

Students, School personnel and Related persons

Sintomi International Language Academy

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Schedule change for " 2020 Academic Calendar of SILA " for new coronavirus infection control

1 Background

In the evening of Tuesday, April 7, 2020, an emergency declaration was issued (Effect until May 6) to seven prefectures in Tokyo, Kanagawa, Saitama, Chiba, Osaka, Hyogo and Fukuoka where the new coronavirus is spreading.

In the context of these circumstances, it is necessary to reschedule the spring semester based on " 2020 Academic Calendar of SILA " and announce to students, faculty, staff, and related parties of measures to prevent infection with the new coronavirus.

2 What to do next

Under the circumstances where the spread of the new coronavirus infection cannot be stopped, we have decided to temporarily close the school from April 10 to May 6 in order to reduce the risk of infection spread throughout the school.

The opening ceremony of the first semester on April 9, 2020 (hereinafter referred to as the "spring semester") will be held as scheduled, and we will explain the awareness of prevention of new corona infections during the temporary school closures and explain the independent learning system.

In addition, during the temporary closure period, we will set up a distributed school day (twice a week) to check the health status and the Implementation assignments status for student.

3 The temporary closure period and start of Spring semester

During this temporary school closure and for about one month until May 6, students are encouraged to reduce out-of-person contact by 70-80% and refrain from going out.

Also, as much as possible, please avoid locations where the three conditions of "poorly-ventilated enclosed space", "many crowds" and "close conversation" overlap.

We apologize for the inconvenience of students, school personnel, but we appreciate your understanding and cooperation in order to prioritize prevention of infectious diseases.

(1) Temporary school closure: From April 10, 2020 to May 6, 2020.

* This does not correspond to the long vacation specified in the school rules.

(2) Spring semester opening ceremony

It will continue in the same manner that the body temperature measurement at school based on "Response to March event of our institute with the new coronavirus(新学 2020-02 (2020.3.2))".

The spring semester opening ceremony (including awards) will start at 09:10 on April 9, 2020.

And, we will divide into two groups and explain the following items.

① Explanation of school schedule change

② Prevention of new corona infections during temporary closure

- ③ Distribution of school days, textbooks, assignments
 - ④ Application for JLPT 2020
 - ⑤ Notes on the part-time job, etc. during the temporary closure
 - ⑥ Reconfirmation of address, the emergency contact point and the part-time job
 - ⑦ School rules and Attendance rate
- (3) Working system of school personnel (full-time teachers and administrative staff) during temporary closure.

Regular work on weekdays during the temporary closure will be performed as usual, but work for office counters will be until 17:00. The work guidelines for School personnel are as follows.

- ① The work system of School personnel will continue, but we will use some telework from the viewpoint of maintaining health to reduce work. (The details are shown separately)
 - ② Of the school events, the self-inspection evaluation “Monday, April 20, 13: 00-” will be implemented on scheduled. As a general rule, please meet up the school headquarters at 13:00 for all faculty members, and some part-time staff (adjusted in advance as evaluation staff), etc.
- 4 To International students who returned home

- (1) Returning students from their home country

Currently, immigration procedures at airports in Japan and transportation from airports are extremely difficult. For the time being, please stay in your country without returning to Japan, check the local air traffic information, etc. And notify your return schedule to school (Administrative staff or Teacher) when the flight schedule becomes clear.

In addition, we send your study assignment (assignment) to your home address. Please submit this assignment later.

- (2) New semester procedures

Regarding the procedures for the new semester, we will be able to respond flexibly even after you returning to Japan. After entering Japan, you will be required for 14 days at your residence, regardless of the level of the Ministry of Foreign Affairs infectious disease risk information.

During this period, attendance will be suspended.

※ You cannot enter this academy while waiting at your residence.

- (3) Action after re-entring Japan

If you have a fever of more than 37.5 degrees or respiratory symptoms within 2 weeks after returning to Japan, please contact with the nearest Chiba City Returnee and Contact Center (phone number: 043-238-9966), and get instructions. If you got any instruction to going a medical institution, avoid contact with other people, wear your mask, etc., and contact the medical institution in advance to have a medical examination promptly.

Please contact administrative staff in this academy when you arrive at your residence in Japan.