

# **SOP Guidelines for Yamaha Music School Business Recommencement**

*Updated as of 10 June 2020*



## 1. Purpose

1.1 These guidelines are provided for reference to the administration and staff of the Yamaha Music Schools on the management and measures to be taken to control the transmission of Coronovarius 2019 infection (COVID-19).

## 2. Background

2.1 Lessons at Yamaha Music Schools are conducted in two different segments, namely (Before the MCO)

### 2.1.1 Group Lessons (Before the MCO)

- Student age is between two (2) years old to fifteen (15) years old.
- Parents, guardians or guardians must accompany two (2) year to five (5) year olds for weekly lessons
- The number of people in the class  
Minimum: Ten (10) children and parents / guardians and one (1) teacher.  
Maximum: Twenty-two (22) children including parent / guardian and one (1) teacher.

### 2.1.2 Individual Lessons (Before the MCO)

- Student age is between 6 and 6 years old.
- Parents do not need to accompany their children for weekly lessons
- The number of people in the class  
Minimum: One (1) student and one (1) teacher  
Maximum: Two (2) students and one (1) teacher

2.2 Yamaha Music (Malaysia) Sdn Bhd, the franchisor will announce to franchisees the restart of Yamaha Music Lessons at Yamaha Music Schools. This is to ensure that the management of the music center can be prepared by giving priority to the safety and health of students, teachers, parents / guardians and residents of the Yamaha music school.



### **3. Roles and Responsibilities**

The roles and responsibilities of the parties involved are as follows:

#### **3.1 Yamaha Music School Administration**

- 3.1.1 ensure that music centers are safe to operate;
- 3.1.2 ensure that students, teachers, parents / guardians and members of the Yamaha Music School present at the center are in good health and safety;
- 3.1.3 provide information and continue to educate students, teachers and staffs of the music school on the spread of COVID-19 infections by detailing the importance of healthcare such as hand washing and to use hand sanitizer, use of face masks when necessary and the importance of social distancing practices;
- 3.1.4 ensure that students, teachers, parents / guardians and staffs of Yamaha Music School comply with the prescribed guidelines;
- 3.1.5 monitors on going lessons in the music schools and provides appropriate support to teachers;
- 3.1.6 address the issue of operating a Yamaha Music School based on the guidelines issued.

#### **3.2 Yamaha Music School Teacher**

- 3.2.1 implement teaching appropriate to the student's readiness and current situation.
- 3.2.2 remind students to maintain good hygiene and social distancing

#### **3.3 Parent / Guardian**

- 3.3.1 ensure that the child / child is in good health, keeping themselves clean and not showing any early symptoms of COVID-19 before attending the Yamaha music school.
- 3.3.2 help the child / guardian learn to the best of the parent / guardian
- 3.3.3 motivate the child / caregiver to continue learning



## 4. Implementation

### 4.1 Implementation of New Norm

All Yamaha music school administrators will need to adopt the new norm when continuing operations under the Recovery Movement Control Order (RMCO) as the spread of the COVID-19 outbreak has yet to be fully addressed. Among the new norms to keep in mind are:

- 4.1.1 registering and conducting body temperature checks
- 4.1.2 hand hygiene using hand soap or hand sanitizer
- 4.1.3 The use of face masks is recommended at all times and is required in certain circumstances
- 4.1.4 Social distancing of at least one (1) meter
- 4.1.5 The main focus of cleaning and disinfection is on hand-reachable surfaces such as door knobs, light switches, musical instruments, handrails in the movement of students and parents, parents or guardians.
- 4.1.6 provides a direct or one-way motion map. Enclosures are placed to guide movement of students, parents and staffs of Yamaha Music School in the Yamaha Music School area
- 4.1.7 provides a closed bin and ensure that the bin is always closed

### 4.2 Safety of Students, Teachers, Parents / Guardians and staffs of Yamaha Music School

- 4.2.1 ensure that students, teachers, parents / guardians and music center staff are in good health to attend lesson. Prior notice must be given to them before Yamaha Music School reopens.
- 4.2.2 ensure that pupils, teachers, parents / guardians and musicians are always subject to social distancing



4.2.3 Remind students, teachers, parents / guardians and staffs of Yamaha Music School to obey and use the movement path provided.

