 3.4. 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.
 - 3.5. Be responsible for yourself and others by informing your supervisor and related persons immediately if you are suspected to be infected by Coronavirus 2019.
 - 3.6. Follow the information, news and other announcements from Mahidol University frequently.
- 4.** 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 the date of this announcement onward or until otherwise announced.

Please be advised and act accordingly of the above guidelines, as well as constantly follow up with further announcements of the College and University.

Announced on April 13, 2021

A handwritten signature in black ink, appearing to read 'Narong Prangcharoen', written in a cursive style.

(Dr. Narong Prangcharoen)
Dean, College of Music