

[For Teachers]

YOKOHAMA National University  
Infection Prevention Guidelines for In-person  
Classes

(For Teachers)

Ver.2  
November 1, 2021 Edition

## **Introduction**

Even after two years since the country's first case of COVID-19 was confirmed, the number of COVID-19 cases currently continue to remain high in the Tokyo metropolitan area. Yokohama National University has established the HQ for Crisis Management and Alerting to collect information on the novel coronavirus in an integrated manner and has promoted infection prevention measures throughout the university. We also established the YNU Action Plans to Prevent the Spread of the Novel Coronavirus, and have asked students, teachers, and faculty members to act in accordance with these action plans.

In December 2020, we decided on a course implementation policy (conducting in-person classes whenever possible) for FY2021. However, as was the case in the FY2021 spring semester, for the fall semester also, it is still uncertain whether the spread of infection can be controlled despite the many efforts made, such as including thorough implementation of basic infection prevention measures and reducing outings. Under these circumstances, in order to resume university life centered on in-person classes in a safe and secure manner, we have established two Infection Prevention Guidelines for In-person Classes: a version for students and one for teachers. We will continue to conduct in-person classes on the premise that we will be able to obtain the full understanding and cooperation of students, teachers, and faculty members.

Teachers should pay close attention to preventing the spread of the novel coronavirus in accordance with these guidelines. In addition to these guidelines, if there are other guidelines that respective departments, graduate schools, or institutions have put into place, check them thoroughly.

## **About the novel coronavirus disease (COVID-19)**

### 1. What is COVID-19?

COVID-19 (SARS-CoV2) is one of the coronaviruses. In many cases, the infection causes fever, respiratory symptoms (cough, sore throat, nasal discharge, and nasal congestion), headache, fatigue, and initial symptoms that resemble those of flu or a common cold. Meanwhile, some people show no symptoms.

It is said that the virus can enter the mucous membrane, but it cannot enter healthy skin, and only attaches to its surface. The virus on surfaces will break over time. However, depending on the type of surface, it is said to remain infectious for about 24 to 72 hours.

Washing hands with running water alone is effective because it can wash away the virus.

Handwashing with soap is more effective because it can break down the viral membrane. When washing hands, it is said that dirt tends to remain on the fingertips, between the fingers, wrists, and wrinkles in the hands. It is important to wash these areas carefully. When washing hands with water and soap is not possible, alcohol-based antiseptic can also make them non-infectious by breaking down the lipid membranes.

### 2. How does COVID-19 spread?

It is commonly caused by droplet infection or contact infection. However, as explained before, it is said that you will not get infected simply by contact with your hands and fingers.

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Droplet infection refers to infection in which the virus is released in droplets (sneezing, coughing, or spitting) of an infected person and is inhaled by another person through the mouth or nose.

Contact infection is caused by the attachment of the virus when an infected person touches objects around them after suppressing sneezing or coughing with their hands. When other people touch such objects, the virus attaches to the hand, and by touching the mouth, nose, and eyes with the hand, they get infected through the mucous membrane.

In other words, keeping the virus out of your mouth and nose is important to prevent infection.

Therefore, basic infection prevention measures have the following objectives:

- Wear a mask => Do not spread droplets. Do not allow the virus to enter your mouth or nose.
- Social distancing => Prevent droplets of infected persons from reaching your face.
- Wash your hands thoroughly => Wash away any virus on your hands before touching your face.

### 3. Can you get infected from infected people without symptoms?

It has been reported that one of the characteristics of COVID-19 is that it is highly infectious both before and after the onset of symptoms. That is, there is a risk that the infection will spread even though infected people have no symptoms.

Keep your distance from people on the assumption that people around you might be infected, wear a mask when you go out, exercise coughing etiquette, wash your hands with soap, disinfect your hands with alcohol, and provide ventilation. In addition to these general prevention measures, take care of your health by getting sufficient sleep, and protect yourself by taking into account the situation in your community.

(Source: Q&A on Coronavirus Disease 2019 (COVID-19) for the Public by the Ministry of Health, Labour and Welfare)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/dengue\\_fever\\_qa\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/dengue_fever_qa_00001.html)

### **People with underlying conditions, elderly, and pregnant women in these guidelines**

Underlying conditions in these guidelines are (i) to (vii) below:

- (i) Respiratory disease (chronic obstructive pulmonary disease [COPD], etc.)
- (ii) Chronic kidney disease
- (iii) Diabetes
- (iv) Cardiovascular disease, heart failure
- (v) High blood pressure
- (vi) Diminished immune function (persons who are using immunosuppressants or anticancer drugs)
- (vii) Obesity (BMI 30 or more)
  - Elderly persons
  - Pregnant women

# Increased risk of infection: **Five** Scenes

## Scene 1 Social gatherings

- Attention lowers as the mood rises through the effects of drinking.  
In addition, hearing is dulled and people tend to speak louder
- The risk of infection increases when a large number of people stay for a long time in a small space separated by a partition.
- The risk of infection is also increased by sharing chopsticks or glasses with others.