## 5. CLOSING

It is hoped that with the implementation of the SOP Guidelines for Yamaha Music School Business Recommencement, we will be able to ensure that Yamaha Music School Management and learning processes operate smoothly.

All Yamaha Music School must comply with the rules set forth in these guidelines. Yamaha Music (Malaysia) will monitor the implementation of Yamaha Music School management to strict compliance to these guidelines prepared.

## Reference

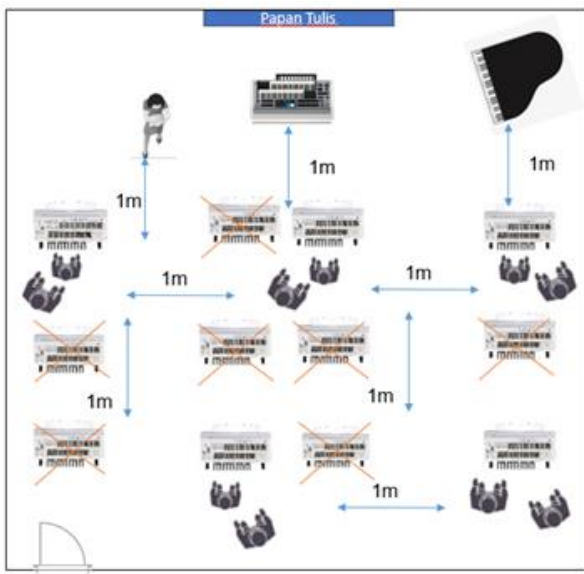
<b>Annex 1</b>	<b>Group Lesson Classes - Classes for Children Two (2) to Five (5)</b>
<b>Annex 2</b>	<b>Group Learning Classes - Forming Classes for children ages six (6) and above</b>
<b>Annex 3</b>	<b>Individual Lesson Classes - Classroom Formation</b>
<b>Annex 4</b>	<b>Formation of Exam Classes for students aged six (6) and above</b>
<b>Annex 5</b>	<b>Formation of Exam Classes for students under the age of six</b>
<b>Annex 6</b>	<b>Formation of Exam Classes for Written Exam Exam</b>
<b>Annex 7</b>	<ul style="list-style-type: none"><li>• <b>School Reopening Management Guidelines</b></li><li>• <b>Annex 25: COVID guide for workplaces</b> <b>Annex 26: COVID guide for Social Distancing</b></li><li>• <b>SOP Economic Reopening - EDUCATION</b></li></ul>

### Annex 1

#### Group Lesson Classes - Classes for Children Two (2) to Five (5)

Class Size ( Meter Square)	Before MCO	The New Normal	Class Duration
37.25 - >46.45	<ul style="list-style-type: none"> <li>Ten (10) to Twenty (22) students and parents</li> <li>One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>Fourteen (14) students and parents</li> <li>One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>Once (1) a week</li> <li>One (1) hour per lesson</li> </ul>
32.60 – 37.16		<ul style="list-style-type: none"> <li>Twelve (12) students and parents</li> <li>One (1) teacher</li> </ul>	
27.96 – 32.51		<ul style="list-style-type: none"> <li>Ten (10) students and parents</li> <li>One (1) teacher</li> </ul>	
23.31 – 27.87		<ul style="list-style-type: none"> <li>Eight (8) students and parents</li> <li>One (1) teacher</li> </ul>	

#### Example of Group Classroom Floor Plans



#### Note:

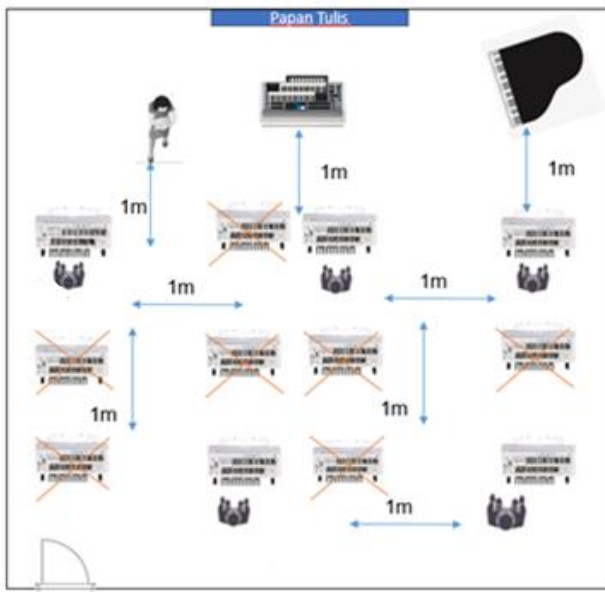
1. The class size is between 27.96 – 32.51 meter square
2. Class Size could occupy a maximum of ten (10) students and parents with one (1) teacher
3. Such arrangement is taken into consideration the measurement of one (1) meter distance

