



The important notice about the new rules of CCIEA Japanese class to reopen.



For your safety, we practice social distancing and open windows and doors to provide proper ventilation in the classroom. In some cases, we may change the place of the class, so please bear in mind to confirm the place in advance.

Besides, we ask you to follow the new class rules to prevent the novel coronavirus infection.

Please read carefully “The new rules of CCIEA Japanese class” below.

Let’s learn Japanese safely and enjoy your class!

The new rules of CCIEA Japanese class



Rule 1. In the case any of 5 condition below is applicable to you, you can't join the lesson.

- 1) Your body temperature is 37.5 and more degrees.
- 2) You have any cold-like symptoms such as cough, sore throat, difficulty breathing, or a sense of fatigue.
- 3) You have disorders of smell and taste.
→If any of the above is applicable, you can join the lesson 14 days after getting well.
- 4) You have a family member or a close friend who is suspected to be infected with the novel coronavirus.
- 5) 14 days have not passed since you returned to Japan from abroad.



Rule 2. Please bring your own staffs you use in the lesson.

Please use your own mask, pencil, eraser, text during the lesson. We can't provide or lend anything.

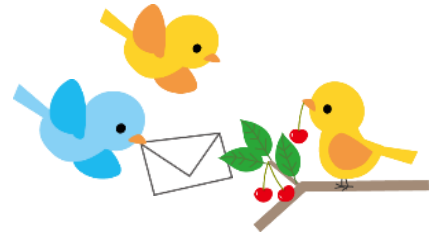


Rule 3. Please protect yourself and others from spread of the coronavirus infection when you join the class.

- 1) **On the way to the classroom.**
 - Please cover your mouth and nose with a mask. If you can keep a safe distance (at least 2m) from other people, you can take it off to prevent heat stroke.
 - Up to 4 people can take the elevator of the CCIEA building at the same time. Please use steps as much as possible.
 - Please refrain from speaking in the elevator.
 - Please keep a safe distance from other people (at least 1m , 2m if possible).
 - Please close the toilet lid before you flush.

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2) Before entering the classroom

- Please get in line with 1m distance from the person in front of you. (2m if possible)
- Please wash your hands with soap or sanitize before entering the classroom.
- Check your body temperature at the reception desk.
- Pick up an attendance card at the reception desk.
- Follow the instructions of the coordinator and get seated.

3) During the lesson

- Please fill out your attendance card at your seat. (Date, Name, Nationality and your body temperature, etc.)
- Please keep wearing your mask during the lesson.
- Eating is not allowed.
- Refrain from sharing your food or drink with the other learner.
- To stay hydrated, you can drink your own drinks anytime.
- If you use the book which belongs to the CCIEA classroom, please leave it on your desk after the lesson.

4) After the lesson

- We put the tables and chairs back its original position together.
- Sanitize the table and chair you used.
- Please bring your personal trash to your home. Don't throw them away in the classroom.
- Please put your attendance card into the box at the reception desk when you leave the class.



Rule 4 In case you are infected with the novel coronavirus, please tell us as soon as possible.

Thank you for your cooperation.



CCIEA Japanese Class

