

The GPWU Policy on starting Face-to-Face Classes

June 3rd, 2020

As the level of caution in the “Guidelines for Resuming Socioeconomic Activities” in Gunma Prefecture shifts to Level 2, GPWU has established guidelines for resuming classes. Please act in accordance with the “Guidelines for the prevention from spread of new coronavirus infection.”

Contents of key considerations on campus

- 1 For students
- 2 For teachers
- 3 Facility management
- 4 For Faculty members

1 For students

(1) Basic rules

- Prevent 3Cs : Closed spaces with poor ventilation
Crowded place with many people nearby
Close-contact settings such as close-range conversations
※Maintain social distance
- Do not have close conversations with multiple people.
- Masks, cough etiquette, and hand washing & sanitizing thoroughly.

(2) Students' Daily Lives

【At home】

- Stay home if you have a fever, or feel sick.
- Keep record of your health and actions every day.

【On Campus】

- If you have forgotten to measure your fever, go to the health room.
- Maintain social distance (1m to 2m).
- Keep distance of more than 2m between a teacher and students.
- Sanitize your hands and what you have used such as desks and computers.
- Bring your own device when you take online classes on campus.
- Be thorough when ventilating every 30 minutes.

- Do not change the seat arrangement at classrooms and the cafeteria.
- Use the stairs instead of elevators if possible.
- Consider holding extracurricular activities. If you hold such activities, prevent 3Cs and protect from the spread of disease.

【Off Campus】

- Refrain from nonessential outings.
- Pay careful attention when using public transportation (Avoid 3cs, Refrain from talking etc)
- Refrain from shopping during the busy time.
- Refrain from meeting your friends and having meals together.
- Refrain from visiting areas where infections confirmed.

【More】

- Take Health and psychological counselling as needed.

2 For Teachers

- Keep an appropriate distance (1m to 2m).
- Appropriate spacing in mind when arranging seating for students.
- Check students' health condition and environment disinfecting.
- Be thorough when ventilating every 30 minutes.
- Minimize the times of oral questions and answers.
- Avoid students group activities at close range.
- Bring your own teaching materials such as some pieces of chalk, pens, etc.
- Put on your own masks.
- Sanitize your hands and what you have used such as desks and computers. Check the students environment.

3 Facility management

To prevent 3Cs (Closed Spaces, Crowded places, and Close-contact settings).

- Control seat arrangement
- Grasp of actual condition of facilities.
- Be thorough when ventilating every 30 minutes.
- Be alert to the ventilation.
- Put an marker on the floor in the elevators and in the library to prevent 3C if necessary.

- Install shields to the place where the face-to-face situation is inevitable.

To set hygiene and health check environment

- Request all visitors to wear masks and sanitize their hands
- Request cooperation for temperature measurement and physical condition check in advance for the visitors who stay on campus for a certain period of time.
- Install antiseptic solution (for fingers and goods) at the entrance of facilities and each classroom, corridors, etc., and thoroughly manage the disinfectant solution such as replenishment.
- Disinfect objects and places that are touched by many people, such as desks/chairs, tables, door handles, handrails, and elevator buttons.
- Notify students and faculty members not to eat and drink anywhere other than the designated place.
- Install a trash can with a lid
- Request all the staff working on campus to follow the policy.

4 For Faculty members

Basic rules

- Keep an appropriate distance and a thorough ventilation.
- Thoroughly wash and disinfect hands.
- Manage the health of faculty members.
- Wear masks

To prevent 3Cs (Closed Spaces, Crowded places, and Close-contact settings).

- Be thorough when ventilating every 30 minutes.
- Keep an appropriate distance
- Consider holding online meetings instead of regular meetings. If a face-to-face meeting has to be held, prevent 3Cs and keep good ventilation.
- Recommend telework.
- Carefully consider holding any event with many people.
- Keep space when working with large number of people.
- Use the stairs instead of elevators if possible.
- Use foot, bicycle, car, etc. as much as possible when traveling.
- Pay careful attention when using public transportation (Avoid 3cs, Refrain from talking etc)
- Avoid eating with a large number of people.

To set hygiene and health check environment

- Keep your record of health and actions every day.
- Stay home when feeling sick. (Use sick leave.)
- Go home when you feel sick.
- Masks, cough etiquette, and hand washing & sanitizing thoroughly.
- Do not use shared towels.
- Periodically disinfect common equipment and contact areas (switches, doorknobs, telephones, faucets, etc.) in each area of the staff (0.05% sodium hypochlorite solution).
- Refrain from making business trips to other prefectures.
- Conduct health consultations as needed.

Others

- * Revise the policy in a timely manner.