

June 22, 2020

Infection Prevention Guidelines for Examinations

The All Japan Kendo Federation (AJKF) lifted the Request for Self-Restraint for Interpersonal Keiko (Taijin-teki-keiko) on June 10. To give encouragement to kendoists who have been training hard, it has been decided that examinations will be held as planned, including the rescheduled examinations for April and May. For a detailed schedule, please refer to the “2020-21 Examination Schedule (from Summer 2020)” dated June 22, which has been published separately.

The AJKF thinks it is important to aim to prevent the spread of COVID-19 infections so that examinees can sit the exam with peace of mind. For that purpose, we have created the “Infection Prevention Guidelines for Examinations” (hereafter, “Examination Guidelines”). In addition to the examinees, examiners, court officials, and other officials are kindly requested to follow these guidelines, as well as the “Guidelines for Preventing the Spread of Infections with the Resumption of Interpersonal Keiko (Taijin-teki-keiko)” (hereafter, “AJKF Guidelines”) published on June 4, and make efforts to ensure that examinations are conducted safely.

The Examination Guidelines apply to examinations organized by the AJKF. However, for examinations held by prefectural federations, please use these as a reference to create guidelines specific to the characteristics of the region and federation so that the examinations can be held in a safe manner.

Please note that the Examination Guidelines will be reviewed depending on the status of infections, the prefectures in which they are held, and the policies of the facilities used.

Guidelines

Holding an examination

1. When holding an examination meeting, the AJKF shall comply with the policies of the prefecture where the venue is located and the facility where the examination will be held.
2. When holding an examination, the AJKF will thoroughly implement the Examination Guidelines for the examinees and officials.
3. The AJKF will add leeway into the examination schedule through such measures as lengthening reception time to stop the entrance and reception becoming crowded; lengthening break times to stop toilets and waiting rooms becoming crowded.
4. The AJKF will make sure in advance that no persons other than examinees and officials, such as attendants and spectators, attend the examinations.
5. Examinees and officials will follow the Examination Guidelines and make efforts to hold the examinations in a safe manner.

Taking an examination:

1. People who meet the following conditions cannot take an examination.
 - A. People with underlying conditions
 - Underlying conditions refers to people with diabetes, heart disease, chronic obstructive pulmonary disease (COPD), undergoing dialysis, or taking immunosuppressive agents, anti-cancer agents, etc.
 - If people with these conditions take an examination, consent from a doctor should be obtained beforehand.
 - B. People with a fever. (Even though there are differences between individuals, this generally means a temperature of 37.5° or above.)

- C. People with symptoms such as a fever, cough, or sore throat, or if their condition is different than normal.
 - D. People living with a family member or a close acquaintance that is suspected of being infected.
 - E. People who within the last 14 days have travelled to or had close contact with a person from a country or region that is restricted by the government, or after entry have had to undergo a period of observation.
2. Examinees are required to take their temperature at home on the day of the examination, and write it on the “Examinee Details Form” together with their name, address, and phone number and bring it to the examination venue.
 3. Examinees are required to bring a Men-mask as well as a home-use mask.
 - A. Wear a Men-mask during the practical examination. At other times, such as waiting for the practical examination and during the presentation of results, wear the home-use mask. Examinees who are planning to bring a Men-mask are also permitted to wear it at times other than the practical examination.

Entering the venue

1. To prevent the spread of infections, examinees are requested to wear a mask to and from the examination venue.
2. If you are allowed to come to the venue by car, change clothes in the car beforehand to stop the examination venue getting too crowded.

3. The AJKF shall consider making the entrance wider and placing officials so that examinees do not line up when they enter the venue.
 - A. If it is unavoidable that people line up, tape shall be placed at 2m intervals outside the entrance.
 - B. Officials will be positioned appropriately to organize the lining up.
4. When examinees enter the venue, they must present the Examinee Details Form.
 - A. If examinees do not bring the Examinee Details Form, as a rule, they will not be allowed to enter the venue.
 - B. Spectators and attendants are not allowed to enter the venue.
5. Disinfect hands with the alcohol spray that placed at the entrance.
6. The AJKF will take examinees' temperatures using a non-contact thermometer.
 - A. People whose temperature is 37.5°C or over will not be allowed to enter.

