

[For Students]

YOKOHAMA National University  
Infection Prevention Guidelines for In-person  
Classes

(For Students)

March 16, 2021 Edition

## **Introduction**

The number of people infected with the novel coronavirus continues to be large in the 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 for FY 2021 (conducting in-person classes whenever possible). However, the state of emergency was issued before the spring semester of FY 2021, and it is still uncertain whether the spread of infection can be controlled though many efforts that have been made, including thorough implementation of basic infection prevention measures and reducing outings. Under these circumstances, in order for students to spend university life, which is centered on in-person classes, more safely and securely, we have established the Infection Prevention Guidelines for In-person Classes, and will conduct in-person classes on the premise that we will be able to obtain the full understanding and cooperation of students.

Students 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.

[For Students]

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 and nose with the hand, they get infected through the mucous membrane.

In other words, keeping the virus out of your mouth, nose, and eyes 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 a train or a bus.



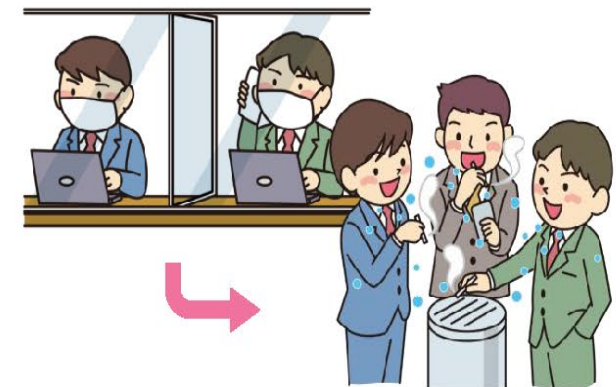
## Scene 4 Communal living in a

- 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 with the required capacity (approximately 2/3 or less of the maximum capacity) and space are secured. Take a seat and be sure to keep the left and right seats vacant.
- Even during breaks, take care to avoid a large number of people gathering, and do not speak loudly or talk at close distances.
- 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.

[For Students]

- ☑ 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 attend 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 and 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 infected students 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.

## **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.
- Create your time schedule so that you do not have too much free time between classes.
- If there are classes that can be taken after the fall semester of 2021, take this into account when registering for classes.
- For the spring semester of 2021, we will 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). Check the notifications from your department or graduate school for details.
- 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, follow the instructions of the teachers and faculty members, such as wiping and disinfecting items shared by multiple persons (tools and equipment).
- 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 determines the teaching method based on the educational effects.
- With regard to absence from classes in the case of infection with COVID-19 for the spring semester of 2021, students will be treated as having not been absent from classes if they fall 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 (7 III, 7 IV)
  - (iv) If the student is asked to stay at home by the university to prevent infection from spreading

### **(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 with the required capacity (approximately 2/3 or less of the maximum capacity) and space are secured. Be sure to keep the left and right seats vacant. (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

[For Students]

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 is 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, we will 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. If you are concerned, disinfect your desk as needed. 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.
- It is strictly prohibited to have a private talk in the classroom not pertinent to a class.
- It is also strictly prohibited to have a private talk in the hallways or the toilet of the classroom buildings.
- A transparent shielding board will be set on the teacher's desk in the classroom.
- We open classroom doors and windows as appropriate for constant ventilation. The air conditioner is working as needed, but handle the heat or cold with your clothes. Also, please note that we may open and close the windows during class.
- 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 you are dining in a classroom or taking a seat in an open classroom using Wi-Fi, enter the information such as the location of your seat, student ID number, and hours of stay using the QR code on the desk. You do not need to scan the QR code in regular classes.
- 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 student 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.
- There is not enough space in the cafeterias. If you are going to take a class in the afternoon, come after having lunch outside the university whenever possible.
- If you do not have classes in the second or third period, take lunch during the second or third period to avoid congestion.
- Use cashless payment instead of cash as much as possible.
- You cannot use the cafeterias if you have a fever or feel sick.
- The cafeterias are very crowded at peak congestion times (around 12:00–13:00). If you bring a lunch box, use a kitchen car, or buy lunch at a convenience store, use an empty space such as the classroom buildings. When you eat in the classroom buildings, keep a distance of two meters or more from others and refrain from talking while not wearing a mask. Also, there is a disinfectant at the entrance so that you can use to disinfect the desk. If you are concerned, disinfect your desk as needed.
- Enter the information such as student 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.

[For Students]

- We will prepare a book sterilizer that users can use freely.
- To secure a place to eat, you are allowed to bring food and drink in the information lounge on the first floor of the library. Make use of the place keeping hand-washing, disinfection, and avoiding three Cs in mind.
- 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, student 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 Extracurricular activity**

- Activities should be conducted in accordance with the university's Guidelines on the Resumption of Extracurricular Activities.
- The same shall apply to personal activities and organizations that have not been reported.

#### **6 Other**

(I) Eating

- Until the COVID-19 pandemic is over, students should refrain from having drinking parties and eating while having a conversation.

