

## **Language Center Policies and Safety Protocols** (for ***In-Person Courses Only***, 2022 Late Spring Semester)

[Last updated 3/8/2022] Subject to change.

We look forward to welcoming you back to the Language Center's in-person courses! It is our mission to provide a safe and secure environment for all of our valued students.

**All in-person Language Center students should read and adhere to the policies below for each visit to the building.**

Registered students will be asked to sign to confirm understanding and agreement of these policies prior to the start of their course.

### **Expectations**

- Your health and safety are important to us! If you feel unwell, or think you may have been exposed to COVID-19 prior to your visit, please stay home. In-person students may arrange to attend an online make-up class in another section.
- To protect everyone's safety, all students of in-person courses must be **fully vaccinated**, and all students must have received their final dose at least 14 days prior to the date of the first class. **Proof of a booster will be required for all those who are eligible to receive it** (at least five months after final dose of a two-dose series, or two months after a single-dose vaccine), with a four-week grace period upon becoming eligible. After those four weeks have passed, entry will not be permitted until the booster has been received.
- **All attendees must wear a mask that covers the nose and mouth at all times.** Masks will be provided to students upon request for those who do not have one. Masks are required at all times onsite.
- Class sizes will be limited to 12 students maximum. Please note, however, that 6-foot distancing will not be possible.
- Due to mask requirements, eating and drinking are currently not permitted on site. Exception: If you need to take a sip of water during your class, please briefly remove your mask and immediately replace it when you're done.

### **On your First Day of Class**

By entering the building, you agree to abide by all of these safety policies. For the safety of all within our building, we reserve the right to refuse entry to anyone who declines to wear a mask. Failure to comply with these policies while visiting Japan Society may result in your removal from the premises without a refund.

**You must show proof of vaccination when you arrive for your first day of class. The following are acceptable as proof of full vaccination along with an appropriate ID matching the name on the COVID-19 vaccination documentation:**

1. Vaccination card (which includes name, type of vaccine provided and date last dose administered)
2. A photo of a vaccination card as a separate document, or stored on a phone or electronic device
3. Documentation of vaccination from a healthcare provider, electronic health record or state Immunization Information System record (ex: Excelsior Pass, etc.)

Self-reported vaccination records that are not verified by a health care provider cannot be accepted. If possible, please arrive slightly early this day to check in. **Without providing these two documents, you will not be able to enter the building or attend your class.**

Upon check-in on your first day, you will receive a **Language Student ID card**. **For the remainder of the semester, please show this card to the building security guard to enter for your class.**

The Language Center and Japan Society retains the right to close at its discretion. In the case of closure, we will create an alternate means for keeping classes running (such as continuing the classes online) until it is safe to return to in-person. If Japan Society closes on a day of your course, we will alert you and arrange an alternate make-up class, which may be online.

**By entering Japan Society, you agree to abide by the following policies:**

*You affirm that:*

- You have been fully vaccinated against COVID-19 with an [approved vaccine](#), with at least 14 days having passed since your final dose
- If you have traveled outside of the United States, you are in full compliance with current CDC testing protocol

*You affirm that within the last 14 days you have not:*

- Tested positive for COVID-19
- Had any symptoms associated with COVID-19 (fever, cough, shortness of breath, fatigue, aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)
- Been exposed to anyone who has tested positive or is showing symptoms

*You affirm that you will:*

- Wear a mask at all times
- Notify Japan Society if you develop symptoms or test positive for COVID-19 within 10 days of visiting
- Follow the instructions of security guards and other Japan Society staff, as they are present to keep all visitors safe
- Acknowledge that an inherent risk of exposure to COVID-19 and other infectious conditions exists in any public space where people are present. Those visiting Japan Society do so at their own risk

If you feel unwell, or think you may have been exposed to COVID-19 prior to your visit, please stay home and contact the Language Center. In the case of missing your in-person class, you may arrange to attend an online make-up class in another section or may switch to an online section for a portion of the semester (dependent on the availability of an equivalent section).

Please note that we are consistently monitoring our safety protocols to comply with CDC, New York State, and New York City guidelines. If you have any additional questions or concerns, please feel free to contact the Language Center Office during regular business hours, Monday – Friday, 10:30am – 6:30pm: [language@japansociety.org](mailto:language@japansociety.org) or 212-715-1269.

### **About the Course/ How the Course will Run**

- Classes will be capped at 12 students maximum.
- Each course will be evaluated and altered as required for safety and practicality. Please note that we are consistently monitoring our safety protocols to comply with CDC, New York State, and New York City guidelines.
- Even if a course begins in-person there is no guarantee that it will stay entirely in-person over the duration of the semester.

### **Scheduling Make-ups**

Missing a class/make ups: if an in-person student misses their class(es), they may arrange online make-up class(es) in a different section (dependent on the availability of an equivalent section).