

**Manual of Measures to Prevent the Spread of the Novel Coronavirus (COVID-19):
Precautions to be Taken Regarding Classes in the Second Semester of 2020 (Ver.3)**

During the first half of this year, restrictions on university activities have been implemented in order to curb the spread of the novel coronavirus (COVID-19). The risks posed by the virus still persist as we begin the second semester, and the university will continue to implement the necessary measures to prevent the spread of infection, while endeavoring to provide high-quality education and promote high-quality research. The university will ensure that its students are provided with adequate study opportunities, including sufficient opportunities for interaction with their instructors. This manual has been revised in accordance with the current situation (revised portions underlined).

1. Precautions for students

(1) Inform all students of the preventive measures

All faculties and departments are requested to provide all students with information regarding preventive measures and precautions against the virus, including the notice and information below through its website or via e-mail. The students should be requested to take the recommended measures and precautions.

In particular, as gatherings over food and drink and extracurricular activities, including group tours (such as university club or circle excursions), club or circle events, training camps, etc., can cause a risk of infection, students should exercise the utmost caution with regards to these activities.

Notice: novel coronavirus (COVID-19) prevention measures (Ver. 3)

(Issued by the Executive Vice-President for Student Affairs on July 31, 2020)

Information about the Novel Coronavirus (COVID-19) (Notice No.5)

(Issued by the Kyoto University Health Service on June 8, 2020)

(2) Respond to students' inquiries and concerns

All faculties and departments are requested to take the necessary measures to respond to students' questions and concerns regarding their study and student life. In order to prevent the spread of the virus, please provide consultation services not only in person, but also by other means, such as via e-mail or social networking services (SNS).

2. Precautions regarding classes in the second semester of 2020

(1) Resume classes by phasing them in, in accordance with the level of COVID-19 infection risk

Although the novel coronavirus continues to pose a risk, to ensure that students are provided with higher quality study opportunities, including sufficient opportunities for interaction with their instructors, the

university will, to the extent possible, resume face-to-face classes while implementing thorough measures to prevent the spread of infection. In the case that is difficult to conduct face-to-face classes, even if all possible infection prevention measures are taken, those classes will be conducted through a combination of face-to-face and online classes, or online classes only. In such cases, the contents of the classes will be simultaneously provided online, recorded and provided online later, or provided in supplementary classes for students who cannot/do not wish to attend the classes in person (in order to prevent novel coronavirus infection) and international students who are unable to come to Japan or are required to quarantine for a certain period after their arrival.

In the event of a worsening of the situation with regards to the novel coronavirus, or the incidence of an infection cluster at the university, face-to-face classes may be replaced with online-based classes. The university will therefore continue to remain prepared for the provision online classes.

(2) Take necessary measures when providing classes

All faculties and departments are requested to take all necessary measures when providing classes, including those detailed below.

① Prior to providing face-to-face classes, provide relevant information (including the following points to note) to students through the department's website or via e-mail.

- When attending face-to-face classes, students must monitor their physical condition for two weeks in advance, and refrain from activities that involve a risk of infection (such as gatherings over food and drink or traveling in groups).
- If the students notice any symptoms, please instruct them to have their body temperature measured. If they have a fever or other symptoms (coughing, phlegm, loss of taste, etc.), please instruct them not to attend classes and to stay at home and recuperate.
- Please instruct students to wear face-masks or face shields (hereinafter referred to as “face masks, etc.”) even if they do not have any symptoms. Please instruct students who forget face masks, etc., to follow the instructions of administrative office.
- Please instruct students to cover their mouths and noses with a flexed elbow or tissue when coughing or sneezing, and to avoid having conversations facing directly towards each other as much as possible.
- Please instruct students to wash their hands with soap for approximately 30 seconds or clean their hands with an alcohol-based hand sanitizer before and after classes.
- Please instruct students to leave classrooms and the university campus quickly after classes.
- Please record student attendance to the extent possible, and recommend students to use the COVID-19 Contact Confirming Application (COCOA), etc.

<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

② Keep classrooms safe and clean to provide face-to-face classes safely

- Please limit the number of students attending face-to-face classes to within approximately 50% of the capacity of the room. In particular, for courses in which students may engage in frequent discussions, such as seminars and practical work, please take all possible measures to prevent the spread of infection, including installing acrylic shields, ventilating rooms, and maintaining sufficient distance between students. However, in the case of lecture classes with large numbers of

students, it may be possible to implement face-to-face classes with attendance in excess of 50% of the room capacity provided it is possible to appropriately regulate the students' movement so as not to cause any congestion at entrances/exits, ensure that all students take the necessary preventive measures while in the room, implement sufficient measures to prevent the spread of infection, and obtain approval from the Disaster Response Task Force after consultation..

- Please instruct students not to share items (including microphones, pens, pencils, and electronic devices). If they need to share items, such as experimental equipment, please instruct them to wear disposable gloves.
- Please prepare alcohol-based sanitizers in classrooms and toilets.
- Please keep ventilation systems operating and frequently open windows and doors on different sides of rooms for ventilation (for a few minutes every 30 minutes at least.)
- Please disinfect commonly used and frequently touched surfaces on a regular basis using alcohol-based sanitizers. Provide disinfectant wipes in classrooms and instruct students to disinfect their desks and chairs with the wipes after classes.

