

## KICC Japanese Language & Culture Support Program

(Temporary rules effective July 1<sup>st</sup>, 2020)

[When visiting KICC]

You cannot enter the KICC facility if any of the following applies:

- If you are running a fever of 37.5 °C or higher
- When you are having a cough or other common symptoms of cold
- If any of your family members are infected with coronavirus

➤ We ask all visitors to follow the new rules below:

- To bring and wear a mask (If not, you cannot enter the KICC facility.)
- To have your temperature checked upon your arrival (If you have a fever of 37.5 °C or higher, you are not allowed to stay in the facility.)
- To disinfect your hands and fingers when you arrive
- To enter your name and phone number on the visitor's record
- To avoid arriving at KICC more than 10 minutes earlier than your reservation time (There is no waiting area.)
- [Studying at KICC]
- Study area is open Monday through Friday, 10:00 to 17:00 only until further notice (the doors will open at 9:50).
- You can study at KICC once every other week, and each lesson is up to one hour.
- After your lesson, please clean the table, chairs, and the partition using the disinfectant and paper towels on the table. Please put the used paper towels into the garbage can in the study area. Please do not put anything else but the used paper towels in this can.
- Please finish cleaning and leave the table by the end of your reserved time.
- Whiteboards and CD players are not available for the time being (scratch papers are still available).

➤ Program period extension

- Since KICC has been closed for 4 months (from March through June), your study period is automatically extended and ends 4 months later than originally scheduled.

● [Making reservation for your lesson]

- Please call KICC to make a reservation for your first class in July. We will start taking your reservation on Tuesday, June 16<sup>th</sup> at 9:00 a.m. We don't take any reservations before that time, or the ones made via email at any time.
- You can make a reservation for your 2<sup>nd</sup> and subsequent lessons at the counter, just as you have done in the past. However, please wait to make a new reservation until after your class is finished (not before or during the lesson hour).

● [Library books]

- Please disinfect your hands and fingers before handling books.
- Library books are not available for checkout yet.
- You can use the library books during your lessons at KICC. Please place the books you used or touched on the cart in the library area. Do not return them to the bookshelves.

[Joining the program again]

- When you complete the study period of six months and want to join the program again, please wait until further notice. We don't accept any application at this moment.