

Important information re: Face-to-face classes in the Fall semester of the 2022-23 school year

In order to prevent the spread of the coronavirus infection in the 2021-22 school year, we ask that you follow the important measures below. Please note that these are basic measures for the time being, and ask that you accommodate according to the content of the lesson and the content of the activity.

1. For teachers and students

- (1) Both teachers and students are requested to take their temperatures and record it every morning.
- (2) On the day of class, students and faculty members should refrain from coming to the university to attend lectures or teach classes in the following cases: 1) during their period of medical treatment due to being infected with COVID-19; 2) during their quarantine period due to being in contact with someone who has been infected with COVID-19.
- (3) If there any possibility that you have been infected with COVID-19 or have a fever, cough, or other common cold symptoms on the day of class, please refrain from coming to the university to attend or teach classes.
- (4) If anyone whom you live with (a family member, roommate, etc.) has been infected with COVID-19, or who has been in close contact with someone who has been infected with COVID-19, please refrain from coming the university or attending class.
- (5) Please refrain from coming to the university to attend lectures or teach classes in the following cases: 1)if anyone whom you live with (a family member, roommate, etc.) has been infected with COVID-19; 2) if you have been in close contact with someone who has been infected with COVID-19; 3) if you think there is a high possibility that you have been in close contact with someone that has COVID-19.
- (6) If you are feeling unwell after receiving the COVID-19 vaccine, please take it easy and do not come to the university to attend lectures or teach classes.

2. Consideration regarding student absences

- (1) Absences from class due to the reasons stated above in (2) will be considered and judged according to the School Health and Safety Regulations. Once you are allowed to come the university, please report to the Office of Academic Affairs.
- (2) Absences from class due to reasons stated above in (3), (4), (5) and (6) , or absences due to COVID-19 vaccinations will not be treated as regular attendance. However, some extraordinary exceptions may be considered. Students who were absent from class should report to the Office of Academic Affairs within 7 days of the day they are absent. The office will issue students a form for requesting consideration for a class absence (“Request form for consideration of class absence due to reasons such as poor physical condition”). Students must submit this form to their class teacher.

3. When commuting on public transportation

- (1) Make sure to have a face mask wear it at all times.
- (2) When using public transportation, try to distance yourself from others as much as possible by avoiding crowded spaces.

4. What to do when you arrive at the university or use facilities on campus

- (1) Upon entering the university, please wash your hands with soap and disinfect your hands with alcohol.
- (2) If your face mask is soiled or if you do not have a face mask:
Students: Go to the Student Support Division
Teachers: Go to your department office or to the Office of Academic Affairs
(Kyotanabe Campus: Yuwakan; Imadegawa: Shobikan).
- (3) When using the Learning Commons or the library, be sure to wear a mask and seat yourself at a distance from others.

5. Air Ventilation in classrooms

- (1) Please leave the classroom doors open at all times.
- (2) Classrooms are ventilated regularly, so after the class starts, you may close the windows depending on the situation (due to outside temperatures, loud sounds from the neighboring classrooms, etc.).
- (3) During class, open the windows as appropriate for ventilation, considering the situation (outside temperatures, loud sounds from neighboring classrooms, etc.). Be sure to ventilate the classroom once every 45 minutes.
- (4) Please keep the windows open after class.

6. Conducting lessons in classrooms

- (1) Make sure to bring your own face mask and wear it during class.
- (2) Ensure that the number of students in the class does not go over 2/3 of the capacity of the classroom. Please arrange your students to sit where there is as much physical distance between them as possible.
- (3) Do not encourage loud conversations at short distances.
- (4) Classrooms have been scheduled and prepared according to the number of registered students for each class. For teachers: please do not use a classroom other than the one designated for your lesson. If you need to use a classroom other than the one assigned to you, please make sure that you disinfect all areas of the classroom where you have used.
- (5) Please thoroughly wash your hands and disinfect with alcohol before and after class. Teachers should ventilate the classroom before, during, and after class. Cleaners will clean and disinfect areas of the classroom, such as the desks, at least once daily.

(6) Although the desks, chair backs, doorknobs, electric switches, etc. in the classroom will be disinfected, teachers (and students) should also disinfect desks, chairs, etc. with tissues as appropriate.

(7) In the classrooms where a microphone is used, a disinfectant spray will be placed beside the designated microphones for use.

7. Testing, experiments and training activities

(1) Make sure to wear a face mask.

(2) Face guards will be made available to students and teachers who require them.

Students: please consult with your departmental office.

Teachers: please consult your departmental office or the Office of Academic Affairs Office (Kyotanabe campus: Yuwakan, Imadegawa Campus Shobikan).

(3) Please keep physical distance between students as much as possible, and keep physical distance from other people as much as possible on campus when using facilities.

(4) Please make sure to clean and disinfect items shared by multiple people (such as instruments, devices, tools, etc.).

8. Physical education practical skills-related courses

(1) Please bring your own face mask and be sure to wear it at all times. However, you may take it off sometimes when it is difficult to breathe.

(2) Face guards will be made available to students and teachers who require them.

(3) Please keep physical distance between students as much as possible, and keep physical distance from other people as much as possible on campus when using facilities.

(4) Please make sure to clean and disinfect items shared by multiple people (such as instruments, devices, tools, etc.). Alcohol disinfectant will be placed at the entrance of Keishinkan (Kyotanabe Campus) and at each entrance of the changing rooms and training rooms/areas at both campuses.

(5) In order to avoid spread of infection, please do not share drink bottles or towels.

(6) Do not speak in a loud voice or talk loudly.

(7) Please be sure to always wash your hands /sanitize your hands with alcohol before and after class.

(8) When using the changing room, avoid crowding the space, leave quickly and don't stay around for a long time.

(9) When using the changing room, wear a face mask, keep your distance from others (at least 1 meter apart), finish changing within 5 minutes and avoid talking with others.

(10) Both course instructors and students should do their best to ventilate all the facilities that they use.