

To students, faculty and staff,

Re: Basic Policy Regarding Student Visits to University (Updated on May 30)

Based on the cancellation of the emergency declaration in all prefectures, and the announcement of a new coping policy such as the step-by-step cancellation of restrictions after the transition period, we have updated the basic guidelines for how students are to visit university. Please follow the guidelines below when going to university.

1 Basic Policy

- (1) Students' visits to university should be made only when absolutely necessary, and utmost attention should be paid to prevention of the spread of infection.
- (2) When you come to university, regardless of reason, you must submit a "university visit request" in advance.
- (3) Regarding the conducting of online and face-to-face classes, the university will take care not put any students at a disadvantage.
- (4) Face-to-face classes will be conducted from Monday June 8.
Whenever possible, face-to-face classes will also be conducted as online classes and utmost attention should be paid to prevention of the spread of infection during these classes.

2 Requirements for going to university

(1) If you plan to go to university, you must meet the following conditions.

- ① On the day you plan to visit university, you should have no symptoms of possible infection.
- ② The day before any planned visit should be at least two weeks after any symptoms of possible infection.
- ③ For students who have stayed in the following five prefectures, Hokkaido, Chiba, Saitama, Tokyo, and Kanagawa, after May 25, the day before any planned visit to the university should be at least two weeks after returning to Hiroshima Prefecture from these five prefectures.

(2) Basic policy for students residing in the five prefectures who come to Hiroshima Prefecture for residence

In light of the request from the Hiroshima Prefectural Government regarding coming to Hiroshima prefecture from the five prefectures based on the Japanese Government's policy, students should observe the following guidelines. If you are unable to attend face-to-face classes, please contact the Educational Affairs Group by Friday June 5 to avoid disrupting your studies.

- ① Students residing in Hokkaido, Chiba, Saitama, Tokyo, or Kanagawa should come to Hiroshima Prefecture after Friday June 19.
- ② Students should take action to prevent the spread of infection and record their health and activity history before coming to Hiroshima Prefecture. If no health problems are confirmed at the registration desk (Academic Affairs Group) on or after Friday, June 19, then the two-week follow-up observation mentioned in (1) ③ above will not be necessary.

【Contact】

Educational Affairs Group

Tel: 082-830-1504 E-mail: kyomu@m.hiroshima-cu.ac.jp

(When you send an email, please replace "&" with "@".)

3 Submission of notification form for going to university

When you plan to go to university, regardless of reason, please submit the form on the following web site one day before your visit.

URL:

https://forms.office.com/Pages/ResponsePage.aspx?id=zXUxeK0Ap0-hsC_qcNSkmfF9v_kJ7YZHnusHJucBIBxUMDZQM004MVJQS1pPQks0WkM3UDM5RTJLTS4u



QR code:

You need to sign in through Microsoft Office 365. If you are requested to sign in, please sign in with your hunet account password: my hunet ID @e.hiroshima-cu.ac.jp & hunet account password.

Note) This online notification form is in Japanese only. If you have difficulties filling in, please send an email to International Exchange Center (iepc@m.hiroshima-cu.ac.jp), stating following information. We will fill them in for you.

- 1) Name
- 2) Student number
- 3) Name of Faculty, Major
- 4) Reason to visit the university
- 5) Planned date and time of the visit
- 6) Do you promise that you visit the university only when you meet the three requirements stated in **2 (1)** above. (Yes / No) If "No", you cannot visit the university.
- 7) Have you been recording your health conditions using the "Health Record Sheet" and can you bring it when you visit the university? (Yes / No) If "No", you cannot visit the university.

4 Points to remember when going to university

(1) When going to university

- ① If you have any symptoms of possible infection, you must not go to university even if you have already submitted the request form.
- ② When going to university, you must have already completed submission of the notification form and take your Health Record Sheet to university.
- ③ You should wear a facemask and take action not to become infected or infect others.

- ④ When you go to university by public transportation, you should wear a facemask and avoid conversation. After school you should wash your hands and disinfect them with alcohol.
- ⑤ The university will notify students of reopening of the canteen, café, shop, and store as soon as it is decided.

(2) Before and after going to university

- ① Before and after your visit to university, you should take actions to prevent the infection by avoiding the “Three Cs,” conditions that facilitate the transmission of infectious disease (closed space, crowds, and close contact).
- ② You should continue to check and record your temperature, etc.

【Health Record Sheet】

https://www.hiroshima-cu.ac.jp/uploads/2020/04/health_observation_sheet_eng-20200414114510112.pdf

【Example of Health Record Sheet】

https://www.hiroshima-cu.ac.jp/uploads/2020/04/health_observation_sheet_eng_example-20200414114512272.pdf