

[For Teachers]

YOKOHAMA National University
Infection Prevention Guidelines for In-person
Classes
(For Teachers)

Ver.6

March 28, 2023 Edition

Introduction

These guidelines have been partially revised based on the University's "Measures against the Infection Spread of the Novel Coronavirus (the Nineteenth Report)". Until May 8, 2023, when the status of COVID-19 will be changed under the "Law concerning the Prevention of Infections and Medical Care for Patients of Infections (hereinafter referred to as the "Infectious Diseases Control Law"), please continue to pay close attention to preventing the spread of COVID-19. In addition to these guidelines, if there are other guidelines that respective departments, graduate schools, or institutions have put into place, check them thoroughly.

We plan to revise this guideline on and after May 8, 2023.

I Basic points

(I) Basic infection prevention measures

- ☑ Basic infection control measures are important because the infection route of COVID-19 is thought to be inhalation of droplets or aerosols emitted when coughing, sneezing, talking, etc., and contact infection.
- ☑ Basic infection control measures refer to the three conditions of "three denseness" (i.e., (1) an enclosed space (an enclosed space with poor ventilation), (2) a crowded place (many people are crowded together), and (3) a close scene (conversations and vocalizations take place at a distance where people can reach each other). The same applies hereafter.) The following are to be avoided, "keeping distance between people," "wearing masks," "hand washing and other hand hygiene," and "ventilation," etc.

(Prepared with reference to the Cabinet Secretariat website "Measures to be taken based on the basic response policy")

<https://corona.go.jp/emergency/>

(II) Masks, hand washing, disinfection

- ☑ About the "Concept of Wearing Masks" (Reference: the above-mentioned Cabinet Secretariat website)
 - ① The wearing of masks is based on personal judgment, respecting the individual's independent choice. In schools, this will be applied from April 1, 2023.
 - ② In order to prevent infection among the elderly and other persons at high risk of serious illness, masks (non-woven cloth masks are recommended. The same applies below.) The wearing of masks is recommended in the following situations where the wearing of masks is effective.

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- When you visit a medical institution
 - When visiting medical institutions and elderly care facilities where many elderly people and others at high risk of serious illness are hospitalized or living
 - When boarding a crowded train or bus, such as during rush hour (excluding those that can generally seat all passengers (Shinkansen, commuter liners, express buses, chartered buses, etc.))
- ③ When people at high risk of serious illness during an epidemic of COVID-19 go to crowded places, it is effective to wear a mask as a measure to protect themselves from infection.
- ④ Persons with symptoms, persons with a positive test result for COVID-19, or persons living with a family member who is positive should refrain from going out in order to avoid spreading the infection to those around them. If you have no other choice but to go out, such as to a hospital, avoid crowded places and wear a mask.
- ⑤ For workers at medical institutions and facilities for the elderly where many people at high risk of serious illness, such as the elderly, are hospitalized or live, it is recommended that they wear masks while on duty.
- ⑥ The wearing of masks is left to the discretion of the individual, but it is permissible for a business to require users or employees to wear masks for infection control or business reasons.
- Starting with the new semester, the University will eliminate seating restrictions in classrooms to allow for the use of 100% of the capacity, which means that more students will be present in classrooms where face-to-face classes are held. For the time being, students are encouraged to wear masks (non-woven masks) during classes. Please note that based on the above "Concept of Wearing Masks," we will respect the individual's decision to wear a mask.
- We encourage students to wear masks in situations where they participate in class, but please note that we cannot enforce the wearing of masks.
- When wearing a mask during times of high temperature, humidity, and heat index, be sure to drink plenty of water and take other precautions to prevent heat stroke.
- When you cough or sneeze, use a mask, handkerchief, sleeves, or the inside of your elbow, and hold your mouth and nose firmly.
- We recommend that you continue to wash your hands and disinfect your hands. (Disinfectant solution is available at classroom entrances, etc.)