## Scene 2 Long feasts in large groups

- Eating and drinking for long periods of time, eating and drinking at nightclubs and similar establishments, and late-night bar hopping increase the risk of infection compared with eating for short periods of time.
- Eating and drinking with large numbers of people, for example, five or more, increases the risk of infection because loud voices and droplets are more likely to spread.



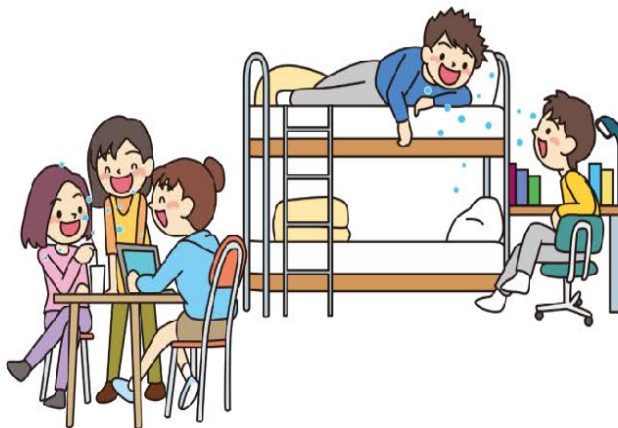
## Scene 3 Conversation without

- Close communication without a mask increases the risk of infection through droplets and microdroplets.
- Cases of infection without a mask have been confirmed at daytime karaoke and other places.
- You also need to be careful when you are in a car, or on



## Scene 4 Communal living in a

- Communal living in small spaces increases the risk of infection by sharing closed spaces for extended periods of time.
- Cases of suspected infection in common areas such as rooms and toilets in dormitories have been reported.



## Scene 5 Switching locations

- Changing locations, such as during breaks at work, can increase the risk of infection due to carelessness and environmental changes.
- Cases of suspected infection in resting rooms, smoking areas, and dressing rooms have been confirmed.



## **1 Basic points**

### **(I) Mask, hand-wash, disinfection**

- You must wear a mask. Prepare your own mask and bring extras, and wear it properly so that it covers from your nose to chin.
- When wearing a mask in summer when the temperature and humidity are high, make sure to drink water frequently to prevent heatstroke.
- Do not talk without a mask.
- Wash your hands frequently.
- There is a disinfectant at the entrance of each classroom. Disinfect your hands and fingers every time you enter or leave the room.
- When you cough or sneeze, use a mask, handkerchief, sleeves, or the inside of your elbow, and hold your mouth and nose firmly.

### **(II) Temperature measurement and health management**

- Take your temperature at home every day before coming to school.
- Check your health condition, and record your temperature and actions for the day.
- Keep the record by yourself for one month.
- If you are not feeling well, you are not allowed to enter the campus. See 7. Measures to be taken in the event of infection (including a suspicion of infection) for more information.

### **(III) Social distancing**

- Maintain a distance of approximately two meters (at least one meter) from others.
- Always wear a mask during conversation, avoid close face-to-face communication, and do not spread droplets.
- To avoid close contact in the classroom, seats for the required capacity space are secured. For example, in a one-way lecture style class where students speak little, a student takes a seat leaving a space on their left and right respectively (approximately 2/3 or less of the maximum capacity), while in a class where students speak, a student takes a seat leaving four seats vacant, front, back, left, and right, in a checkered pattern (approximately 1/2 or less of the maximum capacity).
- Do not talk in a small space such as an elevator or a toilet where you cannot keep enough distance from people.

### **(IV) Installing the app**

- COVID-19 contact confirming application, COCOA, is designed to track close contact with infected people. It is effective for the prevention of infection to others. Register and utilize COCOA.
- If you receive notifications about the possibility of contact with someone infected with COVID-19 from COCOA, follow the instructions provided.

- If COCOA notifies you of the possibility of contact with someone infected with COVID-19, you may conduct classes as long as you do not have a fever or other conditions, and if there are no infected persons close to you. However, you should observe your health condition for two weeks (body temperature, symptoms). If any symptoms are observed, contact the nearest consultation office of your municipality. If you are instructed to stay at home, follow the instructions.