## Annex 2

Group Learning Classes - Forming Classes for children ages six (6) and above

Class Size ( Meter Square)	Before MCO	The New Normal	Class Duration
37.26 - >46.45	<ul style="list-style-type: none"> <li>Five (5) to eleven (11) students</li> <li>One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>Seven (7) students</li> <li>One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>Once (1) a week</li> <li>One (1) hour per lesson</li> </ul>
32.61 – 37.16		<ul style="list-style-type: none"> <li>Six (6) students</li> <li>One (1) teacher</li> </ul>	
27.97 – 32.51		<ul style="list-style-type: none"> <li>Five (5) students</li> <li>One (1) teacher</li> </ul>	
23.32 – 27.87		<ul style="list-style-type: none"> <li>Four (4) students</li> <li>One (1) teacher</li> </ul>	

### Example of Group Classroom Floor Plans



Note:

- The class size is between 27.96 – 32.51 meter square
- Class Size could occupy a maximum of five (5) students with one (1) teacher
- Such arrangement is taken into consideration the measurement of one (1) meter distance



### Annex 3

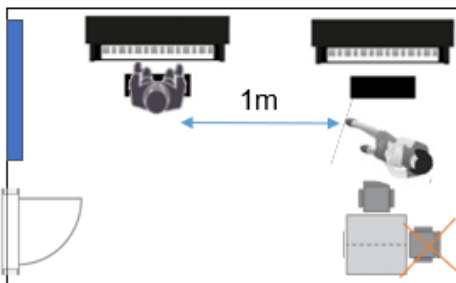
#### Individual Lesson Classes - Classroom Formation

Class Size ( Meter Square)	Before MCO	The New Normal	Class Duration
13.96 *– 23.22	<ul style="list-style-type: none"> <li>• One (1) to Two (2) students</li> <li>• One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>• One (1) student</li> <li>• One (1) teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Once (1) a week</li> <li>• Between thirty (30) minutes to one (1) hour lesson</li> </ul>

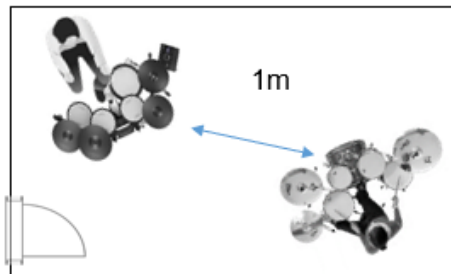
\* recommended minimum class size

#### Example of Individual Classroom Floor Plans

PIANO Class



DRUM Class



#### Note:

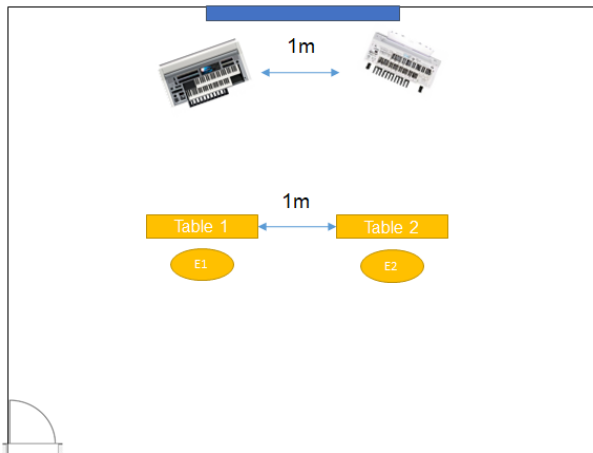
1. The size of this class is 13.96 - 23.22 square meters
2. This class size can accommodate a maximum of one (1) student and one (1) teacher
3. This arrangement takes into account the size of a one (1) meter distance

