

14 July 2022

To: All instructors of undergraduate courses

Regarding Fall Semester 2022

Academic Affairs Department

We thank you for your continued support of education at Meiji Gakuin University.

In spring semester 2022, University courses were offered as a combination of face-to-face and remote classes. However, in consideration of the recent environment surrounding university education, we have decided that all fall semester 2022 classes will be in a face-to-face format as scheduled. We appreciate the understanding and cooperation of our instructors in this matter.

For university policy, please check the university website from the link below.

<https://www.meijigakuin.ac.jp/en/news/archive/2022/vZ8Qy5LA.html>

Table of contents and key points

(The following describes the main points of this notice. Please refer to each item for details.)

1. Class formats for fall semester 2022

All classes will be taught in a face-to-face format.

2. Application for Change of Class Format (Application for Conducting Remote Classes)

Persons having a preexisting medical condition that could significantly exacerbate a COVID-19 infection can apply for permission to conduct remote classes.

3. Remote learning (with simultaneous broadcast) by students

Students can apply for permission to remotely participate in face-to-face classes. Therefore, you may be required to provide simultaneous broadcasts of the classes you teach. Note that with the exception of Item 7 below, you should refuse all direct student requests for remote participation in your classes. If students have any questions, please feel free to direct them to the Academic Affairs Department.

4. A request regarding classes from the start of fall semester through September 30

Registration will continue for some time after the start of fall semester, so students applying for remote participation (Item 3) will be unable to confirm enrollments until Friday, September 30. Until then, we will ask that all classes allow students who plan to apply for remote participation to submit assignments via manaba or to participate in classes via simultaneous broadcast.

5. Temporarily switching to a remote format

Except in the case of Item 6, please refrain from switching face-to-face class to remotely taught class at the instructor's discretion.

6. Handling classes when the instructor tests positive for COVID-19, has come into close contact with an infected person, or has an illness that suggests a COVID-19 infection

If the instructor tests positive for COVID-19, has come into close contact with an infected person, or has an illness that suggests a COVID-19 infection, the instructor can cancel classes or temporarily switch to a remote format, as appropriate.

7. Handling ill students, including those who have come into close contact with persons with a COVID-19 infection

Should a student report that they have become ill with symptoms suggesting the possibility of a COVID-19 infection, or that they have come into close contact with an infected person, please tell that student not to come to school and provide temporary accommodations, such as simultaneous broadcasts of classes or alternative assignments.

8. Please use the "Tutoring collections" on manaba

9. Infection prevention measures at the University

10. Guidance by campus

1. Class formats for fall semester 2022

In general, we ask instructors to teach all fall semester 2022 classes in a face-to-face format. We are placing no particular restrictions on classroom capacities.

2. Application for Change of Class Format (Application for Conducting Remote Classes)

Instructors with a preexisting medical condition that might severely exacerbate a COVID-19 infection, or those living with such a family member, can apply for permission to teach classes in a remote format. To apply, please click the link below to download the required application form, which must be submitted by post with a postmark no later than Wednesday, August 31.

Please note that we will be unable to approve any application that does not meet the requirements or has incomplete documentation.

https://www.meijigakuin.ac.jp/office/educational/EN_22fall-Application-for-permission-to-remotely-conduct-classes.pdf

3. Remote learning (with simultaneous broadcast) by students

As a rule, students will take classes in a classroom. However, students wishing to remotely participate in face-to-face classes for COVID-related reasons may do so if they submit an application and are approved. If you have such a student enrolled in your class, please offer simultaneous broadcast* via Microsoft Teams, Zoom, etc.

We plan to provide instructors with a list of students who have been approved for remote class participation on Friday, September 30. Note that we will not notify instructors who have no such enrolled students.

If after receiving a list of remote participants you do not have enough time to prepare for simultaneous broadcasting, please take measures such as providing alternative assignments until such preparations are in place. (See item 4.)

