

October 7, 2020

To All Extracurricular Activities Groups

Vice President (Extracurricular Activities)

Junichi SAKUMA

### How We Are Handling Extracurricular Activities to Prevent COVID-19 Infection

In our September 4 notification, we released information regarding our handling of activities under Extracurricular Activities Level 1. However, after considering the current infection situation in Aichi Prefecture, we have decided that for the time being, extracurricular activities will be handled as described below. Please thoroughly inform all club/circle members.

Please note that in the future, even if there are no changes in our Activity Guideline Levels, we may change our handling of extracurricular activities depending on the infection situation in Aichi Prefecture.

**Effective Period: Wednesday, October 7 – until further notice**

#### **[I] Scope of Extracurricular Activities**

**Practices will be permitted under the condition that permission is received after submitting the Infectious Disease Prevention Measure Application Form and infection prevention measures are taken.**

(1) Groups that have not received permission by submitting the Infectious Disease Prevention Measure Application Form must do so by submitting the form to the Extracurricular Activities Section.

The application form must be submitted at least 10 days before the desired date of activities.

(2) In addition to the application form, a list of all members of the group must be submitted to the Extracurricular Activities Section.

(3) Unofficial groups that would like to use sports facilities must also submit a document (e.g. an e-mail granting permission from a faculty member, etc.) indicating that they have received permission from the person in charge (faculty member).

## **[II] Maximum Number of Facility Users**

**For official groups, the participant cap shall only be lifted if they submit the Infectious Disease Prevention Measure Application Form after the date of this notification and receive permission.**

(1) If an official group has already submitted the Infectious Disease Prevention Measure Application Form and received permission, but wishes to have the activity participant cap lifted, the group must resubmit the form and receive permission. Please use the prescribed application form that is separately notified.

The application form must be submitted at least 10 days before the desired date of activities.

(2) The participant cap will not be lifted for unofficial groups. Please adhere to the participant cap until further notice.

## **[III] Open Hours**

- Indoor Sports Facilities: 9:00 – 20:00
- Outdoor Sports Facilities: 7:30 – 20:30

\* Tennis Courts:

Weekdays: 7:30 – 20:30

Weekends/Holidays: 9:00 – 20:30

\* Multipurpose Court:

All Days: 9:00 – 20:30

★ Sports facilities that require a reservation/permission on the Sports Facilities Reservation System cannot be used if a reservation/permission is not obtained.

- Student Hall: Monday – Friday: 9:00 – 21:00  
Weekends/Holidays: 10:00 – 18:00

- Training Camp Facility: Monday – Sunday: 9:00 – 21:00

- Music Practice Rooms: Monday – Friday: 9:00 – 21:00  
Saturday: 9:00 – 20:00

Sunday/Holidays: 10:00 – 17:00

- Joint Music Practice Facilities (Music Dome): 9:00 – 21:00

\*Use of musical instruments is permitted until 20:30

- Student Activities Complex Administration Building (Music Practice Rooms, Lecture Rooms):  
9:00 – 21:00

\* Lecture rooms can be used a maximum of 3 hours per day/group

- Occupied Rooms (Clubrooms and Storage Rooms): 9:00 – 21:00

\* Use is permitted from 7:30 A.M. only if necessary for the use of outdoor sports facilities from 7:30 A.M.

- Toyota Auditorium: Weekdays: 17:00 – 21:00

\* Wednesday: 15:00 – 21:00

Weekends/Holidays: 9:00 – 17:00

- Other Facilities: Depend on the open hours of each facility

\* Use of the Liberal Arts & Sciences Building continues to be prohibited through October. Usage starting in November is currently under discussion.

(1) Use of training rooms continues to be prohibited. Information regarding reopening will be posted on the Research Center of Health, Physical Fitness and Sports website.

(2) Use of locker rooms is permitted. However, in order to prevent infection, they should only be used briefly by a small number of people. Use of shower rooms continues to be prohibited.

(3) Please hold meetings using outdoor sports facilities or online as much as possible.

#### **[IV] Practice Times**

Keep in mind that individual activities should be limited to half a day (4-5 hours). Do not have meals during practices.

When resuming activities, please keep injury prevention in mind. Each group should thoroughly review its practice regimen and gradually raise the activity level step by step.

#### **[V] Creating Practice Participation Records**

Practice participation records must be made before and after practice, and each group should save its records. They do not need to be submitted to the Extracurricular Activities Section; however, we will ask you to submit your records if somebody becomes infected, so please make sure to keep your before- and after-practice records and do not delete them.

#### **[VI] Treatment of Non-University Members**

If a group includes members who are not part of Nagoya University, they also may use facilities. However, a list of all group members, including non-University members, must be submitted, and

non-University members must be recorded in the participation records before and after practices.