**(V) Our policy for investigating the behavior of teachers and faculty members who are infected while they are on campus**

- On January 8, 2021, Kanagawa prefecture announced its administrative policy that, in principle, it would not conduct a contact investigation of infected persons at universities, but would instead conduct a self-health observation (local government call center consultation as appropriate) of those who had contact with infected persons. In response to this announcement, the university will conduct a 'behavioral survey' to determine how the infected person has been doing, and take measures classified into the following three categories:
  - (i) Persons who are requested to stay at home: Persons who had a meal while talking with an infected person or who had contact (within one meter) without a mask are treated as persons at high risk. They will be requested to stay at home for two weeks and to consult with a local government call center as soon as they become unwell.
  - (ii) Persons who are requested to observe their health condition: Persons who are in proximity of an infected person on campus and eat together, but do not have a conversation with the infected person, or who are present with the infected person while wearing a mask, are not requested to stay at home, but are requested to observe their health condition for two weeks and to wear a mask unless they are alone.
  - (iii) Persons who were proximity of an infected person on campus, but wore masks and did not have contact within one meter of the infected person, are not subject to any special requests.

**(VI) Daily health management and basic infection prevention measures**

- Make sure your actions minimize your risk of infection. More importantly, be fully aware that you could infect others as a spreader (source of infection) yourself because young people in particular, could be asymptomatic (infected but not showing symptoms).
- Traveling beyond your area of residence may not only increase your risk of infection but could also spread infection. Furthermore, getting infected outside your area of residence would make it difficult to determine the source of infection. Therefore, exercise extreme caution when traveling beyond your area of residence for reasons other than traveling to work.

- ☑ As much as possible, avoid going to events or venues where people are talking to each other closely in a closed space with poor ventilation, regardless of the size of the events.
- ☑ To prevent infection, as with prevention measures against influenza, stay in good health by getting adequate sleep and nutrition, wear masks properly, wash your hands frequently with a soap, and disinfect your hands and fingers, as well as getting adequate sleep and nutrition to keep you in good health. If you are worried about your physical condition, call the YNU Health Service Center for consultation.
- ☑ The risk of infection from droplets has been identified outdoors as well. Wear masks even while outdoors if you are in close contact with other people. However, under conditions such as high heat humidity, the risk of heatstroke could become high, in which case, you may remove your mask outdoors as long as you are able to sufficiently distance yourself from others.
- ☑ When eating lunch or other meals, silent eating or “mokushoku” is the general rule, regardless of whether it is indoors or outdoors. When waiting in line at the cafeteria, maintain an appropriate distance and avoid conversation.
- ☑ Some people assume that eating and drinking outdoors has a lower risk of infection as it is not an enclosed space. However, it is said that the risk of infection when dining without masks is high even if it takes place outdoors. Even when eating outdoors, take the same infection prevention measures as when eating indoors. Also, do not drink in the streets (drinking alcohol in streets or other public spaces). Talking loudly causes droplets to spread more easily, thereby further increasing the risk of infection.
- ☑ Those who are vaccinated can expect prevention from developing the illness but it is still unclear the extent to which those vaccinated can prevent transmission to others. Additionally, as not everyone is able to receive vaccinations immediately, even those who have been vaccinated should continue to implement infection prevention measures.

## **2 Classes**

### **(I) Points to consider when conducting in-person classes**

- ☑ When you go to school, wear a mask, refrain from talking when you cannot maintain social distancing, and try to avoid busy hours as much as possible.
- ☑ After taking measures to prevent infection and creating a safe and secure environment on campus, in-person classes will be provided as much as possible for faculties.
- ☑ For the fall semester of FY2021, as was the case in the spring semester, we will need to consider individual circumstances as much as possible for foreign students who are unable to enter Japan, students with underlying conditions (including family members living together), the elderly, pregnant women, and students with strong psychological anxiety for in-person classes (including family members living together). If we have an infected person on campus or if the situation of the spread of infection in the community worsens, in-person classes may be suspended and switched to remote classes. Therefore, preparations must be made to enable teachers to change in-person

classes to remote classes.