After Friday, September 30, with the exception of the case described in Item 7 there will be no need to provide simultaneous broadcasts, so please refuse any such requests from students. However, we will send you a notification of any students who develop a preexisting condition after the application deadline and are therefore given permission to remotely participate in classes, and we request that you provide simultaneous broadcasts for such students.

When giving final exams, please assign students who are permitted to remotely participate in classes reports or other alternatives to taking a classroom examination, except for courses for which the department deems it desirable from a pedagogical perspective to evaluate grades only by a final exam (e.g., classes where grades are assigned on a curve). In such cases, please ensure that reports or other alternative evaluations do not have lower weightings than do evaluations by a final exam, and that evaluations are fair.

* Simultaneous broadcasting of face-to-face classes (for beginners): “Simultaneous broadcasting” here refers to making classroom lessons viewable via conferencing software such as Zoom, Teams, or Panopto. Note that using such software requires preparation, so please create accounts, etc. before they become necessary. In particular, creating a Zoom account can require up to five business days, so please schedule appropriately. For more information on simultaneous broadcasting, see the following link:

<https://mguolg.info/b00/b10/>

We can assist with installing broadcasting equipment for simultaneous broadcasts (by appointment only; please make appointments at least one week in advance). See Item 2, “Support for live broadcast of face-to-face classes,” at the following link:

<https://mguolg.info/a00/a30/>

4. A request regarding classes from the start of fall semester through September 30

We plan to notify you on Friday, September 30 if any of your students have been approved for remote participation in classes (Item 3). While we understand this is an inconvenience, we ask that until you can confirm you will have no students participating remotely, please adopt one of A or B below (using A where possible).

Note that if your class is one among those designated as not potentially subject to remote participation (the “Notes” section in your syllabus says “No simultaneous broadcast”(同時配信を行わない授業)), you need not adopt either A or B, and you can conduct face-to-face classes as normal.

A: Present remotely participating students with alternative assignments (including on-demand viewing)

In place of simultaneous broadcasts of face-to-face classes for students who plan to remotely participate in classes, issue assignments via manaba in advance, and base student attendance on assignment submission (including on-demand viewing). This will be before lists of students approved for remote participation in classes are available, so you will not yet know who is eligible to submit alternative assignments. When presenting assignments, be sure to indicate that they are only for those applying for remote participation in classes. The Academic Affairs Department will provide students with similar guidance.

If on Friday, September 30 you receive a list of students who will remotely participate in your classes, please start providing simultaneous broadcasts of subsequent classes as soon as you are ready. If you are not yet ready to start broadcasting classes, please continue providing alternative assignments or other measures until you are. If you have no such students enrolled, you need not provide simultaneous broadcasts. Note, however, that should any students newly develop a medical condition that makes them qualified, they may be allowed to remotely participate in classes partway through the semester, in which case we will ask you to start providing simultaneous broadcasts.

B: Simultaneous broadcast of face-to-face classes to applicants for remote participation

In this case, you will set up equipment for providing simultaneous broadcasts of your face-to-face classes. This will be before lists of students approved for remote participation in classes are available, so you will not yet know who is eligible to submit alternative assignments. Please be sure to notify students that simultaneous broadcasts are only for students who are applying for remote participation in classes. The Academic Affairs Department will provide students with similar guidance.

If on Friday, September 30 you receive a list of students who will remotely participate in your classes, please continue providing simultaneous broadcasts. If you have no such students enrolled, you need not continue providing simultaneous broadcasts. Note, however, that should any students newly develop a medical condition that makes them qualified, they may be allowed to remotely participate in classes partway through the semester, in which case we will ask you to resume providing simultaneous broadcasts.

5. Temporarily switching to a remote format

With the exception of cases like that described in Item 6 below, please refrain from switching face-to-face class to a remote format at the instructor's discretion. If school duties or personal obligations make it difficult to conduct a face-to-face class, please cancel the class and hold a makeup class. The University will inform you if an increased infection rate, etc., results in a need for changes to class formats.

