

Guideline in Response to COVID-19 Pneumonia Outbreak by JET Academy

(As of 19 Feb 2020)

※ These guidelines are as of **February 19th**. The content may change from time to time depending on the situation in the near future. Announcements would be posted on the school's homepage should changes arise.

1. Current In-house Students & Staff

(1) Precautionary Measures

- For prevention, you are advised to wash your hands with soap or alcohol, put on masks and have sufficient sleep. As hand washing is known to be most effective against infectious diseases, materials like videos would be used to explain and demonstrate how should your hands be washed thoroughly.
- Cleverin (a virus removal and disinfection product) will be installed in each classroom; classrooms will also be aired during recess.
- Alcohol-based sanitizers will be placed outside the classrooms, it is advised that you sanitize your fingers before entering the room.

(2) Suspicion of Infection

- When there are flu-like symptoms or fever of 37.5°C lasting more than 4 days, or when you experience lethargy or shortness in breath, on top of informing the school immediately, it is advised that you consult a healthcare centre or seek medical attention right away.
- As there are instances where healthcare centres are unable to provide support in foreign languages, if you are unable to get in touch with the school, it is advised that you contact 「Himawari」 (Tokyo Medical Information) that provides assistance in foreign languages and also operates on Saturdays & Sundays.

(3) Confirmed Cases of Infection

- When diagnosed or tested positive for COVID-19, affected students will be required to take leave from school. Treatment would be left to the discretion of healthcare centres and medical institutions.
- When there are multiple confirmed cases of infection, necessary measures including suspending classes and/or closing the school would be made according to the instructions of the healthcare centre.
- When there is a need to suspend classes or close the school, replacement classes will be scheduled according to the possible circumstances.

2. New Students Enrolled for the April Intake

(1) 1-Year Japanese Course · 2-Year College Preparatory Course

- For students who have enrolled for the 1-Year Japanese Course or the 2-Year College Preparatory Course starting in April, kindly note that this intake is re-scheduled to start on 14th April, 2 weeks later from the original date.

14 th April (Tue)	Class Segregation
15 th April (Wed)	Entrance Ceremony, Orientation & Welcome Party
16 th April (Thu)	Commencement of Classes

- Students from countries where infection has occurred (including those who have travelled to these affected countries) are required to arrive Japan by **30th March**, stay at home or in your dormitories and restrict yourself from going out as much as possible. If there are no visible symptoms after 2 weeks, you are then allowed to join the new intake.
- An important note to students from countries and regions subjected to entry restrictions, you will be under strict health observations upon arriving Japan. (Entries from Taiwan, China, Hong Kong & Macau are subjected to restrictions at the moment, thus the school will conduct strict health-checks on students from these countries and regions. Kindly note that we do not have students from China for the upcoming intake in April.)

(2) 1-Year Preparatory Course

- For students enrolled in the 1-Year Preparatory Course, class will commence on the originally scheduled date, 1st April. As such, you are required to arrive Japan 2 weeks prior to the commencement date (before 17th March).

(3) Short-term Course

- For students enrolled in the short-term course, class will commence on 14th April. (Kindly arrive Japan by 30th March if you are from one of the affected countries.)

3. For Students from Entry Restricted Countries

- While the school monitors closely on the situation surrounding the entry restriction, we will take necessary measures on a personal basis like allowing for the deferment of admission and conducting catch-up lessons.

4. Response to Deferment & Cancellation of Admission

- For deferment of admission, the paid screening fee & admission fee would be brought forward to the next intake in October or the following intake in April next year. (As a rule of thumb, this decision has to be made by 31st March.)
- For cancellation of admission, the screening fee will be deducted from the school fees received (admission fee, tuition fee etc), and the balance will be refunded. Any bank charges occurred during the refunding process will be borne by you. (As a rule of thumb, this decision has to be made by 31st March.)
- For students taking the short-term course, deferment of admission is allowed within 1 year. The school fees received will be brought forward to the decided period of admission. Should there be a request for cancellation of admission, the screening fee will be deducted from the school fees received and the balance will be refunded. (As a rule of thumb, this decision has to be made by 31st March.)
- For the current in-house students who are supposed to continue studying in April but have decided to drop out of the course and return to their respective countries, the remaining school fees will be refunded after April. (As a rule of thumb, this decision has to be made by 31st March.)