

October 21, 2020

To: Undergraduate students  
Graduate students

### Conditions for attendance in face-to-face classes

In participating in face-to-face classes, to prevent the spread of COVID-19, allow us to again to notify you about items of importance for students including conditions for attendance and the record of the activity log.

Continue to participate in face-to-face classes during the fall semester with attention to the following items.

#### 1. Conditions for attendance in face-to-face classes

As it gets colder and drier, we ask you to participate in face-to-face classes while striving to keep fit including a record of your health observation report.

1) Take your body temperature every morning and evening, check the presence of cold symptoms, and record your health condition on the health observation report daily. Attendance is possible when the average temperature is maintained, and there is no cold symptom for the last 14 days nearest to the date that you would attend face-to-face classes. When attending face-to-face classes, take the health observation report along for you to show to the faculty member in charge (class instructor, academic advisor, etc.).

2) However, for students who fall into the following categories regardless of 1) above, attendance is possible when there is no cold symptom including fever on the day that they would attend face-to-face classes.

• Among students who developed cold symptoms including fever for the last 14 days, pursuant to “A” in the “COVID-19 Flowchart” (<http://www.tsukuba.ac.jp/about/antidisaster/covid-19-20200918.html>), if diagnosed by a doctor who deemed that a PCR test was unnecessary or if the result of the PCR test was negative and there was improvement in the cold symptom

- 3) Furthermore, students who are infected with COVID-19 or identified as a close contact are not allowed to attend face-to-face classes for the following period.
- Period to meet the standards of judgment after discharge from the hospital and recuperation mandated by the Ministry of Health, Labour, and Welfare since the diagnosis with COVID-19 by PCR test, etc.
  - Period for which identified as a close contact by a public health center and instructed by the public health center (14 days from the day following the date of last contact with an infected individual)

For others, keep in mind the following items.

- If falling under “A” to “D” in the “COVID-19 Flowchart”, stay at home without going to the university and report accordingly to the corresponding department (homeroom teacher, academic advisor, or Student Affairs in the Academic Service Office).

## 2. Record of the activity log

In resuming face-to-face classes in the fall semester, if there is an infected individual from campus, there is a need to identify close contacts expeditiously and prevent spread of infection.

For this purpose, with the consent of students, we would like to ask each class instructor to keep a record of the seating position by methods including asking students to write their name on the seat configuration to be passed around in the classroom.

We have asked students to record their seating position in every class on the activity log column, etc. in the health observation report form in the TWINS bulletin board and would like to request for continued implementation.

Along with this, as a method to determine the extent of contact with an infected individual, the use of the COVID-19 Contact-Confirming Application (COCOA) released by the Ministry of Health, Labour and Welfare is recommended.

The record of the activity log will increase awareness to prevent infection and we think of avoiding the cancellation of face-to-face classes by preventing infection as another aim.

## 3. Precautions during activity

We have posted precautions during activity on posters displayed on-campus, TWINS bulletin board, etc. to raise awareness in infection prevention so keep in mind the following items and work for the prevention of infection.

- 1) Take your body temperature every morning and evening.

- 2) In taking your body temperature, if higher than the average body temperature and if there is a cold symptom, contact the corresponding department (homeroom teacher, academic advisor, or Student Affairs in the Academic Service Office), stay at home without going to the university, and make a thorough health observation.
- 3) Be sure to wear a mask when entering the campus; provided however, that if at a sufficient distance (over 1 meter) from others outdoors, you are free to remove your mask.
- 4) When spending time on-campus, always keep a distance of over 1 meter around you.
- 5) Disinfect your hands or wash them with soap and water frequently.
- 6) Refrain from close-range conversation and raising your voice.

In particular, keep in mind the following items during lab experiments and trainings of students.

- 1) After creating a schedule of facility use to avoid the Three Cs (closed spaces, crowded places, and close-contact settings), lab experiments shall be conducted in a short amount of time to the extent possible while avoiding the Three Cs in facilities.
- 2) To disinfect places including terminal operation screens, switches, and doorknobs touched by multiple students, etc. as necessary for research equipment. Furthermore, to always open doors, etc., diminish places touched by students, etc. with due considerations to the nature of lab experiments, etc.
- 3) To take measures including the wearing of a mask, wearing of a face shield, or screening with an acrylic board, a transparent vinyl curtain, etc. in research facilities, equipment, etc. that need to be operated at the same time by multiple people for the reason of safety control.
- 4) To take security measures in case of an accident including saying and recording the start and end of use, reconfirming the line of communication at the time of an accident if conducting experiments and facility alone for a prolonged time.
- 5) To properly conduct research in accord with applicable laws and regulations, etc. based on the direction of the institution if using experimental animals, living modified organisms (microorganisms, plants, and animals), pathogenic microorganisms, and radioactive materials.
- 6) To proactively utilize classrooms, laboratories, training rooms, etc. as needed if these are unused with lectures being conducted online, etc. and avoid the Three Cs.

We will place ultimate priority on the safety and security of students to promote education and research. Feel free to contact the following if there is any other concern.

SHIMIZU Satoshi  
Vice President for Education

**【Contact information】**

Division of Educational Reform Support  
Department of Educational Promotion  
029-853-2202