

May 29, 2020

All Faculty Members

Trustee and Vice President (Education)

Regarding basic policy for 2020 second quarter classes

The basic policy established on May 29, 2020, will be handled as follows.

Faculty members who plan to conduct classes in-person (in a classroom) should avoid going to prefectures that were previously designated as “special alert prefectures” and monitor their health condition carefully.

1 Basic policy item 2

Faculty members conducting laboratory and practical classes are to inform the administrative department in charge (Administrative Group at each Faculty or Educational Supporting Group) by June 3 of their method of teaching classes after June 18. Furthermore, if classes will be conducted in-person, faculty members are to inform students at least one week in advance of any important matters relating to the class through Dream Campus or WebClass.

If students are not able to attend classes in-person for a specific reason, please give consideration so that there is no inequality among students.

2 Basic policy item 3

The conditions for permitting participants who can join online lectures (live streaming or video lectures) are the following.

- (1) Seats should be arranged so that students are sitting at least 1 meter apart from each other. Or, only allow entrance into the classroom to up to half of the room capacity.
- (2) Treat students attending class in-person and students attending class online equally.

### 3 Final examinations

If grade evaluation methods and standards written on the syllabi need to be revised for changing to online classes (including those for first quarter and first semester), contact students as soon as possible.

Since examinations are to be conducted not in-person but by writing reports etc. for first quarter classes including those throughout the first semester, grade evaluation methods and standards written on the syllabi need to be revised. In such cases, the revised grade evaluation methods and standards should be informed to students as soon as possible.

### 4 Conducting classes in-person

- (1) Do not conduct classes in-person if you have a fever or not feeling well.
- (2) Always wear a mask during class. For physical education or classes involving physical exercise, instruct students as appropriate.
- (3) Take measures for avoiding closed spaces, crowded places, and close-contact settings during class and ventilate the classroom frequently.