Important points for inside the examination venue

1. Examinees and officials shall exercise physical distancing by keeping at least 1m (2m if possible) away from other people.
2. Excluding the time of the practical examination when they should wear a Men-mask, examinees should wear a mask at the examination venue. Officials should wear a mask and a face shield.
3. Even when inside the examination venue, examinees and officials should wash their hands, gargle, and use alcohol disinfectant. Close the lid when flushing the toilet.

4. The AJKF will secure as many places for hand washing and gargling as possible, and place alcohol for disinfection in as many places as possible.

Reception, changing, and examinee explanations

1. After entering the venue, examinees must register. At reception they must submit the Examinee Details Form.
2. To avoid becoming crowded, each venue must have two receptions with examinees divided in half between them depending on their birthday. This must be clearly displayed at reception so that the division of examinees proceeds smoothly. The time of the examinees' explanation must also be displayed (see 6 below).
3. To keep people at an appropriate distance from each other, tape must be put on the floor at 2m intervals.
4. If reception is becoming crowded, limit the number of people who can enter the venue.
5. When reception has finished, move to the seating area (changing room for women), change into *kendo-gi* and *hakama* and wait.
 - A. So that the seating area does not become crowded leave one or more empty seats between people.
 - B. To stop the women's changing room becoming crowded, divide into two halves to use. After changing, move to the seating area for the examinees' explanation.
6. The AJKF will conduct the examinees' explanation at the seating area.

Calling examinees, distributing examinee numbers, waiting for the practical examination

1. The first half of examinees (as described in Reception, changing, and examinee explanations 2 above) will be called to assemble with the AJKF deciding the examinees' numbers.

*The second half of examinees will wait in the seating area.

2. The first to fifth groups of examinee numbers will assemble by the court.

*The sixth to tenth groups of examinees will assemble when the practical examination of the third group has finished.

Their examinee number will be decided and then they will wait.

3. The second half of examinees (as described in Reception, changing, and examinee explanations 2 above) will follow the same procedure as described above for the first half.
4. Alcohol spray will be placed at the entrance to the examination court. When entering the court area, examinees will disinfect their hands.

Practical examination

1. Examinees must wear a Men-mask for the practical examination.
2. The first to third groups of examinees will put on their *men* and wait at the designated place or sit down. The fourth and fifth groups will wait in the designated place. All waiting examinees do not need to move.
3. When the third group has finished, the sixth group will put on their *men*.

Announcement of passing the practical examination

1. When the tenth group has finished, an announcement of those who passed will be made. The morning group will be divided into a first and second half which consist of ten groups each. Therefore, two announcements for passing the practical examination will be made. The same applies to the afternoon group.

2. To avoid becoming crowded, the announcement will be made away from the examination court in a more spacious area, such as the lobby.
3. Passing examinees will then take the *kata* examination.
4. Examinees that failed, should leave the venue promptly.

Nippon Kendo Kata examination

1. Examinees who pass the practical examination must line up at intervals of at least 1m.
2. Examinees will wear a Men-mask during the examination.
3. After the announcement of who has passed, please leave the venue promptly.

Other

1. All examiners, court officials, and other officials must wear a mask. Over the mask they must wear a face shield supplied by the AJKF.
2. To avoid the examiners' waiting room and toilets becoming crowded during break times, takes longer breaks and suggest examiners use the waiting room and toilets in shifts.
3. Ventilate the examination court area. If possible, use a fan.
4. The AJKF will periodically disinfect equipment and areas, such as door handles, that many people touch. Also, alcohol spray and paper towels must be placed at the entrances to toilets.
5. Examinees must take home empty food wrappings, other items and garbage brought with them.
6. If you develop a COVID-19 infection within two weeks of the examination finishing, immediately contact the AJKF and give details of the people you were in direct contact with.