## **[VII] Official Matches, Matches/Joint Practices with External Groups, Tournaments/Competitions, etc.**

### **<If using external facilities>**

(1) Holding official matches or matches/joint practices with external groups:

1. If you wish to participate in official matches or matches/joint practices with external groups, a Participation Application Form must be submitted to the Extracurricular Activities Section at least one month before the day of the event.
2. There will be no restrictions on location as long as it is a day trip (overnight trips will not be permitted).

(2) Participation of cultural circle groups in competitions, etc.:

The same rules as “(1) Holding official matches or matches/joint practices with external groups,” above, shall apply.

### **<If using Nagoya University’s sports facilities>**

(1) Holding official matches or matches against external groups:

To request to hold official matches or matches against external groups at Nagoya University’s sports facilities, please submit the following to the Extracurricular Activities Section by e-mail: 1) “Application Forms to Hold Tournaments and Events (Forms 1-3)” for COVID-19 prevention, which can be found on the Research Center of Health, Physical Fitness and Sports website; and 2) an e-mail that clearly states that the Managing Faculty Member has approved the application. The deadline for submission is one month before the date the match is to be held.

(2) Holding joint practices:

To request to hold joint practices at Nagoya University’s sports facilities, please submit the following to the Extracurricular Activities Section by e-mail: 1) “Application Form to Use Sports Facilities for Joint Practices” for COVID-19 prevention, which can be found on the Research Center of Health, Physical Fitness and Sports website; and 2) an e-mail that clearly states that the Managing Faculty Member has approved the application. The deadline for submission is one month before the date the practice is to be held.

(3) Forms:

Research Center of Health, Physical Fitness and Sports website

<http://www.htc.nagoya-u.ac.jp/facilities/form/>

\* In principle, the submission deadline is one month in advance, but we will allow for a transition period: forms submitted by Friday, October 16 shall be accepted even if the event is within one month of submission. However, if the scheduled date is too close, we will not accept the

application.

**[VIII] Regularly Scheduled Performances, Training Camps, Meals that Accompany Events, New Student Welcoming Events, etc.**

These events shall remain prohibited.

**[IX] Recruitment Activities**

Trial participation and observation of clubs by new students is allowed; however, face-to-face recruitment activities towards a large number of people (e.g. distributing pamphlets) shall remain prohibited, both on and off campus.

**[X] Participation in Activities by Club/Circle Members**

As everybody views COVID-19 differently, please give due consideration when holding activities so that each member can freely make the choice whether or not to participate in activities. Please be mindful there are situations where some people may feel that they cannot refuse to participate, even though there is no intent to force participation.

**[XI] Locking/Unlocking Sports Facilities**

(1) No. 1 – No. 5 Gymnasium, Japanese Archery Field

\* Groups that use these facilities must go to the Security Guard Office in the Liberal Arts & Sciences Building and leave their student ID card there.

1. Groups that reserved the facility must show the permission form printed out from the Sports Facility Reservation System and student ID card to the Security Guard Office in the Liberal Arts & Sciences Building and borrow the key to the facility in exchange for their student ID card. Even if there is another group using the facility when your activities are finished, do not give them the key; instead, you must return the key to the Security Guard Office and retrieve your student ID card. When returning the key, please inform the Security Guard Office that another group is still using the facility.
- (2) Even if there is another group using the facility and the facility is already unlocked, if using that facility, first go to the Security Guard Office in the Liberal Arts & Sciences Building, show the permission form printed out from the Sports Facility Reservation System and your student ID card, and leave your student ID card.
- (3) If you did not receive the key at the start of activities and no other groups are using the facility when you are done, receive the key from the Security Guard Office in the Liberal Arts & Sciences Building, lock the facility, and return the key to the Security Guard Office to receive your student ID card.
- (4) If you did not receive the key at the start of activities and there are other groups still using the facility when you are done, notify the Security Guard Office in the Liberal Arts &

Sciences Building that another group is still using the facility and receive your student ID card.

(5) Lending keys to other groups or group members is prohibited.

(2) New Gymnasium Arena, Tennis Courts, Multipurpose Court

\* Groups that use these facilities must go to the Training Camp Facility and leave their student ID card there.

1. Groups that reserved the facility must show the permission form printed out from the Sports Facility Reservation System and student ID card to the Training Camp Facility and borrow the key to the facility in exchange for their student ID card. Even if there is another group using the facility when your activities are finished, do not give them the key; instead, you must return the key to the Training Camp Facility and retrieve your student ID card. The group that use the facility next must borrow the key to the facility from the Training Camp Facility in exchange for their student ID card.

2. Lending keys to other groups or group members is prohibited.

◆ **We will notify you if any changes are made in response to future circumstances.**

<p>&lt;Inquiries/Document Submission&gt; Extracurricular Activities Section, Student Support Division gakumu-kagai@adm.nagoya-u.ac.jp</p>
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