

September 4, 2020

All Faculty Members

Trustee and Vice President (Education)

Regarding the Basic Policy for 2020 Second Semester (Third and Fourth Quarter) Classes

The basic policy established on September 4, 2020, will be handled as follows.

Faculty members who plan to conduct class in-person (in a classroom) should monitor their health condition carefully and take strict measures for disease prevention.

1 Basic Policy Item 1

Faculty members conducting laboratory and practical classes (Note 1) are to inform the administrative department in charge (Administrative Group at each Faculty or Educational Supporting Group) of their method of teaching. 【This information will be announced to students through the learning management system (Dream Campus, WebClass) on Wednesday, September 16】

Furthermore, if only certain class periods will be conducted in-person, faculty members are to inform students at least one week in advance of any important matters through the learning management system.

If students are not able to attend class in-person, please give consideration so that there is no inequality among students.

2 Basic Policy Item 2

Conditions for permitting students enter classrooms where live streaming or video lectures are being conducted are the following.

- (1) Seats should be arranged so that students are seated as far from each other as possible and maintain at least 1 meter of distance. Otherwise, the maximum number of students allowed to enter the classroom should be no more than half of the classroom capacity.
- (2) Students who attend class in-person must be recorded every class period.
- (3) Treat students attending class in-person and students attending class online equally.

3 Grade Evaluation

If grade evaluation methods and standards written on the syllabi are revised since classes are being conducted online, contact the students as soon as possible.

4 Conducting Classes In-person

- (1) Do not conduct class in-person if you have a fever or not feeling well.

If classes will be conducted in-person, record your daily symptoms on the health check sheet (provided) and monitor your health condition carefully.

Furthermore, please install free coronavirus contact-confirming application (COCOA) provided by the Ministry of Health, Labour and Wealth.

- (2) Always wear a mask during class.

Masks may be taken off during physical exercise.

- (3) Take measures for avoiding the 3 Cs (closed spaces, crowded places, and close-contact settings) during class.

- (4) If a student is diagnosed with COVID-19, individuals who have been in close contact with the student must be identified. Therefore, be sure to keep a record of all students who attend class in-person, each time a class is conducted.

Be sure to take the following measures as much as possible.

- Students maintain at least a one meter distance from each other (not only side-to-side, but also front and back)
- Assign seats to students during class and examinations

- (5) Ventilate the classroom frequently by opening windows while the air conditioner is running.

(Note 1)

“Laboratory and practical classes, etc.” are the following.

- Laboratory and practical classes
- Tutorial classes (including English and other foreign language classes)
- Practical skills classes (music, art, physical education, etc.)
- Seminars, graduation research, etc.
- Small size lecture classes approved by the dean of the faculty/graduate school