③ Take appropriate measures for students who cannot attend face-to-face classes

- Please take appropriate measures to ensure that students who cannot attend classes because they are infected with the virus and students who are refraining from attending classes because they have a fever or other symptoms are not disadvantaged. Such measures should be taken based on the decisions made by the dean and the instructor responsible for the class. (Measures can include extended deadlines for course registration, the provision of supplemental classes, report assignments, etc.). If there are students who have not been attending classes for a considerable time due to health reasons, please contact them or take appropriate action to ensure that they are not isolated.
- In the case of cancelling a class due to the infection of a student or a faculty member, it is necessary to maintain an interactive communication channel between the class instructor and the students, such as the PandA system provided by the Institute for Information Management and Communication, or other means.

④ Keep areas where experimental equipment and instruments are used safe and clean

- Please minimize the use of experimental equipment and instruments. Work that can be done at home, such as data analysis, should be done at home.
- Please disinfect areas that people commonly touch as needed, including the touch-screens of electronic devices, doorknobs, and toilets.
- Giving due consideration to the nature of the experiment, please minimize the areas that need to be touched, by measures such as keeping doors open, etc.

⑤ Keep shared spaces (including study rooms and lounges) safe and clean

- Limit the number of users, and instruct users not to eat, drink, or talk face to face.
- Limit the hours of use, and check the time that each user enters and leaves the shared space.

- Keep shared spaces well-ventilated.
- Instruct users to wash their hands or clean their hands with an alcohol-based hand sanitizer before entering and after leaving the shared space.
- Disinfect commonly used items (such as tables and chairs) on a regular basis. Provide disinfectant wipes in common-use spaces, and instruct persons using the spaces to disinfect their desks and chairs using the wipes.

3. Precautions regarding the use of facilities

(1) Libraries

The Kyoto University Library Network and all faculties and departments are requested to take the following preventive measures and precautions.

- Organize electronic materials, provide online reference and study consultation services, and lend library's books and materials by post, etc., so that users can use library services without coming to the libraries in person.
- Consider measures to reduce the hours that each user stays in the library through measures such as increasing the number of books that can be borrowed, extending the lending period, and increasing the number of times that a lending period can be extended.
- Maintain sufficient distance between seats at the library so that users can feel safe while reading and studying. If there is a shortage of seats, consider some other measures, such as using classrooms on campus as reading rooms.
- Take preventive measures against virus transmission through airborne droplets or close contact during lending procedures, such as installing transparent partitions at the lending counters and using disposable gloves.
- Place floor markers in waiting areas to guide users to keep a safe distance from others while waiting in a line.
- Take other necessary measures in accordance with the “**Guidelines to Prevent the Spread of COVID-19 in Libraries,**” issued by the Japan Library Association.

(2) Restaurants and shops on campus

- ① The operators of restaurants and shops on campus are requested to take the following preventive measures and precautions.
 - Maintain sufficient distance between people by limiting the number of customers during peak hours, reconsidering seat arrangements to ensure a safe distance, and placing floor markers in front of cash registers.
 - Request customers to wash their hands or clean their hands using an alcohol-based hand sanitizer before entering the facilities. Regularly disinfect areas that are frequently touched by multiple people using an alcohol-based sanitizer.

- Open windows and doors frequently to ventilate the facilities, while paying careful attention to hygiene.
 - Do not provide buffet-style services at restaurants.
 - Install transparent partitions in front of counters and cash registers.
 - Recommend that customers use electronic money, if possible, and exchange cash by placing it on a receipt tray at cash registers.
 - Advise customers not to talk face-to-face with others while eating or drinking if there is no partition between them, such as an acrylic shield.
 - Advise customers not to stay for long after having a meal or buying products, but to leave the establishment quickly.
 - Confirm and keep a record of whether staff members have a fever or any other symptoms. If a staff member has a fever or any symptoms, instruct them to stay at home and recuperate.
 - Arrange seating appropriately so as to maintain a sufficient distance between seats, and ensure that customers do not sit face-to-face.
 - Provide disinfectant wipes, and instruct customers to disinfect their tables and chairs using the wipes.
- ② The university's central administration and all faculties and departments are requested to take the following preventive measures and precautions to reduce crowding during the peak hours for lunch.
- Increase the places where staff can eat lunches prepared by themselves.
 - Enable staff to take break time more flexibly to reduce crowding at restaurants and shops during peak hours.
 - Arrange seating appropriately so as to maintain a sufficient distance between seats, and ensure that staff do not sit face-to-face in the areas in which they eat lunch in order to prevent virus transmission by airborne droplets.
 - Provide disinfectant wipes in the eating areas, so that people can disinfect their tables and chairs using the wipes.
 - Keep ventilation systems operating and frequently open multiple windows and doors on different sides of rooms for ventilation (for at least several minutes every 30 minutes), while paying careful attention to hygiene.

4. Precautions regarding extracurricular activities (club and circle activities)

Prior to making decisions about the resumption of extracurricular activities (including club and circle activities), the university will appoint a person in charge of the prevention of infection in accordance with the university's "Manual for Preventive Measures when Holding Extracurricular Activities (Ver.4)." The university will check that the manual's instructions are being followed, and implement all necessary measures.

5. Action to be taken regarding classes in the event that a student or faculty member at the university is confirmed to be infected with the virus

- (1) Procedures to be followed if a student, faculty member, or staff member is confirmed as infected
If a student, faculty member, or staff member is confirmed to have been infected with the novel coronavirus, the necessary measures to prevent the spread of the virus must be taken in accordance with the “**Procedures to be Followed if a Student, Faculty Member, or Staff Member is Confirmed as Infected with the Novel Coronavirus (Ver. 3)**,” while also following the instructions of the local public health center and the Disaster Response Task Force.
- (2) Relevant departments must secure study hours for students who cannot attend classes.
 - Study hours should be secured to the extent possible by providing assignments (including report assignments), using KULASIS, PandA, OCW, etc.

Note: This manual was developed based on the current situation. The content of the manual may be revised as needed.