

Dear KIC Students,

Due to the spread of the third wave of COVID-19 infection, the second state of emergency has been declared to Hyogo Prefecture on January 14th, 2021. The declaration is valid until February 7, but could be extended.

Although universities and other institutions are not subject to closure this time, we are required to take thorough necessary measures to prevent infection, such as the cancelation of extracurricular activities and social gatherings that involve eating and drinking, which can be highly contagious by the droplets infection.

It is also requested to companies and organizations to reduce the number of commuters at workplaces by 70% and to cut back on work hours after 8:00 p.m.

In response to this, KIC will implement the following measures during the state of emergency.

1. Continue offering classes online.

2. KIC facilities will remain open from 9:00 a.m. to 6:00 p.m., Monday through Saturday.

However, we would like to ask your cooperation to limit the use in the specific cases where it is essential, such as research guidance or experiments using the school facilities.

Borrowing and returning of books at the library will be suspended from January 23 (Sat.) until the end of the emergency declaration. If you would like to borrow or return, please do it by January 22<sup>nd</sup>(Fri). On the other hand, you can browse the books in the library during the period.

3. If there are any changes in the operation or schedule of classes or school events, the updated information will be notified by email or posted on Moodle. We would like to ask you to check the emails from KIC and Moodle regularly.

4. As a general principle, faculty members will work from home and come to KIC facilities only when necessary, such as holding research guidance. The administrative staff will take turns working from home and coming to the office, effective from January 19(Tue) during the declaration period.

As the actual number of people at the office will be reduced, we may need to follow different procedures, such as issuing certificates. We appreciate your understanding and continue checking the information from KIC.

Please keep in mind the number of infected people with the disease has not yet decreased, and the cases of more highly infectious mutated strains have also been reported. Although KIC will be open its facilities to ensure the convenience of your research and study, we expect your continuous practice on the "new lifestyle" and refrain from going out unnecessarily to prevent further infection. In order to prevent the spread of infection, we ask that you act sensibly and be aware of the importance of "not getting infected" and "not letting others get infected."

Thank you very much for your kind understanding and cooperation.

January 18th, 2021

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