(III) People with underlying conditions, elderly, and late pregnancy in these guidelines

Underlying conditions in these guidelines are (i) to (vii) below:

- ① Respiratory disease (chronic obstructive pulmonary disease [COPD], etc.)
- ② Chronic kidney disease

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- ③ Diabetes
- ④ Cardiovascular disease, heart failure
- ⑤ High blood pressure
- ⑥ Diminished immune function (persons who are using immunosuppressants or anticancer drugs)
- ⑦ Obesity (BMI 30 or more)

- Elderly persons
- Late pregnancy

2. Classes

(1) Things to consider when conducting in-person classes

- In principle, undergraduate courses are taught in-person classes.
- In principle, all university education courses (except foreign language courses and health and sports courses) are conducted in person, but in consideration of educational effectiveness, some courses may be conducted by taught remotely.
- While the principle for graduate courses is in-person classes, the method of instruction can be determined by the graduate school based on the effectiveness of education and other factors.
- If the event that the infection spreads on campus or if the situation of the spread of infection in the community worsens, in-person classes may be suspended and switched to remote classes. Therefore, preparations must be made to enable teachers to change in-person classes to remote classes.
- In the case of remote classes, an on-demand method is recommended in consideration of combining with in-person classes held on the same day. However, in the graduate schools, each department and faculty determines the teaching method based on the educational effects.
- Term examinations and end-of-term examinations can be conducted face-to-face, even for on-demand remote classes. However, when conducting these examinations, consideration must be given, such as securing classrooms and checking for overlapping schedules, to students who cannot come to school.
- In experiments, practical training, practical skills, and exercise courses, items (tools, equipment, etc.) shared by more than one person should be disinfected as necessary if the user feels uneasy.
- When participating in off-campus practical training, fieldwork, or internships, follow infection prevention measures stipulated by the facility.
- Students with underlying medical conditions (including family members living with them), the elderly, and students in the last trimester of pregnancy require as much

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consideration as possible for their individual circumstances.

☑ Regarding the treatment of class absences in cases of COVID-19 infection, etc., in the following cases, attendance shall be suspended in accordance with the School Health and Safety Act and shall be treated in the same manner as if the student had not been absent from class. The decision to suspend attendance will be based on a report to the Health Service Center (5 I, 5 II). (If no report is made, no decision will be made on the suspension of attendance.)

- ① If the student is infected with COVID-19
- ② If the student is in close contact with an infected person
- ③ If the student is asked to stay at home by the university to prevent infection from spreading

☑ With regard to absences from classes for the purpose of obtaining the coronavirus vaccine, if students need to be absent on the day of the vaccination and the following day, these students will be considered not absent from classes as long as students take the necessary procedures. Furthermore, if students need to be absent even after the following day of the vaccination, they should consult the person in charge of school affairs for their affiliated department.

☑ In the spring semester of 2023, faculty members who have a basic illness, are elderly, or are in the last trimester of pregnancy, and are concerned about the risk of serious illness due to infection, may make effective use of remote lectures after consultation with their respective departments.

- ① Teachers who have underlying conditions, are elderly, or are in the last trimester of pregnancy
- ② Teachers who live with a person with underlying conditions, is elderly, or is in the last trimester of pregnancy
- ③ Other persons approved by the head of the department

(II) Use of classrooms

☑ Seating in classrooms is designed to allow for 100% of the capacity by eliminating seating restrictions. For foreign language courses (undergraduate English and elementary foreign languages) and classes that require students to speak up, seating may be arranged in a checkerboard pattern (approximately 1/2 or less of the capacity)

☑ For rooms with no set capacity, such as laboratories, please check the ventilation capacity according to the number of students before determining the number of students.

☑ We have prepared a certain number of wired microphones with portable amplifiers even in small classrooms.

If you have any concerns about using a microphone, please disinfect it before use.

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- ☑ Ventilation should be done by opening two windows facing in two directions at the same time at all times if the weather permits, or frequently when it is difficult (open them fully at least once every 30 minutes for several minutes).
 - ① Method of constant ventilation (natural ventilation)

Always ventilate as much as possible if the weather permits. Efficient ventilation is possible by opening windows, diagonally opposite each other, such as on the corridor side and window side. As for the width to open the windows, 10 to 20 cm is considered to be as rough indication, and small windows above and transoms on the corridor side may be fully opened. It is also necessary to open the corridor windows.
 - ② When it is difficult to ventilate at all times

If constant ventilation is difficult, open the windows fully frequently (at least once every 30 minutes) for several minutes.
- ☑ Classrooms in lecture buildings have sufficient ventilation capacity of 30 cubic meters per person per hour, which meets the requirement by the Ministry of Health, Labour and Welfare.
- ☑ If the sound of the ventilation fan is loud and it interferes with the class, you can stop the ventilation fan. In that case, open the door and the window to ventilate at all times. Also, turn on the ventilation fan after the class.
- ☑ In the PC classroom, a disinfectant is installed near the entrance. Users are encouraged to disinfect their own hands.

