

January 25, 2022

To the Deans and Directors of All Schools/Graduate Schools, etc.

Director, Novel Coronavirus Infectious Disease Risk Management Task Force  
Seichi MATSUO

### Preventing the Spread of the Novel Coronavirus (Notification)

We would like to thank all of you for your hard work in contributing to our recent efforts to prevent the spread of COVID-19.

Due to the recent explosive spread of the omicron variant, we are now seeing a dramatic and unprecedented increase in COVID-19 cases, including at Nagoya University. There has also been a significant increase in people who are quarantining due to being identified as close contacts or possible close contacts. If the present situation continues, we may face a breakdown in the University's ability to maintain not only its education and research environment, but a broad spectrum of social life, including medical care. Already, the Health Administration Office is overstretched and experiencing difficulty in maintaining operations.

Omicron infection frequently begins with minor symptoms such as a sore throat. If you feel unwell, please refrain from coming to school or work, and if your symptoms continue or worsen, immediately see a doctor.

We also ask that you pay attention to the following points when taking part in class or lab/research room activities. Please share this information with students, faculty and staff members.

[Instructions when you come to school/work]

- Do not speak without wearing a mask.
- Even if you are wearing a mask, do not have conversations in close proximity to other people for more than 15 minutes.
- Do not stay in poorly-ventilated rooms with other people.
- At meals, eat silently and keep your distance from others.

#### ○ In class

- In accordance with the provisions in the separate notification “Our View on COVID-19 Prevention Measures in Face-to-Face Classes,” we are conducting health checks at the beginning of every class. Please continue to do so.
- According to recent contact tracing reports from people who have tested positive, some faculty members have been holding classes without masks, without partitions, or in close proximity to students. Please make sure to avoid such behavior.

#### ○ In the lab/research room

- Please make sure to conduct health checks every day before taking part in activities in the lab/research room.
- According to contact tracing reports from people who have tested positive, there have been cases where small labs/research rooms are not being ventilated or aired out at all. Please make sure to keep rooms constantly ventilated. If constant ventilation is not possible, please air out the room every 30-40 minutes (we recommend more frequently for small

rooms).

- Please eat silently and avoid eating in groups in confined spaces.

[Recent major cases of infection]

Major infection conditions are:

- A group of friends or club/team members spend time together, such as eating together, having slumber parties, or going on trips in large numbers.
- Club activities in a place without sufficient ventilation.
- Visiting a room in a dorm or other lodgings, eating without partitions, or having conversations without wearing a mask.
- Several instances of infections after close contact with an infected person inside or outside the University or a family member.

[Contact] Health Administration Office  
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## **Our View on COVID-19 Prevention Measures in Face-to-Face Classes**

Issued: December 1, 2020  
Updated: May 31, 2021  
Updated: September 13, 2021  
Last Updated: October 19, 2021

The following applies to both students and instructors.

### **1. Things to check if you have class**

- (1) Make sure you know the basics. For example, students and faculty should not come to campus if they feel unwell or may be infected, and instructors should cancel class if they feel unwell or may be infected. ( [“Notice for Students”](#) , [“Notice for Teachers”](#) for more information.)

### **2. Things to do immediately before entering a room**

- (1) Wash your hands and put on a mask (Non-woven masks are strongly recommended).

### **3. Things to do immediately after entering a room**

- (1) Students: Once you have decided on your seat, clean your desk and any shared equipment (computer keyboard and mouse, microphone, etc.) if cleaning materials are available.
  - \*1. Use a household cleaner, alcohol-based sanitizer, etc. for cleaning.
  - \*2. If multiple people use a computer, etc. during class, disinfect the device each time a different person uses it.
- (2) The instructor should verify if any unwell students are present and, if so, send unwell students out of the room. Unwell students should contact the Health Administration Office (phone number: 052-789-3970) and the Student Affairs Section of their school/graduate school , then go home.
- (3) The instructor should open windows or doors to ventilate the room.

### **4. Wearing Masks**

- (1) As a rule, masks should be worn at all times in the classroom. (Non-woven masks are strongly recommended).
- (2) Individuals who cannot wear masks due to allergies, sensitivities, or medical conditions may wear a face shield instead of a mask. (A mouth shield alone does not sufficiently prevent droplet spray and thus is not allowed.) Instructors should be flexible and do not need to confirm the name or type of disease or medical condition.
- (3) Individuals who are particularly concerned about infection should wear a mask and face shield together.

### **5. Wearing Face Shields (General Guidelines)**

- (1) Each school/graduate school shall decide whether face shields should be worn based on class format, placement of desks/chairs in the classroom or class location (seating arrangements), ventilation capacity, etc.
- (2) In laboratory and practical training classes where close-contact settings and crowded places cannot be avoided, and group discussion and language classes involving significant amounts of talking where students cannot maintain sufficient physical distance from their neighbors, it is strongly recommended that both instructors and students wear face shields in addition to masks.
- (3) Even in other types of classes, such as regular lectures, if approximately 1m of physical distance cannot be maintained, wearing a face shield is recommended in order to avoid becoming a close contact.

## 6. Ventilation

- (1) In order to avoid closed spaces with poor ventilation, rooms should be ventilated naturally (by opening doors or windows). To ventilate the room, doors or windows should be kept open diagonally across the room at all times, using fans as needed, weather permitting, or if weather does not permit, opened regularly (at least once every thirty minutes and kept open for several minutes to ensure that the room is completely aired out).

\* Please see pp. 41/82 of the "Hygiene Control Manual for Preventing the Spread of the Novel Coronavirus Infection in Schools" (Ver. 6, published April 28, 2021) for more details regarding ventilation.

· [Hygiene Control Manual](#) · [Attachment](#) \*Japanese Only

## 7. Other things to keep in mind while in class

- (1) Do not take off your mask when speaking. Do not speak in a loud voice. Instead, use a microphone.
- (2) Do not change your seat.
  - \* When doing groupwork, such as in practical training classes, avoid switching group members inasmuch as is possible.
- (3) If you feel unwell, tell your instructor and leave the room. (See Section 3.2.)
- (4) Take a break every 30–40 minutes, leave the room, and wash your hands and gargle. (If ventilating the room, time the ventilation to match up with the break.)

## 8. Distance between students and distance between students and the instructor

- (1) Students should maintain physical distance when seated.
- (2) The instructor should preferably be at least 2m away from students. Even if that is not possible, at least 1m should be maintained.

## 9. Partitions

- (1) If the above conditions are all met, partitions do not need to be installed.
- (2) If the class format involves face-to-face discussions, partitions should be installed.
- (3) If the instructor is concerned about infection, partitions may be installed to surround the instructor's desk.

## 10. Things to do when class ends

- (1) If cleaning materials are available, clean your desk and any shared equipment (computer keyboard and mouse, microphone, etc.) before leaving the room. \* Use a household cleaner, alcohol-based sanitizer, etc.
- (2) The instructor should close windows or doors.

## 11. Things to do after class is over

- (1) Wash your hands and gargle.