- ☑ In the case of remote classes, an on-demand method is recommended in consideration of combining with in-person classes held on the same day. However, in the graduate schools, each department and faculty determines the teaching method based on the educational effects.
- ☑ In principle, in-person classes are conducted for foreign language courses (English and first language study), experiments, practical training, practical skills, and exercises.
- ☑ All general education subjects (excluding foreign languages and health sports) are taught remotely, but some of these are taught face-to-face.
- ☑ For experiments, practical training, practical skills, and exercises, instruct the students to wipe and disinfect the items shared by multiple persons (tools and equipment) as needed.
- ☑ When participating in off-campus practical training, fieldwork, or internships, follow infection prevention measures stipulated by the facility.
- ☑ For the graduate schools, each department and faculty can determine the teaching method based on the educational effects.
- ☑ Term examinations and end-of-term examinations can be conducted face-to-face, even for on-demand remote classes. However, when conducting these examinations, consideration must be given, such as securing classrooms and checking for overlapping schedules, to students who cannot come to school.
- ☑ With regards to absences from classes for those infected with COVID-19, for the fall semester of FY2021, as was the case in the spring semester, students will be considered not absent from classes if they fall under any of the following:
  - (i) If the student is infected with COVID-19
  - (ii) If the student is identified as having close contact with an infected person
  - (iii) If the student is not feeling well (6 III, 6 IV)
  - (iv) If the student is asked to stay at home by the university to prevent infection from spreading
- ☑ With regard to absences from classes for the purpose of obtaining the coronavirus vaccine, if students need to be absent on the day of the vaccination and the following day, these students will be considered not absent from classes as long as students take the necessary procedures.
- ☑ For the fall semester of FY2021, as was the case in the spring semester, of the teachers who have underlying conditions, are elderly, or are pregnant, those who are concerned about the increased risk of disease severity if infected can choose to effectively utilize remote teaching, after consideration by each department or faculty.
  - (i) Teachers who have underlying conditions, are elderly, or are pregnant
  - (ii) Teachers who live with a person with underlying conditions, is elderly, or is pregnantFor the teachers who are anxious about having in-person lessons, and who have been asked by their family members not to have in-person lessons from anxiety, consideration will be given in accordance with the above.



## (II) Use of the classroom

- ☑ There is a disinfectant at the entrance of each classroom. Disinfect your hands and fingers every time you enter or leave the room. (ICYMI)
- ☑ To avoid close contact in the classroom, seats for the required capacity space are secured. For example, in a one-way lecture style class where students speak little, a student takes a seat leaving a space on their left and right respectively (approximately 2/3 or less of the maximum capacity), while in a class where students speak, a student takes a seat leaving four seats vacant, front, back, left, and right, in a checkered pattern (approximately 1/2 or less of the maximum capacity). (ICYMI)
- ☑ In order to ensure a smooth seating in the classroom, a red sticker on the desk may be used in one-way classes, and a green sticker on the desk may be used in interactive classes to indicate available seats. In addition to the colored stickers, there are cases where the class format is fixed and seating is designated in the classroom, or where seating is designated by attaching an enlarged seating chart in the classroom.
- ☑ The number of students should be determined from the viewpoint of ensuring ventilation capacity and one-meter distance in rooms that do not have a fixed capacity, such as laboratories. If it is unavoidable to approach within one meter during class, please implement thorough infection prevention measures such as wearing masks properly and not speaking loudly.
- ☑ There is a disinfectant at the entrance so that you can use to disinfect the desk, etc. We clean door knobs, light switches, handrails, desks, and other areas that can be touched by multiple people at least once a day, but we cannot completely disinfect them. Please wash and disinfect your hands and fingers thoroughly.
- ☑ We have prepared a certain number of wired microphones with portable amplifiers even in small classrooms where there were no microphones before. Use these as needed. Disinfect the microphones before use.
- ☑ A transparent shielding board will be set on the teacher's desk in the classroom. If you cannot secure two meters between you and the students who attend the in-person class, conduct the class through this shield. Wear a mask even in that case.
- ☑ Instruct the students to wear masks properly at the beginning of the class. (We will not ask you to confirm that all students are wearing one, but if you find a student who is not wearing it properly, ask to wear it properly.)
- ☑ In classes, there is no need to scan the QR code on the desk. We will ask the students to scan the code when they eat in the classroom.
- ☑ Ventilation should be done by opening two windows facing in two directions at the same time at all times if the weather permits, or frequently when it is difficult (open them fully at least once every 30 minutes for several minutes).
  - (i) Method of constant ventilation (natural ventilation)

Always ventilate as much as possible if the weather permits. Efficient ventilation is possible by opening windows, diagonally opposite each other, such as on the corridor side and window side. As for the width to open the windows, 10 to 20 cm is considered to be as rough indication, and small windows above and transoms on the

corridor side may be fully opened. It is also necessary to open the corridor windows.

(ii) When it is difficult to ventilate at all times

If constant ventilation is difficult, open the windows fully frequently (at least once every 30 minutes) for several minutes.

