

## University Procedures For Those Infected With COVID-19 or Identified as “Close Contacts”

	You are diagnosed as having COVID-19	You are identified as a “close contact” by a medical institution or a public health center	You are identified as a “semi-close contact” by Ritsumeikan University					
<b>Circumstance</b>	You test positive for COVID-19.	You are requested by a medical institution or public health center to self-quarantine at home because your family or roommate etc., tested positive for COVID-19.	You are requested by Ritsumeikan University to self-quarantine at home to prevent the spread of COVID-19 infection on campus.					
	Common COVID-19 symptoms: Fever, runny nose, nasal congestion, sore throat, discomfort in throat, headaches, fatigue, stomachaches, diarrhea, impaired sense of taste and smell, shortness of breath or difficulty breathing, etc.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: yellow; text-align: center;">Two days before</td> <td style="background-color: yellow; text-align: center;">A day before</td> <td style="background-color: yellow; text-align: center;">The day the infected person developed symptoms or the day the infected person (asymptomatic) received a test.</td> <td style="background-color: yellow; text-align: center;">Before the infected person started isolating</td> </tr> </table>	Two days before	A day before	The day the infected person developed symptoms or the day the infected person (asymptomatic) received a test.	Before the infected person started isolating		
Two days before	A day before	The day the infected person developed symptoms or the day the infected person (asymptomatic) received a test.	Before the infected person started isolating					
		If you had either of the following types of contact with a positive case during this period.						
		① Contact for more than 15 minutes and within one meter, without the necessary infection prevention measures. (E.g. talking without a mask or eating at a restaurant together). ② Extended contact with a positive case in a confined space (e.g. passenger in the same car).						
<b>Period of Absence From Class</b>	(Symptomatic case) Self-isolate until 7 days have passed since the day you developed symptoms (count this as day 0) and you have been symptom free for 24 hours. If there are no changes in your condition, you can return to campus on day 8. (Asymptomatic case) Self-isolate until 7 days have passed since the day you were tested for COVID-19 (count this as day 0). If the antigen qualitative test is negative on day 5, you can return to campus on day 6.	Self-quarantine until 5 days have passed since the day of last contact (count this as day 0) with the infected person. If there are no changes in your condition, you can return to campus on day 6.	Self-quarantine until 5 days have passed since the day of last contact (count this as day 0) with the infected person. If there are no changes in your condition, you can return to campus on day 6.					
<b>University Procedures</b>	1. COVID-19 Report Form <a href="http://en.ritsumei.ac.jp/health/coronavirus_infection/">http://en.ritsumei.ac.jp/health/coronavirus_infection/</a> <b>(Students only)</b> Food assistance from the Parents Association of Students Education Assistance (For students who find it difficult to organize food supplies while in isolation/quarantine.) *Please note food can only be delivered on weekdays and will not be delivered on weekends or public holidays. This support is only available to those who are confirmed to be infected with COVID-19 who are isolating/quarantining in student accommodation. Please apply within the above COVID-19 Report Form.	1. Close Contact Report Form <a href="http://en.ritsumei.ac.jp/health/coronavirus_infection/">http://en.ritsumei.ac.jp/health/coronavirus_infection/</a>	1. Close Contact Report Form <a href="http://en.ritsumei.ac.jp/health/coronavirus_infection/">http://en.ritsumei.ac.jp/health/coronavirus_infection/</a>					
	2. (Students only) Apply for special consideration for class absence (Study Support Site) <a href="#">Officially Approved Absence/Special Considerations on Classes   Study Support Site   Ritsumeikan University</a>							
	<b>(Faculty and Staff only)</b> (Asymptomatic case) If you wish to shorten your quarantine period: Please submit the antigen qualitative test application form to the Office of General Affairs ( <a href="https://forms.office.com/r/OijytssPCU">https://forms.office.com/r/OijytssPCU</a> ). Upload a photo of the result of the antigen qualitative tests performed on the 5 <sup>th</sup> day of your quarantine period using the following form ( <a href="https://forms.office.com/r/t4HtkGyiKL">https://forms.office.com/r/t4HtkGyiKL</a> ). * 1	<b>(Faculty and Staff only)</b> If you are identified as a “close contact” or a “semi-close contact” and wish to shorten your quarantine period: Please submit the antigen qualitative test application form to the Office of General Affairs ( <a href="https://forms.office.com/r/OijytssPCU">https://forms.office.com/r/OijytssPCU</a> ). Upload a photo of the result of the antigen qualitative tests performed on the 2 <sup>nd</sup> and 3 <sup>rd</sup> day of your quarantine period using the following form ( <a href="https://forms.office.com/r/Ywd6nc8xVM">https://forms.office.com/r/Ywd6nc8xVM</a> ). * 1						
<b>(Faculty and Staff only) * 1</b> After submitting, take a screen shot of the completion message on the screen. Please email this screenshot to the administrative manager of your department. Teachers are not required to complete this final step.								