6. Handling classes when the instructor tests positive for COVID-19, has come into close contact with an infected person, or has an illness that suggests a COVID-19 infection

If you test positive for COVID-19 or have been in close contact with an infected person, or if there is reason to suspect such a case, please cancel your classes or temporarily switch to a remote format. See the final page or the link below for details. (This measures may be changed in the future)

<https://www.meijigakuin.ac.jp/campuslife/campuslife/health/facultystaff/Class-attendance-for-persons-testing-positive-etc.pdf>

7. Handling ill students, including those who have come into close contact with persons with a COVID-19 infection

If an enrolled student tests positive for COVID-19 or has been in close contact with an infected person, or if there is reason to suspect such a case, please temporarily provide that student with alternative methods of class participation, such as simultaneous broadcasts of classes or alternative assignments. See the final page or the link below for details.

The Academic Affairs Department will notify the student of the measures to be taken, but we ask that instructors too provide students with such notifications.

<https://www.meijigakuin.ac.jp/campuslife/campuslife/health/facultystaff/Class-attendance-for-persons-testing-positive-etc.pdf>

8. Please use the “Tutoring collections”¹ on manaba

Please use manaba’s “Course news” to communicate with all students and manaba’s “Tutoring collections”¹ when communicating with individual students. Use the “Tutoring collections” feature in cases such as Item 7, etc., for items that should not be posted in a manner that will be visible to all enrolled students,

like a bulletin board.

¹ See manual at the bottom of the page on manaba

9. Infection prevention measures at the University

- We strongly encourage students, faculty, and staff to wear masks made from non-woven materials.
- We will provide disinfection stations at various sites around the school.
- Even in classrooms without windows, we will provide mechanical ventilation at least twice an hour, as recommended by the Ministry of Health, Labor and Welfare. To further increase the effectiveness of ventilation, we ask for your cooperation in keeping doors and windows open.
- We will provide transparent masks for classes that require instructors to watch students' mouths. If needed, they are available in the faculty lounge (Available from fall semester). However, only a limited number of masks are available, so we are limiting distribution to one per student. In case of loss or damage, students will need to purchase replacements at the school store.

10. Guidance by campus

See the following link for directions to our campuses:

<https://www.meijigakuin.ac.jp/en/access/>

Bus schedules for the shuttle to our Yokohama campus are available at the following link (at the bottom of the linked page):

<https://www.meijigakuin.ac.jp/visitor/teacher.html>

*Japanese only. Please see “横浜校舎マイクロバスの利用”

Weekday: "2022 マイクロバス第2期ダイヤ(桃) 9.1-9.16、1.31-3.31 [平日] "

Saturday: "2022 マイクロバス第2期ダイヤ(桃) 9.1-9.16、1.31-3.31 [土曜] "

Class attendance for persons testing positive for COVID-19, persons who have been in close contact with an infected person, and persons in poor health (*1)

(current as of April 1, 2022)