- In classrooms in the classroom buildings, measures are implemented so that one person can ventilate 30 cubic meters per hour, as determined by the Ministry of Health, Labour and Welfare, in order to ensure sufficient ventilation capacity.
- If the sound of the ventilation fan is loud and it interferes with the class, you can stop the ventilation fan. In that case, open the door and the window to ventilate at all times. Also, turn on the ventilation fan after the class.
- In the PC classroom, a disinfectant is installed near the entrance. Users should thoroughly disinfect their hands and fingers by themselves.

**(III) Use of gymnasium, field, and ground**

- Persons who have a fever or are in poor physical condition cannot participate.
- Wash your hands and disinfect your fingers thoroughly before, during, and after activities.
- Wear a mask when you are not exercising.
- When performing physical education in the gymnasium or ground, classes will be conducted with as few students as possible and with sufficient distance, while reducing the risk of infection as much as possible.
- When performing physical education indoors such as in the gymnasium, we keep doors and windows open to ventilate.
- Do not share gear to use unnecessarily between students.
- During class, you should avoid unnecessary conversation, speaking in a loud voice, touching bodies of others, sharing drinks or towels, spitting, or touching your face with hands that also touch shared equipment.
- When changing clothes, avoid Three Cs (closed spaces, crowded spaces, close-contact settings) and keep conversations to a minimum.
- Change your clothes quickly in the changing room and keep your time in the room to a minimum.
- Enter the information such as staff ID number and hours of stay using the QR code posted at the entrance. In order to prevent the spread of infection in the university, enter such information every time you enter the room.

**3 Cafeterias, lunch**

- Wash your hands and disinfect your fingers thoroughly before and after meals.
- Refrain from talking during meals and wear a mask except while eating.
- Leave the cafeteria as soon as you finish eating.
- Leave a space when you line up. Entrance to the cafeterias may be restricted if it is crowded.
- Use cashless payment instead of cash as much as possible.
- You cannot use the cafeterias if you have a fever or feel sick.

- Avoid using the cafeterias at peak congestion times (around 12:00–13:00) so that students can use the cafeterias.
- Enter the information such as staff ID number and hours of stay using the QR code posted at the entrance. In order to prevent the spread of infection in the university, enter such information every time you enter the room.

#### **4 Libraries**

- Wear a mask properly in the libraries even if there is no one around.
- Disinfect your hands and fingers when you enter or use the automatic lending machine.
- Seats for reading and online classes are kept at least one meter away from the seats next to each other to avoid close contact.
- We regularly disinfect the reading seats, OPAC, and copy machines, but some equipment cannot be disinfected because it may cause malfunction. Disinfect or wash your hands before and after use.
- You can extend the rental period without visiting the library through the library portal service My Library. Please make use of it.  
<https://opac.lib.ynu.ac.jp/portal/>
- Refrain from touching any books that you do not plan to borrow.
- We will prepare a book sterilizer that users can use freely.
- In order to prevent heat stroke and dry throat, we allow you to drink water in the buildings. When you bring it in, make sure to put it in an airtight container. After touching the bookshelves and footstool, wash hands and disinfect before drinking.
- Check the library website for the latest information.  
<https://www.lib.ynu.ac.jp/>
- Enter the information such as the location of your seat, staff ID number, and hours of stay using the QR code posted on the desk. In order to prevent the spread of infection in the university, enter such information every time you take a seat.

#### **5 Other**

- (I) Eating
  - Until the COVID-19 pandemic is over, refrain from having drinking parties and dining events that involve talking.

#### **6 Measures to be taken in the event of infection (including a suspicion of infection)**

##### **(I) Infection**

- Teachers and faculty members who are diagnosed with COVID-19 should call the Health Service Center (045-335-1518, weekdays 9:00–17:00) to report their diagnosis. In this case, you will be asked to stay at home according to the university's work regulations, and the waiting period will be until you are cured. Before returning to work, inform the YNU Health Service Center of your completion of treatment or

recovery.

**(II) Close contact**

- Teachers and faculty members who are identified as having close contact with an infected person should call the Health Service Center (045-335-1518, weekdays 9:00–17:00) to report as such. In this case, you will be asked to stay at home according to the university's work regulations, and the stay at home period will be 14 days from the following day of the date of the last close contact with the infected person.

**(III) Poor physical condition other than I and II**

- If you have any of the symptoms such as difficulty breathing (dyspnea), weariness (fatigue), or high fever, or if symptoms of a relatively mild cold such as fever or cough continue, call the nearest Local Government Call Center for instructions or consult a medical institution with fever outpatient service that provides PCR tests. If you choose to visit a medical institution, avoid contact with others, wear a mask, contact the institution in advance, and promptly receive medical attention. And tell the result of the medical examination to the Health Service Center. If you have these symptoms, you will be asked to stay at home according to the university's work regulations. The waiting period will last up to three days from the day the symptoms disappear.

