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Shizuoka University Task Force on COVID-19
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Notes on face-to-face class implementation for COVID-19

In order to reduce the risk of COVID-19 infection, the following basic and specific precautions should be taken when conducting face-to-face classes (※).
(※)Face-to-face classes : Classes conducted through classroom lectures, experiments, practical training, skills practice, exercises, off-campus learning activities, etc. (based on the assumption of attending at university (including off-campus activities))

< Basic Notes >

- In order to prevent the spread of infection, it is important to take preventive measures (hand washing, cough etiquette, gargling, etc.) that can be taken by each individual on a regular basis in daily life and at school.
- It is said that the risk of infection increases in the "Three Cs": Closed spaces with poor ventilation, Crowded places with many people nearby, Close-contact setting such as close-range conversations. Please implement actions to avoid the "Three Cs".

<Specific notes>

1. Students and teachers should take their temperature every morning and if they have symptoms of a cold, such as fever and cough, they should not come to the university and must stay home. If a teacher is not feeling well, the teacher should cancel the class. If you have a fever, cough, or other symptoms of a cold while you are at school, you must return home immediately. (There are measures to be taken regarding class attendance that will not be treated as an absence.)
2. Students and teachers should take their own infection prevention measures

(hand washing, cough etiquette, gargling, etc.) on a daily basis. (For example, washing hands and disinfecting hands before and after class and before meals, and not holding coughs and sneezes in your hands.)

3. During class, open the windows and doors of the classroom to allow for ventilation and to avoid the classroom becoming an enclosed space. Even if it is difficult to open the windows and doors at all times due to weather conditions, ventilation should be done regularly before and after classes. In buildings where the air tends to be stuffy, efforts should also be made to ventilate corridors and other common areas.

4. Students and teachers should wear masks (except when eating or exercising) and cover their mouths and noses when going to and from school and during the school day. If you do not have a mask, cover your mouth and nose with a tissue or handkerchief. In case of emergency, cover your mouth and nose with your sleeve or the inside of your jacket.

In particular, if there are situations where people are talking to each other, such as in group work or debate, avoid close conversations or occurrences by wearing a mask, talking at a distance, or not sitting directly in front of each other.

5. In order to avoid close conversations, etc., students should not engage in unnecessary conversations (private conversations) in the classroom.

6. To avoid denseness and close proximity, the following requirements must be met when conducting face-to-face classes and final examinations.

(1) In principle, the number of students in a class should be less than or equal to the regular capacity of each classroom.

(2) Students should always wear masks in class (except during exercise), and try to keep a distance between teachers and students by seating themselves at a distance in the classroom.

(3) For face-to-face final examinations in classrooms, the maximum capacity of students is set by the rule of the regular time of the exam.

7. If there are shared items that are used by more than one person in a class, they should be disinfected with alcohol or other things before the start of the class.