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## 2021 Class Policy for Preventing COVID-19 Infection

Takanori Ueda  
President of the University of Fukui

Classes (including exams) for the academic year 2021 will basically be conducted face-to-face, paying close attention to the "Hygiene Management Manual for COVID-19 at Schools (MEXT)". On the other hand, distance lectures (including ones combined with face-to-face lectures) will be conducted when a class has high risk of infection because the 3Cs are inevitable due to the characteristics of the class, when a class is considered highly effective through the means of distance learning, or when a class should be done by the means of distance learning for students' convenience. Since there will be a mixture of distance lectures and face-to-face lectures, the university will organize the class schedule or designate a class format, taking students' attendance and convenience into account. To secure the flexibility of the class schedule, on-demand classes are highly recommended for conducting distance lectures. In addition, the university will continue to give individual consideration to students who are at high risk of becoming seriously ill due to their underlying medical conditions.

However, this policy is subject to change depending on the future situation.

### **【How to Conduct Face-to-Face Lectures】**

#### **(1) Preventing "Closed Spaces" (Thorough Ventilation)**

- When a ventilating fan is installed in a lecture room or an experiment room, let it run all the time during the lecture.
- For lecture rooms or experiment rooms with no ventilating fans, let windows be open all the time. Or provide ventilation by opening windows for more than a few minutes every 30 minutes. Opening 2 sides at the same time is recommended.
- For lecture rooms or experiment rooms with no windows, try your best to provide ventilation by keeping doors open all the time or using ventilating fans (electric fans or circulators).
- Since air conditioners only circulate the air inside the room and do not have any functions as ventilators, provide appropriate ventilation even when using air conditioners.

## **(2) Preventing “Crowded Spaces” (Securing Physical Distance)**

- Classes should be conducted at less than capacity (\*the capacity set for preventing COVID-19) in a lecture room or an experiment room in which “crowds” are avoidable by maintaining space between students by keeping at least a meter apart or sitting in every-other-seat.
- Regarding classes whose students surpass the capacity of its lecture room or experiment room, face-to-face lectures will be allowed by dividing the class into 2 groups and conducting face-to-face lectures for one, and live streaming for the other.

\* The capacity for preventing COVID-19 of each lecture room should be determined in advance.

## **(3) Preventing “Close-Contact Setting” (Wearing Masks)**

- Students and Instructors should basically wear masks.
- Regarding instructors, wearing a face shield is also available. When maintaining enough space between students (at least 2 meters), wearing them is not necessary.

### **【Other Notes】**

#### **<Students>**

- Practice good hand hygiene (hand sanitizer or hand washing) at the time of entry and exit of a lecture room or an experiment room.
- Refrain from talking unless absolutely necessary during the class.
- When students have to share some tools or instruments, appropriate disinfection or good hand hygiene (hand sanitizer or hand washing) should be done before and after use.
- In case there are any cold symptoms, such as fever, cough, or general malaise, do not hesitate to stay home and contact the related section (Student Affairs Division on Bunkyo campus, Academic Affairs Division on Matsuoka campus, or Administration Division on Tsuruga campus).

#### **<Instructors>**

- Practice good hand hygiene (hand sanitizer or hand washing) at the time of entry and exit of a lecture room or an experiment room.
- When using a microphone, practice good hand hygiene (hand sanitizer or hand washing) before and after using it.
- Consideration should be given for students to avoid any disadvantage in the awarding of credit, such as by conducting make-up classes, exams or giving extra assignments to

make up for the absence of a student when he/she is infected or asked to stay home because of having had close contact with infected people or having any cold symptoms, such as fever, cough, or general malaise.

- In case there are any cold symptoms, such as fever, cough, or general malaise, do not hesitate to stay home and contact the related section (Student Affairs Division on Bunkyo campus, Academic Affairs Division on Matsuoka campus, or Administration Division on Tsuruga campus).