

Date: March 24, 2021

Notice (checklist) for Second Semester Staggered Attendance Policy

Due to the risk of COVID-19 infection, SIT will require staggered attendance for all the students in the second semester. This policy assumes no outbreak of COVID-19 infection on campus or no state of emergency declaration is announced by the previous day. School attendance is not mandatory, or in the event of a sudden campus closure, we may cancel this attendance policy.

Please check the following instructions each time you come to the university. If you do not follow these instructions, you may not be allowed to enter the campus.

Campus Entry Rules

- Be sure to check the “Notification” function in the Scomb to make sure the campus is not closed before you leave home for the university.
- Check your temperature to make sure that you do not have a fever.
- To prevent infections, masks must be worn when commuting to and from campus and in the campus. Please note that acquiring a mask and wearing it appropriately is your responsibility.
- When you arrive and leave the campus, touch the card reader with your student ID card at the entrance of each campus, so that your arrival and leaving time and date from the campus will be recorded.

You cannot enter campus if you have:

- Symptoms of a cold, cough, fatigue or breathlessness.
- An abnormal sense or lack of taste or smell.
- Family members or close acquaintances suspected of having an infectious disease.
- Other symptoms that may indicate COVID -19 infection.
- Been cured of a previous COVID -19 infection but have not yet obtained a doctor's permission.

Dates and times that you are allowed on campus

- Students are allowed to attend the university only on the days of the week they are permitted to.
- Arrive at the university in time for your classes and return home immediately after the classes.

3Cs compliance measures for face-to-face classes (‘the 3 densities’ in Japanese)

- Be sure to wear a mask during classes and a face shield during experiments.
- Students shall disinfect the area around their desks by themselves using disinfection sheets or other cleaning products placed in the hallways and dispose of them in the trash box.

* Instructors will be responsible for disinfecting the area around the control console, including any microphones used.

Precautions for taking online courses inside campus

- Bring a laptop and earphones with a microphone (a wired one is recommended).
- Do not attend classes by using the same laptop with more than one person.
- When you speak out in class, please be aware of other students around you.
- Avoid the 3Cs:
 - Closed spaces with poor ventilation
 - Crowded places with many people nearby
 - Close-contact settings such as close-range conversations
- Do not occupy large spaces on your own in a way that prevents other students from using them.

Precautions for using on-campus facilities

- When using the classrooms, you need to hold your student ID card over the card reader at the entrance as in the past.
- Wear masks on campus, wash your hands frequently, disinfect with alcohol, and keep a physical distance from other students.
- Do not change the arrangement of desks and chairs in the classroom without permission.
- Be constantly aware of the 3Cs (3 densities)
- Refrain from laughing loudly when talking with others to avoid droplet infection.
- Comply with the designated standing position when you are in the elevator.
- Take masks home with you instead of throwing them into the trash boxes on campus.
- Do not lend and borrow things with other people.
- In the cafeteria, avoid possible droplet infection by refraining from talking with others.
- To use the tables and chairs in the cafeteria, follow the instructions of the staff in the hallway.
- Minimize the time you take off your mask to eat and drink.
- When you eat in the classrooms, first disinfect using anti-bacteria disinfection sheets or other cleaning products placed in the hallways and dispose of the used sheets in the designated trash boxes.
- Strictly follow the rules for how to use smoking areas.
- When using the school bus in Omiya, please wear a mask even before lining up at the bus stop and do not talk on the bus.
- Follow the Omiya Campus Director's policy and the instructions of the bus drivers.
(The number of people on board may be restricted).
- Follow the policy of the Student Center when using campus facilities for extracurricular activities.
- Always follow campus facility policies and the instructions of faculty and staff members.
- If there are no classes or extracurricular activities planned, return home immediately after class.

If you feel sick on campus, including fatigue or fever

- Instead of going directly to the Student, Faculty, Staff Counseling Center, please first report your condition by phone or email to one of the Center contact points below, and then follow the Center's

instructions.

Student, Faculty, Staff Counseling Center

- Toyosu campus TEL: 03-5859-7400
- Omiya campus TEL: 048-720-6850
- Shibaura campus TEL: 03-6722-2635

E-mail: health-staff@ow.shibaura-it.ac.jp

(Please include your student ID and your name when you send an email)