

July 16, 2020

Dear students,

Vice president of Nara University of Education

Important matter in taking following classes by “face-to-face system”.

Supplementary classes no later than August 31<sup>st</sup> including “the 2020 school year’s supplementary classes and spring semester examination period (from July 29th to August 12nd)”, the spring semester examinations and intensive classes in the spring semester.

Since the recent spreading of Coronavirus (COVID-19) especially among young adults in Tokyo area and Kinki area including Nara-ken, Supplementary classes no later than August 31st including “the 2020 school year’s supplementary classes and spring semester examination period (from July 29th to August 12nd)”, the spring semester examinations and intensive classes in the spring semester **will be conducted by non face-to-face systems except the classes that couldn’t be conducted by non face-to-face system or some classes which is able to be conducted with avoiding the 3Cs.** Please check university’s website for more information.

Supplementary classes (from July 29th to August 12nd)

<https://www.nara-edu.ac.jp/ADMIN/KYOUNU/hoko.htm>

Spring semester examinations

<https://www.nara-edu.ac.jp/ADMIN/KYOUNU/exam.htm>

Intensive classes in the spring semester

<https://www.nara-edu.ac.jp/ADMIN/KYOUNU/syutyu-index.htm>

**For in case you take online classes before or after face-to-face classes, we provide waiting rooms(待機室“taikishitsu”) for the students who want to use their own PC. We also provide PC room for the students who are not able to bring their PC to the school as they can use PCs (only available with a reservation). If there are some problems with taking online classes because of face-to-face classes, such as the case you couldn’t make a reservation, please contact to your teacher.**

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

1. If you are returning to your hometown now, please move to your usual address by at least one week before classes start. If your hometown address is designated as where class materials are sent by postal mail, please contact to academic affairs section to change it.
2. If you need to go to school, please take your temperature and if you have any one of the following symptoms (fever of about 37.0 degrees centigrade, coughing, weariness(fatigue) of your whole body, smell disorder, taste disorder) 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 follow the instructions in “Manual

(version 6) in order to deal with new coronavirus(COVID-19) “ as of July 13th, 2020 and refrain from attending classes and also report it to student affairs section or on-campus health center. In that case, university will provide supplementary classes or alternative measures.

Also, if you have any anxieties about your health conditions, please consult with on-campus health center.

3. Please make sure to wear mask, observe coughing manners and use hand sanitizer spray or wash your hands with soap and water. Please frequently wash your hands like when entering classroom and laboratory from outside or before and after eating lunch or after going to the restroom. Especially when you use anything shared by others such as on-campus PCs, laboratory equipment, and piano etc, please make sure to use hand sanitizer spray or wash your hands with soap and water before and after using them. Also, as you can find hand sanitizer spray in each class rooms, please use them and disinfect your desk before and after using the desk.
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. Please do the same when you eat lunch.
6. You can use classroom for the time being in order to eat boxed meal etc. Please make sure to throw away garbage in garbage can by separating appropriately and not to leave garbage in classroom.
7. Please keep track of the facility and classroom you went or position where you sit in case you get infected and need to help trace the infection route. University might ask you to submit it later.
8. If you have any anxieties in commuting to school in terms coronavirus infection risk, please consult with teachers.
9. If you have any questions, please don’t hesitate to contact to teachers or academic affairs section.