#### Annex 4

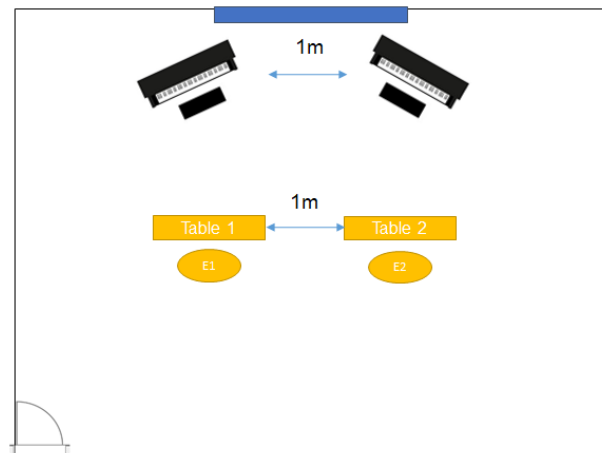
Formation of Exam Classes for students aged six (6) and above

Class Size ( Meter Square)	Before MCO	The New Normal	Exam Duration
37.27 - >46.45	<ul style="list-style-type: none"> <li>One (1) Candidate</li> <li>Two (2) examiners</li> </ul> <p>Important note: The distance between two (2) examiners are quite close</p>	<ul style="list-style-type: none"> <li>One (1) Candidate</li> <li>Two (2) examiners</li> </ul> <p>Important note: The distance between two (2) examiners will be based on the one (1) meter social distancing guideline</p>	<ul style="list-style-type: none"> <li>About fifteen (15) minutes ,per candidate</li> </ul>
32.62 – 37.16			
27.98 – 32.51			
23.33 – 27.87			

#### Electone Grade Exam (Grades 13 – 6)



#### Piano Grade Exam (Grades 13 – 6)

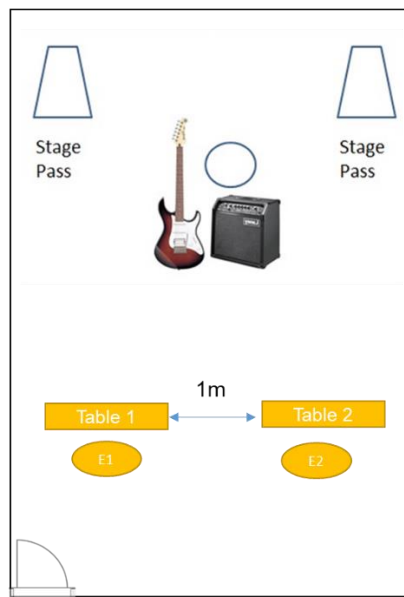




### Drum Grade Exam (Grade 10 – 6)



### Guitar Grade Exam (Grade 10 – 6)

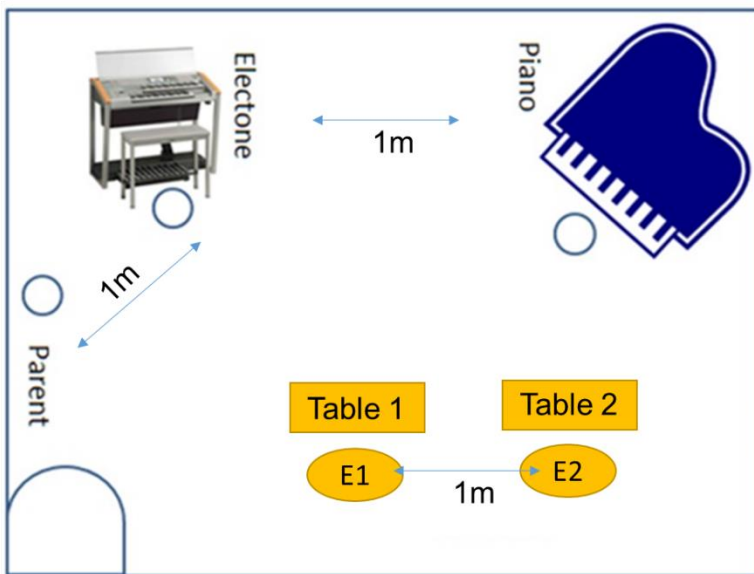


### Annex 5

Formation of Exam Studios for students under the age of six (6)

