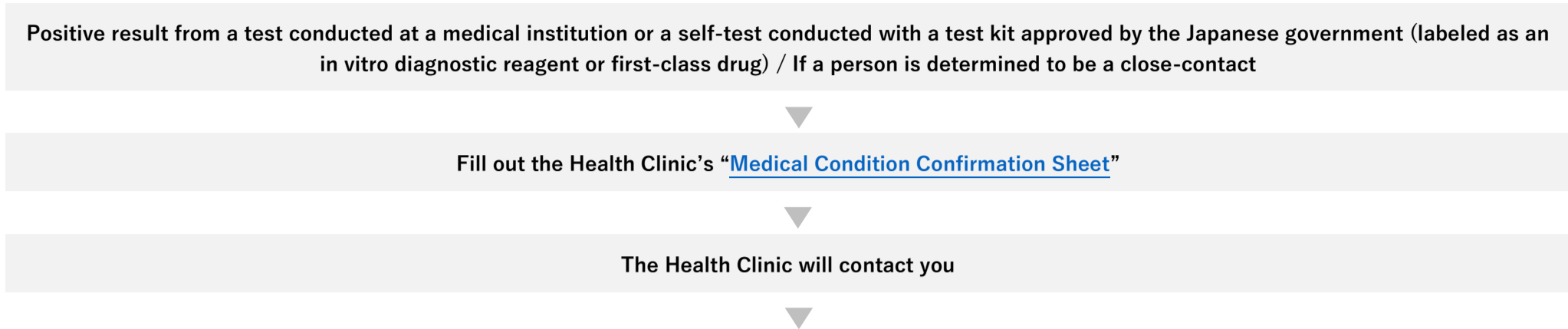


◆ **Class Absences due to COVID-19: Overview for Students**

If you catch COVID-19 or are designated as a close-contact, please check the information in the red square in the ‘Student’ row and follow the instructions. Information will be shared in this order: Health Clinic → Academic Office → Instructor

Students do not need to contact their instructors about class absences.

However, students and instructors can contact each other about tests and assignments during the period of absence as necessary.



Result	Close-Contact / Student with COVID-19
Student	<div style="background-color: #c00000; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> Once you know, please avoid going outside, including to attend classes in person </div> <p>In principle, absences will be treated as “suspension of attendance due to legally-recognized infectious disease” no matter the class format. Basically, concentrate on recuperation.</p> <p>A “On-campus) Subject Name” Classes:</p> <ul style="list-style-type: none"> • Suspension of attendance due to legally-recognized infectious disease. <p>B “Online) Subject Name” Classes:</p> <ul style="list-style-type: none"> • Suspension of attendance due to legally-recognized infectious disease. • If the student is feeling well and wants to continue attending classes online as usual, they should consult with the instructor. <p>C “Subject Name” Only Classes:</p> <ul style="list-style-type: none"> • Suspension of attendance due to legally-recognized infectious disease. • If the student is feeling well and wants to attend classes online, they should consult with the instructor. (If instructors do not provide permission, the student should follow the instructor’s decision.)
Health Clinic	<ol style="list-style-type: none"> ① Provide assistance to students ② Update list of infected students and close-contacts
Academic Office	<ol style="list-style-type: none"> ① Check list of infected students and close-contacts ② Contact the instructors of classes attended by students on the list ③ Send “Class Absences due to COVID-19: Overview for Students” to the students on the list
Instructor	<ol style="list-style-type: none"> ① Receive list of infected students and close-contacts from AC by email. ② Use the list to check which students in their classes have COVID-19 or have been designated as a close-contact. ③ Add this information to attendance records. ④ In principle, absences by students with COVID-19 or close contacts shall be treated as “suspension of attendance due to legally-recognized infectious disease”, and not an absence, for all class formats. However, instructors should respond as follows if asked by the student. <p>A “On-campus) Subject Name” Classes:</p> <ul style="list-style-type: none"> • Not treated as an absence (send assignments, etc. if necessary). <p>B “Online) Subject Name” Classes:</p> <ul style="list-style-type: none"> • Not treated as an absence (send assignments, etc. if necessary). • If the student requests to attend online as usual, instructors should allow this and treat it as attendance. <p>C “Subject Name” Only Classes:</p> <ul style="list-style-type: none"> • Not treated as an absence (send assignments, etc. if necessary). • If the student requests to attend online and the professor is able to accommodate online attendance, the student will be allowed to attend online. • If the professor is unable to accommodate online attendance, the student will not be allowed to attend online. It will not be treated as an absence, and the professor will follow up with separate assignments, etc.