

June 30, 2020

To All Department Directors

Novel Coronavirus Infectious Disease Risk Management

Director Seiichi Matsuo

Hosting On-Campus Meetings and Other Events in AY 2020

Guidelines for on-campus events held by Nagoya University faculty and staff members are listed under the “Meetings” Activity Level in the Guidelines for Activities at Nagoya University During the Novel Coronavirus (COVID-19) Pandemic. Below are detailed guidelines for on-campus meetings and events hosted by Nagoya University or any University school or department or attended by Nagoya University faculty and staff members.

Guidelines for student activities (including extracurricular activities) and entrance examinations shall be outlined in a separate notification.

1. Regarding meetings and other events hosted by Nagoya University or University schools or departments or whose participants are primarily Nagoya University faculty and staff members

Meetings and other events hosted by Nagoya University or University schools or departments will be permitted only if they adhere to the requirements outlined in the Aichi Prefecture Guidelines to Prevent the Spread of the Novel Coronavirus” (released May 26, 2020, by Aichi Prefecture), attached.

Faculty members who had at the beginning of the academic year already assumed responsibility for securing a venue for a conference or other academic event shall also conform to the above.

2. Regarding the leasing of facilities to outside groups

Other than as above, events held by outside groups using University facilities are, as a rule, prohibited.

However, meeting and other events with a strong public element held every year at our University shall conform to 1.

Aichi Prefecture Guidelines to Prevent the Spread of the Novel Coronavirus (Excerpt)

Hosting Events

- When hosting events, no matter the scale, the host should take responsibility for taking basic measures to prevent the spread of infection. This includes arranging seats and maintaining space between individuals to prevent the 3Cs, as well as managing the activities of all players, presenters, and attendees before, during, and after the event.
- Please keep an attendee list, including contact information. In addition, the introduction of a contact-tracing app is currently under consideration, so please make use of that as well.
- If there are any indications that infections are spreading or if any cluster infections occur at facilities or event spaces, the prefecture will, in cooperation with the national government, take swift action and make any necessary requests of the host to hold events without spectators or to postpone or cancel events.

Infection Prevention Measures

Forbid entry into facilities to anyone who has a fever or is unwell and post warning signs.

- Regularly check employees' temperature and physical health. Forbid employees who have a fever or are ill from coming to work.
- Check visitors' temperature and physical health. Restrict entry for any visitors who have a fever or are ill.

Prevent the 3Cs (closed spaces, crowded places, close-contact settings) and post warning signs.

- Restrict customer entry into stores and secure enough space (about 2m) to avoid clustering and lines.
- Maintain good ventilation (if possible, keep windows open in two directions).
- Suspend large gatherings and meetings (avoid face-to-face meetings and instead use teleconference or videoconference).

Prevent transmission by droplets and physical contact and post warning signs.

- Employees should wear masks and eye protection, regularly wash and sanitize their hands, and observe cough etiquette.
- Visitors to stores should wear masks, regularly wash and sanitize their hands, and observe cough etiquette.

Implement "New Lifestyle" practices

Institute measures to maintain employee hygiene, avoid the 3Cs, stagger break and meal

hours

Maintain physical space between seats (at least 1m, if possible 2m+)

Use individual rooms; use rooms at half maximum capacity

Reform rest areas (restrict the number of people allowed, avoid face-to-face dining and conversations, regularly disinfect and sanitize)

Physical health checks upon entry (if on site for extended period of time)

“New Lifestyle” practices

- Basic measures we can all take to help prevent the spread of infection

The three basic measures: 1) Maintain physical distance 2) Wear a mask 3) Wash your hands

- Keep 2m of space (1m at absolute minimum) between you and other people.
- When having conversation, avoid speaking right in front of each other whenever possible.
- When going outside or when speaking inside, if you are unable to maintain physical distance, wear a mask even if you have no symptoms. However, in summertime, beware of heatstroke.
- Wash your hands and face immediately upon returning home. After going to a crowded place, shower and change your clothes as soon as possible.
- When washing your hands, use soap and water and scrub for about 30 seconds. Or, use hand sanitizer.

*Take particular care with your health when seeing elderly people or those who have underlying conditions, as they are at greater risk.

- Preventing the spread of infection while traveling
 - Avoid traveling to or from regions where the coronavirus is prevalent.
 - Keep a record of who you met and where you went in case you develop symptoms. Using the contact-tracing app is also recommended.
 - Pay attention to local coronavirus conditions.