Class Size ( Meter Square)	Before MCO	The New Normal	Exam Duration
37.28 - >46.45	<ul style="list-style-type: none"> <li>One (1) Candidate with mom/dad</li> <li>Two (2) examiners</li> </ul>	<ul style="list-style-type: none"> <li>One (1) Candidate with mom/date</li> <li>Two (2) examiners</li> </ul>	About fifteen (15) minutes ,per candidate
32.63 – 37.16			
27.99 – 32.51			
23.34 – 27.87	Important note: The distance between two (2) examiners are quite close	Important note: The distance between two (2) examiners will be based on the one (1) meter social distancing guideline	

### Fundamental Survey Skills

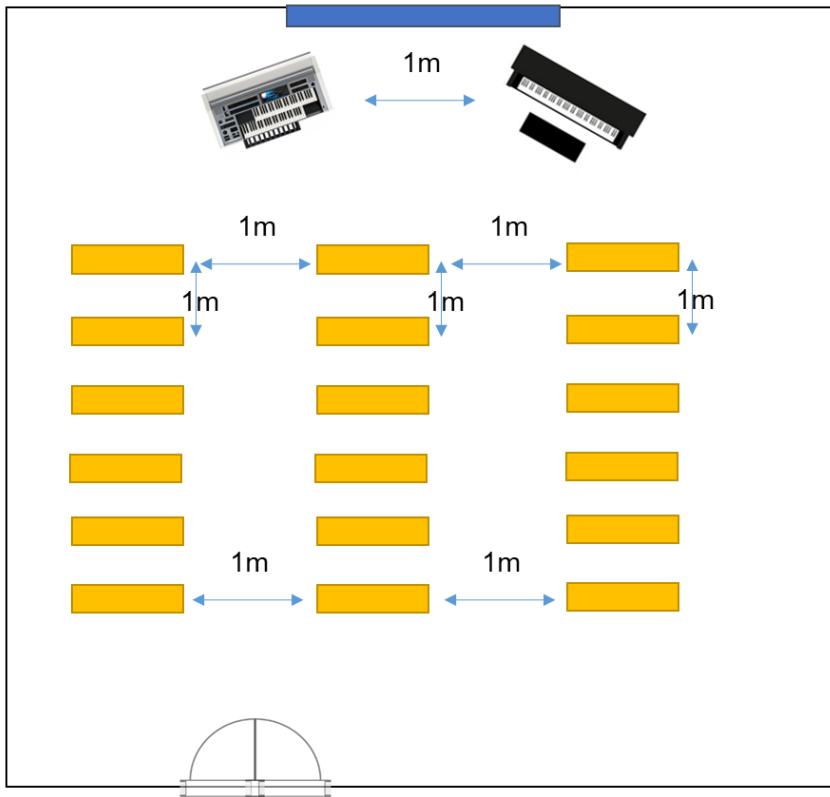


### Annex 6

#### Formation of Exam Hall for Written Exams – Higher Grade Fundamental Exams

Class Size ( Meter Square)	Before MCO	The New Normal	Exam Duration
>150	<ul style="list-style-type: none"> <li>• Thirty (30) candidates</li> <li>• One (1) exam supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Eighteen (18) candidates</li> <li>• One (1) exam supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Between one-and-a-half (1 ½) to two (2) hours</li> </ul>

#### Fundamentals Exam





## Annex 7

**1. Garis Panduan Pengurusan Pembukaan Semula Sekolah**

<https://www.moe.gov.my/en/pemberitahuan/announcement/gp-buka-sekolah>

**2. Annex 25 : COVID guide for workplaces**

<https://www.moh.gov.my/index.php/pages/view/2269?mid=760>

**Annex 26 : COVID guide for Social Distancing**

[https://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex\\_26\\_COVID\\_guide\\_for\\_Social\\_Distancing\\_24032020.pdf](https://www.moh.gov.my/moh/resources/Penerbitan/Garis%20Panduan/COVID19/Annex_26_COVID_guide_for_Social_Distancing_24032020.pdf)

**3. SOP Pembukaan Semula Ekonomi - PENDIDIKAN**

<https://www.mkn.gov.my/web/wp-content/uploads/sites/3/2020/06/14-Pendidikan-KPM.pdf>