**(IV) Weak physical condition other than I, II, and III**

- If you are not in categories I to III and have mild cold symptoms, you should rest at home.

## YNU Action Plans to Prevent the Spread of the Novel Coronavirus (ver. 3.1)

- The phases and accompanying action plans are general guidelines for reference only. Actions will be determined based on comprehensive assessment of infection status, and national and local government policies and requests.
- All international travel is prohibited until further notice by relevant ministries and agencies.

March 4, 2021

Phase	Educational Activities	Research Activities	On-Campus Meetings	Administrative Services	Entering Campus, Holding Events, etc.	Affiliated Schools
0 (Normal)	<ul style="list-style-type: none"> <li>- Regular classes are held.</li> <li>- Explore the possibility of holding online classes.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular activities are held.</li> <li>- Explore the possibility of holding online activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular meetings are held.</li> <li>- Explore the possibility of holding online meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular services are held.</li> <li>- Explore the possibility of providing online services.</li> </ul>	Regularly permitted.	<ul style="list-style-type: none"> <li>- Regular classes are held.</li> <li>- Explore the possibility of holding online classes and other forms of online learning.</li> </ul>
1	<ul style="list-style-type: none"> <li>- Continue regular classes, while closely monitoring COVID-19.</li> <li>- Explore the possibility of holding online classes.</li> <li>- Continue extracurricular activities while closely monitoring COVID-19.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     [About on-site survey] In principal, overseas on-site surveys will be prohibited in areas designated as infectious disease risk level 2 by the Ministry of Foreign Affairs. On-site surveys in Japan will be conducted while paying attention to the action guidelines of the national government, local governments, and partners, and measures to prevent infection.                 </div>	<ul style="list-style-type: none"> <li>- Continue regular activities, while closely monitoring COVID-19.</li> <li>- Explore the possibility of holding online activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue regular meetings, while closely monitoring COVID-19.</li> <li>- Explore the possibility of holding online meetings.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue regular services, while closely monitoring COVID-19.</li> <li>- Explore the possibility of providing online services.</li> </ul>	<ul style="list-style-type: none"> <li>- Remain permitted, while closely monitoring COVID-19.</li> </ul>	<Things in common> <ul style="list-style-type: none"> <li>- Take basic measures to prevent the spread of infection, and if necessary, stop dining together at lunch.</li> </ul> <Educational and research activities> <ul style="list-style-type: none"> <li>- Explore the possibility of holding online educational activities and make use of them and other forms of online learning as appropriate other than hands-on learning.</li> <li>- Carry out all extracurricular and other activities in accordance with the Ministry of Education, Culture, Sports, Science and Technology guidelines.</li> <li>- Only a small number of people, such as lecturers and advisers, will participate in research conferences. Explore the possibility of holding online conferences.</li> </ul>
1.5	<ul style="list-style-type: none"> <li>- In-person classes may be conducted according to educational needs, after taking measures to prevent the spread of infection. (Be ready to switch to online classes at any time.)</li> <li>- Make effective use of online classes.</li> <li>- For extracurricular activities, only those activities for which a plan designated by the university has been submitted can be conducted.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     [About on-site survey] Overseas on-site surveys will be prohibited in areas designated as infectious disease risk level 2 or higher by the Ministry of Foreign Affairs. On-site surveys in Japan will be based on the action guidelines of the national government, local governments, and partners. When conducting surveys, the department director shall make a decision after taking measures to prevent the spread of infection to the maximum extent and notifying the university.                 </div>	<ul style="list-style-type: none"> <li>- Conduct research in a shorter time frame and on a smaller scale while taking thorough measures to prevent infection.</li> </ul>	<ul style="list-style-type: none"> <li>- Hold meetings by reducing agenda and making meetings shorter while taking thorough measures to prevent infection.</li> <li>- Online meetings are recommended.</li> </ul>	<ul style="list-style-type: none"> <li>- Make commuting-related considerations while taking care to prevent infection.</li> <li>- Provide face-to-face services while taking thorough measures to prevent infection.</li> </ul>	<ul style="list-style-type: none"> <li>- Entering campus is allowed while taking care to prevent infection.</li> <li>- We will give priority to events involving students, and decide whether to implement them after confirming thorough measures to prevent infection.</li> <li>- Events that include eating are prohibited.</li> <li>- Online events are recommended.</li> <li>- External use of campus facilities is decided after confirming thorough measures to prevent infection.</li> </ul>	<Events> <ul style="list-style-type: none"> <li>- We will decide whether to hold entrance and graduation ceremonies after taking appropriate measures, such as shortening the time frame and limiting the number of parents and guardians attending.</li> <li>- Whether to hold sports festivals, athletic meets, and class observation days will be determined after taking appropriate measures, such as shortening the time frame, having attendees in smaller groups, and staggered attendance by parents and guardians.</li> <li>- Regarding events with accommodation, in accordance with the Ministry of Education, Culture, Sports, Science and Technology guidelines, we will decide whether to hold such events based on explanation to and consent from parents and guardians after taking measures to prevent infection to the maximum extent in cooperation with travel agencies and other relevant parties.</li> </ul> <School management> <ul style="list-style-type: none"> <li>- Staff meetings are held while reducing agenda and making meetings shorter. Use online meetings depending on the situation.</li> <li>- Parents' meetings are held while making meetings shorter and having attendees in smaller groups after thorough consideration of the need for face-to-face meetings.</li> </ul> <Practice teaching and training at school> <ul style="list-style-type: none"> <li>- Sufficient prior guidance will be given to prevent the spread of infection, and instructions from the administration and school principals will be followed. (Example: reducing practical training at an elementary school to three weeks)</li> </ul>