| No. | Category | Status | | Period of Measure | Measure | |
|-----|--|--|--------------------------------|---|--|--|
| | | | | | For faculty | For students |
| 1 | Person testing positive | The person was certified as having a COVID-19 infection (including those deemed as infected without testing). | | Until the end of the recuperation or isolation period | Cancel both Face-to-face and remote classes(make-up class required) | Absence (subject to special considerations) (*6) |
| 2 | Person certified as coming into close contact with an infected person | The person was certified as having come into close contact with someone with a COVID-19 infection. | | Until the end of the isolation period | One of the following: 1) Hold face-to-face classes temporarily online, online classes continue 2) Cancel classes(classes not suited to distance learning, etc. (*5)) | One of the following: 1) Consult with instructor online (*7) 2) Absence (a notice of absence can be submitted for courses in which remote learning formats are not available) (*6) |
| 3 | | A cohabitant was certified as having a COVID-19 infection (and thus the person is expected to be certified as having come into close contact with someone with a COVID-19 infection). | | | | |
| 4 | Person who might be certified as having come into close contact with an infected person | The person has come into close contact (*3) with someone they do not live with who has a COVID-19 infection. This close contact should be within 2 days (before or after) the infected person had shown symptoms. And it has been less than 7 days (isolation period following close contact) since the last close contact with said personal. | | Until the 7th day, counting the last day of contact as the 0th day | One of the following: 1) Hold face-to-face classes temporarily online, online classes continue 2) Cancel classes(classes not suited to distance learning, etc. (*5)) *Please consult with Health Support Center to determine period of measure. | Consult with instructor online (*7) Measure period: Until recovery |
| 5 | | A cohabitant came into close contact with someone at work, school, etc. who was classified as having a COVID-19 infection. That person has not been tested, but there is still possibility of a COVID-19 infection. | | Until the cohabitant tests negative on a PCR test, or until the end of the isolation period | | |
| 6 | | A cohabitant has symptoms possibly indicating a COVID-19 infection (*2), but has not yet been tested or is waiting for test results. | | Until the cohabitant tests negative on a PCR test, or until the cohabitant recovers | | |
| 7 | | A cohabitant had symptoms possibly indicating a COVID-19 infection (*2), but recovered without treatment or testing. | | Until the cohabitant recovers | | |
| 8 | Person coming into close contact with a person who has come into close contact with an infected person | A cohabitant was certified as having come into close contact with someone having a COVID-19 infection at work, school, etc., but tested negative for infection themselves. | | No measures required | No measures required | No measures required |
| 9 | Person is in poor health (with symptoms suggesting possibility of a COVID-19 infection *2) | The person has symptoms that might indicate a COVID-19 infection (*2), but has not been certified as such. | Minor symptoms (*4) | (See columns to the right) | One of the following: 1) Hold face-to-face classes temporarily online, online classes continue 2) Cancel classes(classes not suited to distance learning, etc. (*5)) *Please consult with Health Support Center to determine period of measure. | Consult with instructor online (*7) Period of measure: Until recovery |
| 10 | | | Other than minor symptoms (*4) | (See columns to the right) | Cancel both face-to-face and remote classes (make-up class required) *Please consult with Health Support Center to determine period of measure. | Absence (*8) Period of measure: Until recovery |
| 11 | Person is in poor health (with other symptoms) | The person is in poor health, but symptoms do not suggest a COVID-19 infection (*2). | | Minor symptoms (*4) | (No measures required) | No measures required |
| 12 | ※ Please refer to the this section regarding the adverse reactions to the COVID-19 vaccine | | | Other than minor symptoms (*4) | Until recovery | Cancel both face-to-face and remote classes (make-up class required) Absence (*8) |

*1 This is for normal classes. We will notify you seperately regarding final exams.

*2 Symptoms suggesting a possible COVID-19 infection include: fever, respiratory symptoms (cough, shortness of breath, sore throat, etc.), general malaise, abnormal sense of taste or smell, and digestive irregularities (diarrhea, etc.).

*3 "Close contact" is defined as physical contact without wearing a facemask or performing other required infection prevention measures, spending over fifteen minutes within arm's reach (around one meter) in the presence of an infected person, etc. (Reference: Ministry of Health, Labour and Welfare website COVID-19 Q&A Q&A about Self-isolation and Close Contact 【Q4】 What is "Close contact"? https://www.mhlw.go.jp/stf/covid-19/qa_03.html)

*4 Minor symptoms are those that would not preclude work or class attendance even in normal circumstances.

*5 You can be absent for classes in related personal circumstances, including for courses in which remote learning is possible. We ask that you make up any absented classes.

*6 The Graduate School has no system for special considerations or notifications of absence. We ask graduate school instructors and students to work together regarding how to handle absences.

*7 When students request a consultation, from the perspective of infection prevention, please consider temporary accommodations such as allowing students to remotely participate in classes temporarily or submitting assignments to compensate for class attendance, even if they have not received permission to engage in remote learning.

*8 With medical certificate was/were issued, students could be subjected to issuing a Notification of Absence.