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To Gifu University students

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RE: Class Operation Policy for Second Semester 2020

Firstly, I would like to express my deep appreciation to all concerned for their 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 second semester 2020. 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 if needed.

**【Basic Policies】**

Face-to-face lecture style classes are conducted with all infection preventive measures being taken.

**【Class Operation Policies】**

1. The following are the class schedule for the second semester 2020 (returned to the previous years' class schedule). Class schedule is different for the second-year students and above of the Medical Course, the School of Medicine.

1 <sup>st</sup> Class	8:45-10:15
2 <sup>nd</sup> Class	10:30-12:00
Lunch Break	(60 minutes)
3 <sup>rd</sup> Class	13:00-14:30
4 <sup>th</sup> Class	14:45-16:15
5 <sup>th</sup> 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 <sup>1)</sup> 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. Some spaces of the General Education Building may soon be open for lunch break.

**【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 observe to avoid being infected yourself, and infecting people around you.

### **【Additional Bus Services】**

Please see the Attachment 2 for additional bus services.

#### 1) Preventive measures

- A class opens only when capacity per classroom goes down below 60%.
- 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 3). \*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 3). \*You may log the information by using different medium (smart phones, tablets, etc.)

**<Other>**

Please refrain from attending informal gatherings, get-togethers with classmates, teachers, etc. held at eating and drinking establishments where no infection measures are being taken.

### Increased Bus Services from October 1, 2020

As part of efforts to prevent the spread of COVID 19 infections and observe 3C measures, Gifu Bus offered additional six bus services which depart from Gifu University and arrive at the Meitetsu Gifu Station Gifu Bus Terminal.

The following are the details of the services, but please access the Gifu University website for any changes in departure time which may alter depending the situations.

Period of Service	Weekday from Thursday, October 1, 2020 through Wednesday, February 10, 2021
Time of Departure (Non-stop)	From Gifu University to JR Gifu Station Time of Departure: 16:30 17:05, 17:22, 18:15, 18:50, 19:05
Requirements for Passengers	Enrolled in, or work for Gifu University and those who meet either of the two below: 1. Commuting ticket holders from the JR Gifu Station or Meitetsu Gifu Station to Gifu University 2. Those who pay 330 yen in cash for bus charge (per person)
Other Information	<b><u>Please note that payment by IC ticket “ayuca” is not always accepted.</u></b> Please follow instructions of bus drivers while riding.