2	<ul style="list-style-type: none"> <li>- Classes are held online in principle.</li> <li>- Regular classes may be held in a shorter time frame and on a smaller scale when necessary for completing their graduation theses or studies while taking thorough measures to prevent infection to the maximum extent.</li> <li>- For extracurricular activities, only those activities for which a plan has been submitted and approved can be conducted.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     [About on-site survey] On-site surveys outside the university are prohibited.                 </div>	<ul style="list-style-type: none"> <li>- Conduct research in a shorter time frame and on a smaller scale while taking thorough measures to prevent infection to the maximum extent.</li> <li>- Online collaborative research is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>- Hold meetings by reducing agenda and making meetings shorter while taking thorough measures to prevent infection to the maximum extent.</li> <li>- Online meetings are recommended.</li> </ul>	<ul style="list-style-type: none"> <li>- Implement staggered working hours and other commuting-related considerations.</li> <li>- Reduce face-to-face services.</li> <li>- Provide face-to-face services particularly necessary while taking thorough measures to prevent infection to the maximum extent.</li> </ul>	<ul style="list-style-type: none"> <li>- Limit the number of students and non-faculty members entering campus.</li> <li>- We will give priority to events necessary for completing their graduation theses or studies, and other events will be conducted online in principal.</li> <li>- Whether to hold face-to-face events will be determined after checking measures to prevent infection to the maximum extent, such as shortening the time frame and having attendees in smaller groups.</li> <li>- Events that include eating are prohibited.</li> <li>- External use of campus facilities is postponed or suspended.</li> </ul>	<Things in common> <ul style="list-style-type: none"> <li>- Shorten classes, implement staggered school hours, and implement staggered attendance while taking thorough measures to prevent infection to the maximum extent.</li> </ul> <Educational and research activities> <ul style="list-style-type: none"> <li>- Apart from hands-on learning, mainly conduct online classes and other forms of online learning using computers.</li> <li>- Events and other activities are postponed or suspended. Whether to hold entrance and graduation ceremonies in a shorter time frame, on a smaller scale, and with a minimum number of people will be considered.</li> </ul> <School management> <ul style="list-style-type: none"> <li>- Staff meetings are held online in principal. Parents' meetings are postponed or suspended.</li> </ul> <Practice teaching> <ul style="list-style-type: none"> <li>- Online guidance for trainees will be considered.</li> </ul>
3	<ul style="list-style-type: none"> <li>- Classes are conducted online only.</li> <li>- All extracurricular activities are suspended.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     [About on-site survey] On-site surveys outside the university are prohibited.                 </div>	<ul style="list-style-type: none"> <li>- Research activities are suspended, in principle, except for those required to maintain laboratory equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Meetings are held online, in principle.</li> </ul>	<ul style="list-style-type: none"> <li>- Limit the number of staff coming to work.</li> <li>- Face-to-face services are suspended in principle.</li> </ul>	<ul style="list-style-type: none"> <li>- Students and non-faculty members may not enter campus in principle. - Graduate students who need to maintain laboratory equipment and other objects may enter campus upon request.</li> <li>- Teachers and faculty members may enter campus on a work sharing basis.</li> <li>- Events are postponed or suspended. Online events may be held where possible.</li> <li>- External use of campus facilities is postponed or suspended.</li> </ul>	<Things in common> <ul style="list-style-type: none"> <li>- Shorten classes, implement staggered school hours, and implement staggered attendance while taking thorough measures to prevent infection to the maximum extent.</li> </ul> <Educational and research activities> <ul style="list-style-type: none"> <li>- Apart from hands-on learning, mainly conduct online classes and other forms of online learning using computers.</li> <li>- Events and other activities are postponed or suspended. Whether to hold entrance and graduation ceremonies in a shorter time frame, on a smaller scale, and with a minimum number of people will be considered.</li> </ul> <School management> <ul style="list-style-type: none"> <li>- Staff meetings are held online in principal. Parents' meetings are postponed or suspended.</li> </ul> <Practice teaching> <ul style="list-style-type: none"> <li>- Online guidance for trainees will be considered.</li> </ul>
4	<ul style="list-style-type: none"> <li>- Same as Phase 3 (Online classes from the campus are prohibited.)</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     [About on-site survey] On-site surveys outside the university are prohibited.                 </div>	<ul style="list-style-type: none"> <li>- All on-campus research activities by graduate students are prohibited.</li> <li>- Phase 3 applies to teachers.</li> </ul>	<ul style="list-style-type: none"> <li>- Online meetings only.</li> </ul>	<ul style="list-style-type: none"> <li>- The minimum number of staff required may do the minimum amount of work in rotation required with a view to BCP.</li> </ul>	<ul style="list-style-type: none"> <li>- Students and non-faculty members may not enter campus.</li> <li>- Holding events must be canceled. External use of campus facilities is prohibited.</li> <li>- Teachers and faculty members may enter campus for a short time to fulfill duties with a view to BCP.</li> </ul>	<ul style="list-style-type: none"> <li>- Schools are temporarily closed for pupils in accordance with the Ministry of Education, Culture, Sports, Science and Technology guidelines.</li> <li>- Implement online classes and other forms of online learning.</li> <li>- Teachers and faculty members may enter campus for a short time to fulfill duties with a view to BCP.</li> </ul>