(III) Use of gymnasium and grounds

- ☑ Persons who have a fever or are in poor physical condition cannot participate.
- ☑ Encourage hand washing and hand sanitizing before, during, and after activities.
- ☑ When conducting practical physical education and other activities in gymnasiums, playing fields, etc., classes should be conducted while reducing the risk of infection prevention as much as possible.
- ☑ When performing physical education indoors such as in the gymnasium, we keep doors and windows open to ventilate.
- ☑ Don't let students to share sports gear with others if it is not necessary.
- ☑ Students should avoid during a class unnecessary conversations, speaking in a loud voice, touching bodies of others, sharing drinks or towels, spitting, or touching their faces with hands that also touch shared equipment.
- ☑ When changing clothes, avoid Three Cs (closed spaces, crowded spaces, close-contact settings) and keep conversations to a minimum.
- ☑ Change your clothes quickly in the changing room and keep your time in the room to a minimum.

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3 Cafeterias, lunch

- ☑ Washing hands or disinfecting hands before and after meals is recommended.
- ☑ It is recommended that masks (non-woven masks) be worn in the cafeteria to the extent possible.
- ☑ Leave the cafeteria as soon as you finish eating.
- ☑ You cannot use the cafeterias if you have a fever or feel ill.
- ☑ Avoid using the cafeterias at peak congestion times (around 12:00–13:00) so that students can use the cafeterias.

4. Libraries

- ☑ It is recommended that masks (non-woven masks) be worn in the building in seats or areas used by more than one person.
- ☑ We recommend encouraging the use of hand sanitizer when entering the building and when using the automatic loaner machines.
- ☑ In order to prevent heat stroke and dry throat, we allow you to drink water in the buildings. When you bring it in, make sure to put it in an airtight container. After touching bookshelves, stepladders, etc., it is recommended that hand washing and disinfection be encouraged before drinking.
- ☑ Please check the library website for the latest information.
<https://www.lib.ynu.ac.jp/>
- ☑ You can extend the rental period without visiting the library through the library portal service My Library. Please make use of it.
<https://opac.lib.ynu.ac.jp/portal/>

5 Measures to be taken in case of infection (including cases of suspected infection)

- ☑ If you suspect that you may be infected with COVID-19 due to symptoms such as fever or cough, please take measures by purchasing an ethical or over-the-counter drug antigen test kit to take a test voluntarily or visiting a medical institution such as a fever clinic (prior appointment required)

(I) Infection

- ☑ Teachers and faculty members who have been identified as having a novel coronavirus infection should register this information using the dedicated form provided on the Health Service Center website (<https://www.hoken.ynu.ac.jp/>). If the employee is confirmed to be infected, you are required to stay home according to the university's work regulations. The stay home period will be until the disease is cured (for at least 7 full days from the day following the date of onset of symptoms and until 24 hours after

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the resolution of symptoms. In case of asymptomatic infection, until 7 days have elapsed from the day following the date of test).

- Symptomatic patients remain at risk of infection for 10 days, and asymptomatic patients remain at risk for 7 days. During this period, please take all necessary precautions to prevent infection, such as taking your own temperature, refraining from contact with the elderly and other people at risk of serious infection, and engaging in other activities that may increase the risk of infection.

(II) Close contact

- Teachers and faculty members who have had intense contact with a person infected with the new coronavirus should register this fact using the dedicated form on the Health Service Center website (<https://www.hoken.ynu.ac.jp/>). If confirmed close contact with an infected person, you are required to stay home according to the university's work regulations. The stay home period will be 5 days from the following day of the date of the last close contact with the infected person.

(III) Slightly ill, but not fall into I or II

- If you are not infected with or in concentrated contact with the COVID-19 and your cold symptoms are mild, you should rest and recuperate at home.

I In case of infection

Teachers and faculty members who are infected

- Stay home until cured (for at least 7 full days from the day following the date of onset of symptoms and until 24 hours after the resolution of symptoms. In case of asymptomatic infection, until 7 days have elapsed from the day following the date of test).



Report to the Health Service Center

- Teachers and faculty members who have been identified as having a novel coronavirus infection should register this information using the dedicated form provided on the Health Service Center website (<https://www.hoken.ynu.ac.jp/>).



HQ for Crisis Management and Alerting, Your Department

- HQ for Crisis Management and Alerting and your department will work together, share information, and handle the situation.

II In case of close contact with infected persons

Teachers and faculty members with close contact

- You are restricted from work for 5 days from the day following the date of the last close contact with the infected person.
(Check and record physical condition every day.)
- Go to "In case of infection" if the onset of disease or antigen test or other is positive.



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