

September 28, 2020

Dear students,

Vice president of Nara University of Education

Important matter in taking fall semester classes (1st version)

When taking fall semester classes, please make sure to pay special attention to the following items in order to prevent the spread of coronavirus infection as well as to reduce the infection risk.

We would like to remind you this notice is subject to change depending on the situation, so please make sure to check university website or email every day.

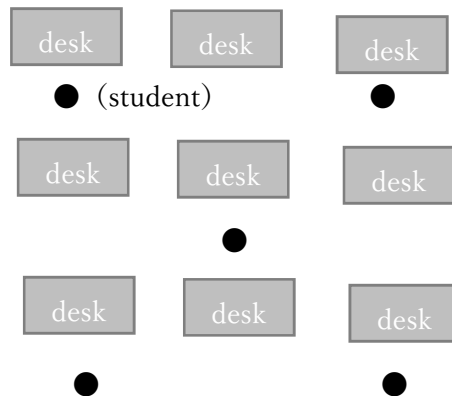
**I. Important matter for “face-to-face” classes**

1. Based on “Guideline for all students and staff members against coronavirus (updated on September 14<sup>th</sup>, 2020)” (<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/shishin0914.pdf>), take your temperature every morning and observe your health conditions and fill out the “health check sheet” (<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/Ehealthchecksheetsheet.xlsx>). And please also record the classroom and seating position in “record file to keep track of your activity” (<http://www.nara-edu.ac.jp/ADMIN/RYUGAKU/recordfile.xlsx>). Take it when you are in the university as you can show it when you are asked.
2. Based on “Manual (9th version) in order to deal with new coronavirus (COVID-19)” (<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/manual90824.pdf>), if you have any symptoms including fever of about 37. 0 degrees centigrade or if you or your family who lives together with you are designated as the person who had close contact with people infected with the coronavirus, please refrain from attending classes and need to report it to student affairs section or on-campus health center. In that case, university will provide supplementary classes or alternative measures.
3. Please make sure to wear mask and use hand sanitizer or wash your hands with

soap and water. Each lecture room has a disinfectant for hands and equipment. Therefore, disinfect your hands and your desk before and after use. When you use anything shared by others such as on-campus PCs, laboratory equipment, and piano etc., be sure to wash your hands with hand sanitizer or soap before and after use.

4. In order to avoid “Closed spaces with poor ventilation”, please ventilate the classroom and laboratory frequently and adequately by opening windows or doors in two direction at the same time. Ventilation is necessary even when you use air conditioner. Also please regulate your body temperature by cloths etc. because ventilation is conducted.
5. In order to avoid “Crowded places with many people nearby” and “Close-contact settings in which close-range conversations take place”, please observe coughing manners and social distancing and also keep one or two meters away from others when taking your seat. Also, please avoid walking or being close to your friends as much as possible.

(ex.) Seat map



6. You can use classroom for the time being in order to eat boxed meal etc. Be sure to wash your hands before and after lunch and be careful not to be close to other students. Please make sure to throw away garbage in garbage can by separating appropriately and not to leave garbage in classroom.
7. When you are on your way home after school, please not to be close to other students and refrain from having dinner together.

## II. Important matter for “non face-to-face (online)” classes

1. Please check the notice 「後期において大学構内で非対面授業を受講するための教室について（9月17日改訂版）」

([https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/kouki\\_kyoushitsu0917.pdf](https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/kouki_kyoushitsu0917.pdf))

regarding classrooms and important points for taking “non face-to-face (online)” classes between “face-to-face” classes etc.

2. Please check the notice “What you should pay attention to in taking classes by “non face-to-face (online) system (As of May 7<sup>th</sup>, 2020) ”

(<https://www.nara-edu.ac.jp/ADMIN/RUGAKU/hitaimenjyugyou57.pdf>)

regarding security, copyrights, privacy etc. that must be observed when taking non face-to-face (online) classes.

3. Since April, some telecommunication companies provided special communication services for mobile phone capacity restrictions as a support measure for the epidemic of the coronavirus infection. However, these services terminated at the end of August. Therefore, please check the communication environment at home or boarding house once again and take classes.

## III. Purchasing textbooks

Textbooks for fall semester can be purchased from 「大学生協の教科書購入サイト」.

(<https://narakyo.u-coop.net/text.html>)

If you have any other questions, please contact your instructor or academic affairs section.