## **(I-1) In case of infection**

Teachers and faculty members who are infected

- You will receive notification that you have become infected. (Immediately report to the Health Service Center.)
- Stay at home until you are cured.



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members who are diagnosed with COVID-19 should report their diagnosis by telephone.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.

## **(I-2) Resumption of work after becoming infected**

Cured teachers and faculty members

- The waiting period will be until you are cured.



Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Call to let them know that you are cured or finished your medical treatment.



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

## **(II-1) In case of close contact**

### Teachers and faculty members with close contact

- You are identified as having close contact with an infected person. (Immediately report to the Health Service Center.)
- The suspension period will be 14 days from the day following the date of the last close contact with the infected person.
- (Check and record physical condition every day.)
- Receive PCR tests in accordance with instructions from public health centers.



### Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members who are identified as having close contact with an infected person should report it by telephone.



### HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.

## **(II-2) Resumption of work after having close contact with an infected person**

### Teachers and faculty members who have spent 14 days from the day following the date of the last close contact with the infected person

- The suspension period will be 14 days from the day following the date of the last close contact with the infected person.



### Contact the Health Service Center: 045-335-1518 (Weekdays 9:00–17:00)

- Teachers and faculty members should contact on the last day of the suspension period by telephone.



### HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

# (III-1) In case of poor health condition

Teachers and faculty members who are severely ill

- You have severe symptoms such as difficulty in breathing (dyspnea), weariness (fatigue), or high fever.
- Your symptoms tend to become severe and you have relatively mild cold symptoms such as fever and cough.
- You continue to have relatively mild symptoms (especially more than four days) such as fever and cough.
- Suspension of work



The nearest Local Government Call Center

- Check your local government web page for phone numbers.  
Ex: Yokohama city, 045-550-5530 (available 24 hours)

or

A medical institution with fever outpatient services that provides PCR testing  
Consult a medical institution



Contact the Health Service Center

045-335-1518

Weekdays 9:00-17:00

- Report the results from the medical institution.



Teachers and faculty members who are slightly ill

- Mild symptoms other than severe symptoms
- Rest and heal at home.



Your department

- Contact the person in charge of the general affairs of your department.

HQ for Crisis Management and Alerting,  
Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.
- Go to "In case of infection" if PCR result is positive.



## (III-2) Resumption of work after becoming ill

Teachers and faculty members who were severely ill

- The suspension period will last up to three days from the day the symptoms disappear.



Contact the Health Service Center

045-335-1518

Weekdays 9:00–17:00

- Teachers and faculty members should contact on the last day of the suspension period by telephone.



HQ for Crisis Management and Alerting,

Your Department

- HQ for Crisis Management and Alerting and your department will work together and share information.

Teachers and faculty members who were slightly ill

- Your symptoms disappear.



Your department

- Contact the person in charge of the general affairs of your department.