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

### **(I) Infection**

- Students 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, attendance will be suspended according to the School Health and Safety Act, and the suspension period will be until the student is cured. When returning to school again, report to the Health Service Center that you have completed treatment and completely recovered. If possible, submit a certificate from a medical institution that certifies that you are cured and have no difficulty in going to school.

### **(II) Close contact**

- Students 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, attendance will be suspended according to the School Health and Safety Act, and the suspension period will be two weeks from 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 in breathing (dyspnea), weariness (fatigue), or high fever, or if symptoms of a relatively mild cold such as fever or cough continue, call the nearest Call Center for Japanese Returnees and Potential Contacts (KIKOKUSYA/SESSYOKUSYA SOUDAN CENTER) for instructions. If you are instructed to visit a medical institution, avoid contact with other people, wear a mask, contact the institution in advance, and consult immediately. And tell the result of the medical examination to the Health Service Center. If you have these symptoms, attendance will be suspended according to the School Health and Safety Act. The suspension 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;"> <p>[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.</p> </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>	<p>&lt;Things in common&gt;</p> <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> <p>&lt;Educational and research activities&gt;</p> <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;"> <p>[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.</p> </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>	<p>&lt;Events&gt;</p> <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> <p>&lt;School management&gt;</p> <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> <p>&lt;Practice teaching and training at school&gt;</p> <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;"> <p>[About on-site survey] On-site surveys outside the university are prohibited.</p> </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>	<p>&lt;Things in common&gt;</p> <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> <p>&lt;Educational and research activities&gt;</p> <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> <p>&lt;School management&gt;</p> <ul style="list-style-type: none"> <li>- Staff meetings are held online in principal. Parents' meetings are postponed or suspended.</li> </ul> <p>&lt;Practice teaching&gt;</p> <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;"> <p>[About on-site survey] On-site surveys outside the university are prohibited.</p> </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>	<p>&lt;Things in common&gt;</p> <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> <p>&lt;Educational and research activities&gt;</p> <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> <p>&lt;School management&gt;</p> <ul style="list-style-type: none"> <li>- Staff meetings are held online in principal. Parents' meetings are postponed or suspended.</li> </ul> <p>&lt;Practice teaching&gt;</p> <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;"> <p>[About on-site survey] On-site surveys outside the university are prohibited.</p> </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**

### **Infected students**

- You will receive notification that you have become infected. (Immediately report to the Health Service Center.)
- Your attendance will be suspended until you are cured.



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

- Students who are diagnosed with COVID-19 should report their diagnosis by telephone.



### **HQ for Crisis Management and Alerting, Your Faculty or Graduate School**

- Your faculty or graduate school contacts the teacher in charge of classes.
- This does not result in being absent from classes.

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

### **Cured students**

- The suspension period will be until the student is 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.
- Submit a certificate from a medical institution that certifies that you are cured and have no difficulty in going to school if possible.



### **HQ for Crisis Management and Alerting, Your Faculty or Graduate School**

- Your faculty or graduate school contacts the teacher in charge of classes.

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

### Students 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 two weeks from 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.
- Go to "In case of infection" if PCR result is positive.



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

- Students who are identified as having close contact with an infected person should report it by telephone.



### HQ for Crisis Management and Alerting, Your Faculty or Graduate School

- Your faculty or graduate school contacts the teacher in charge of classes.
- This does not result in being absent from classes.

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

### Students who have spent two weeks from the date of the last close contact with the infected person

- The suspension period will be two weeks from the date of the last close contact with the infected person.
- PCR results are negative.



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

- Students should contact on the last day of the suspension period by telephone.



### HQ for Crisis Management and Alerting, Your Faculty or Graduate School

- Your faculty or graduate school contacts the teacher in charge of classes.

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

## Students 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 attendance



## Nearest Call Center for Japanese Returnees and Potential Contacts

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



## Visit a medical institution

- If the Call Center for Japanese Returnees and Potential Contacts gives you instructions, go to a clinic.
- Make an appointment with a medical institution before you go.



## Contact the Health Service Center

045-335-1518

Weekdays 9:00-17:00

- Report the results from the medical institution.



## Students who are slightly ill

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



## Your faculty or graduate school

- Contact the person in charge of the Student/Educational Affairs Section of your faculty or graduate school.
- Your faculty or graduate school contacts the teacher in charge of classes.
- This does not result in being absent from classes if you contact.

## HQ for Crisis Management and Alerting, Your Faculty or Graduate School

- Your faculty or graduate school contacts the teacher in charge of classes.
- This does not result in being absent from classes.
- Go to "In case of infection" if PCR result is positive.

## (III-2) Resumption of school attendance after becoming ill

### Students 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

- Students should contact on the last day of the suspension period by telephone.



### HQ for Crisis Management and Alerting,

### Your Faculty or Graduate School

- Your faculty or graduate school contacts the teacher in charge of classes.

### Students who were slightly ill

- Your symptoms disappear.



### Your faculty or graduate school

- Contact the person in charge of the Student/Educational Affairs Section of your faculty or graduate school.