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To Gifu University students

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RE: Class Operation Policies for First Semester 2021

Firstly, I would like to express my deep appreciation to all concerned for your continued support toward Gifu University's infection prevention measures implemented to secure safer educational and research environment on campus.

Please refer to the following Gifu University's class operation policies for the first semester 2021. We would like to have your continued cooperation to prevent COVID-19 infections both on and off campus.

• With regard to attending face-to-face lecture style classes, students are asked to take their temperatures at wake-up time every morning. If you have a fever or cold like symptoms, please contact the Health Administration Center and the Student Affairs Section of your faculty/school, etc., and stay home. Even if you are absent from classes, special considerations will be given for your course taking. Please note that wearing masks is mandatory in face-to-face lecture style classes. We will let you know if any parts of the following are changed or altered under special circumstances of individual courses or faculties. Also, if there are any changes in "Gifu University Guideline for COVID-19" regarding class operation, we will review our operation policies and notify you if necessary.

【Basic Policies】

If the level of "1. Educational Activities," of "Gifu University Guideline for COVID-19," is 2 and above, face-to-face lecture style classes are conducted in accordance with the following operation policies with all infection preventive measures being taken.

【Class Operation Policies】

1. The following are the class schedule for the first semester 2021. Class schedule is different for the second-year students and above of the Medical Course, the School of

Medicine.

1 st Class	8:45-10:15
2 nd Class	10:30-12:00
Lunch Break	(60 minutes)
3 rd Class	13:00-14:30
4 th Class	14:45-16:15
5 th Class	16:30-18:00

2. To observe the 3C measures (avoid closed spaces, crowded places, and close-contact settings) on campus and during commuting, capacity of one classroom is reduced down to 60% in faculties and schools by offering students e-Learning sessions or opening classes every two weeks.
3. Preparations are underway to help students register courses (e.g. entering the details of class operations into a class syllabus, distributing reference materials to students, etc.).
4. In face-to-face lecture style classes, every preventive measure ¹⁾ continues to be taken. For classes which may require overnight stay, measures to avoid students' assembling are pursued. Students, staff are also advised to avoid dining in groups.
5. In face-to-face lecture style classes, students are asked to log their names, places of their seats so that a public health center can trace back students or staff who might have had close contact with the infected individuals, should infections be confirmed on campus.
6. In case of e-Learning, due considerations will be given to students over viewing/downloading educational materials (online video clips, etc.), and deadline for assignment submissions in view of different internet environment by students.

【Research Papers (graduation and master's thesis included)】

Please follow the instructions of your supervisors for your graduation (master's) thesis preparations.

【Use of Classrooms】

If a face-to-face lecture style class and e-Learning session are to be concurrently conducted, e-Learning session is offered to students in a classroom available.

【Points of Attention on Campus】

Please refer to the points of attention during commuting, on campus and daily lives as shown on the Attachment 1. They are all codes of conduct to be observed in order to avoid being infected yourself, and infecting people around you.

【Additional Bus Services】

Negotiations are still underway over additional bus service between Gifu Station and Gifu University in order to avoid 3Cs settings while commuting. Information on additional bus services will be posted on the university website upon finalization.

1) Preventive measures

- A class opens only when capacity per classroom goes down below 60%, or more than one-meter distance is secured between two seated students.
- Experiment devices, machines and equipment for communal use are thoroughly disinfected
- Observe the 3C measures (avoid closed spaces, crowded places, and close-contact settings) to prevent an outbreak of cluster infections.
- Observe the “Basic Policies for Novel Coronavirus Disease Control by the Government of Japan.

Points of attention for Gifu University students to follow in time of commuting, on campus and daily lives.

<Commuting to and from Campus>

1. Please take your temperature in wake-up time every morning, and if you have a fever or cold-like symptoms, contact the Health Administration Center or Student Affairs Section of your faculty/school/center, etc. and stay home.
2. Please **wear a mask** on your way to and from campus.
3. Please **minimize your conversations while on public transportation (trains or busses)**.
4. If you take a bus from the Gifu Station, please avoid taking crowded busses.
5. To get prepared for the situations at which your health status or actions may be asked as a person who might have had close contact with the infected individuals, **you are required to enter information about your temperature, physical conditions, activities /actions while commuting to Physical Condition Log Sheet (Attachment 2). *You may record the information by using different medium (smart phones, tablets, etc.)**

<On Campus>

1. Please **wear a mask** while on campus.
2. Please minimize time spent on campus.
3. Please **disinfect your hands** with hand sanitizer **or wash your hands with soap and water** in the bathrooms **(disinfecting your hands is particularly necessary before meals)**.
4. Please try to **take a seat away from others, and minimize your conversations** while eating.
5. If teaching staff gives you instructions as to where to take a seat, or ventilate the room, please follow their instructions.
6. To get prepared for the situations at which your health status or actions may be asked as a person who might have had close contact with the infected individuals, **you are required to enter information about your seats in classrooms, where you had lunch, and activities/actions while you were on campus, etc. to Physical Condition Log Sheet (Attachment 2). *You may log the information by using different medium (smart phones, tablets, etc.)**

<Other>

1. **Please refrain from attending informal gatherings, get-togethers with classmates, teachers, etc. held in 3C settings and the following "5 Situations" below.**
2. Please download "COVID-19 Contact-Confirming Application (COCOA)" to confirm you do not have/had close contact with an infected individual

“Five Situations” that increase the risk of infection

Situation 1: Social gatherings with drinking alcohol

- Drinking alcohol improves mood and at the same time decreases attention. In addition, hearing is dulled and it leads to speaking in a louder voice
- The risk of infection increases when large numbers of people are in a small space for a long time.
- In addition, sharing glasses and chopsticks increases the risk of infection

Situation 2: Long feasts in large groups

- Long-term meals, dinner receptions, drinking alcohol at night increase the risk of infection compared to a short meal.
- The risk of infection is increased by eating and drinking in a large group of people, for example, 5 or more people, because in groups, you have to talk louder and droplets of saliva spread more often.

Situation 3: Conversation without a mask

- Talking at close range without a mask increases the risk of airborne or micro-droplet infection.
- Cases of infection without masks were observed during gatherings in karaoke machines
- Please be careful when traveling by car or bus.

Situations 4: Living together in a small limited space

- Living together in a small limited space increases the risk of infection because the endorsed space is shared by several people for a long time.
- There have been reports of suspected infections in common areas such as dormitory bedrooms and bathrooms.

Situation 5: Switching Locations

- When you move to another location, such as when you take a break in a workplace, the risk of infection may increase due to the feeling of relaxation and changes of the environment.
- Suspicious cases of infection were identified in breaking rooms, smoking areas and changing rooms.

