

Ritsumeikan University Guidelines to Prevent the Spread of Novel Coronavirus Infections

June 1, 2020 Ritsumeikan Trust Crisis Response Task Force

June 1, 2020 Ritsumeikan University Infectious Disease Task Force

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[Attachment 1]

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- COVID-19 Pandemic Public Health Management Manual for Schools (May 22, 2020; MEXT)
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Introduction

Given the global spread of the novel coronavirus (COVID-19) since mid-January 2020, Ritsumeikan University has been deliberating necessary measures in the Infectious Disease Task Force and the Trust-level Crisis Response Task Force, and we have implemented a range of measures, some of which have been discussed and decided in the Executive Board of Trustees and other official meetings. In addition, the Ritsumeikan Trust Crisis Response Task Force formulated the Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan) on April 27, 2020 (which went into effect on May 7), and we have determined our response in accordance with the Activity Restriction Levels in the BCP.

From now on, we need to continue our operations while exercising due caution to prevent the spread of COVID-19 based on the practical example of a “new lifestyle” issued by the national government’s expert panel. For this reason, we decided to formulate the Ritsumeikan University Guidelines to Prevent the Spread of Novel Coronavirus Infections, and we will pursue initiatives based hereupon after notifying the students, faculty, and staff of these guidelines. We plan to revise these guidelines as needed based on COVID-19 infection trends, national and local government policies, and the situation within the university.

Please refer to these guidelines and exercise due caution to prevent the spread of COVID-19.

1. Basic Approach

○ We will strive to prevent the spread of COVID-19 based on our duty to protect the lives, safety, and health of our students, faculty, and staff and to fulfill our social responsibility to prevent the spread of infection.

2. Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan)

○ In accordance with the Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan) (approved by the Ritsumeikan Trust Crisis Response Task Force on April 27, 2020; in force since May 7), the Ritsumeikan Trust Crisis Response Task determines the current Activity Restriction Level (Levels 0 - 5). Based on the Activity Restriction Level, each organization and division shall determine the scope of restrictions on activities and facility usage and notify the relevant individuals.

■ Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan)

3. Measures to Prevent the Spread of Infection at the University

(1) Policies for each campus of Ritsumeikan University

- Because Ritsumeikan University’s campuses are located in the three prefectures of Kyoto (Kinugasa and Suzaku), Shiga (BKC), and Osaka (OIC), our students, faculty, and staff commute from a wide area, so even if a state of emergency is declared for just one prefecture, as a rule, our response will be uniform for all our campuses.
- However, if a state of emergency is declared for a specific prefecture and it appears that it will remain in effect for an extended period of time, our response at the campuses in the prefectures lying outside of the prefecture subject to the state of emergency may differ partially to a limited degree.

(2) Restricting student entry to the campuses

- We will decide on campus entry restrictions using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and by controlling the number of students on campus at any given time, we will strive to reduce contact between people and prevent the spread of infection.

1) Level 0: Normal
2) Level 1: Entry permitted (while exercising caution to prevent the spread of infection)
3) Level 2: Entry permitted (while taking measures to avoid the “Three Cs”)
4) Level 3: Entry restricted (Entry, including the usage of some facilities, may be permitted provided thorough measures are taken to avoid the “Three Cs”.)
5) Level 4: Entry prohibited in principle (Partial entry, including the of some facilities, may be permitted provided thorough measures are taken to avoid the “Three Cs.”)
6) Level 5: Entry prohibited

Table 1: Maximum number of students who can be on campus for each level in the RU BCP

RU BCP Activity Restriction Level	Maximum number of students who can be on campus
Level 0 (No restrictions)	100%
Level 1 (Bare minimum restrictions)	70% - 90%
Level 2 (Minimal restrictions)	40% - 60%

Level 3 (Moderate restrictions)	10% - 30%
Level 4 (Severe restrictions)	0% - 5%
Level 5 (Maximum restrictions)	0%

* These figures are only rough guides. Decisions will be made by the Ritsumeikan Trust Crisis Response Task Force in light of the status of infection in the country and the prefecture where the campus is located as well as requests issued by the national and/or local government.

* The maximum capacity of 100% does not refer to the total number of currently enrolled students; rather, it refers to the number of students expected to be on campus in normal times (i.e., when there are no entry restrictions in place). However, measures will need to be taken to prevent the spread of infection, including measures to avoid the “Three Cs,” as requested in the national government’s “Example of Practicing a ‘New Lifestyle’” pamphlet.

(3) Class formats

○ We will decide on class formats using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and by controlling the number of students on campus at any given time and placing restrictions on face-to-face classes as the situation dictates, we will strive to reduce contact between people and prevent the spread of infection.

- 1) Level 0: Normal
- 2) Level 1: Face-to-face classes, seminars, experiments and practicums will be held while exercising caution to prevent the spread of infection.
- 3) Level 2: Face-to-face classes, seminars, and practicums can be held while exercising maximum caution to prevent the spread of infection, but online classes are recommended where possible.
- 4) Level 3: As a rule, classes will only be held online, but some experiments and practicums may be permitted provided thorough efforts are taken to avoid the “Three Cs.”
- 5) Level 4: As a rule, classes will only be held online.
- 6) Level 5: Classes will only be held online.

(4) Implementation of outbound overseas programs

○ Decisions on whether to implement outbound overseas programs and whether to order students to return to Japan will be made based on the spread of COVID-19 overseas and the Travel Advice & Warning on Infectious Diseases issued by the Ministry of Foreign Affairs (MOFA). These decisions will be made based on the criteria outlined in “Revisions to the Criteria for Deciding Whether to Allow Students to Participate in Study Abroad Programs Organized by the Ritsumeikan University Center for International Education and Partake in Other Overseas Travel (May 22, 2018, Center for International Education Meeting; June 13, 2018, Executive Board of Trustees).

Infection Risk Level (MOFA)	Status of Dispatch	Decision-making Guidelines
Level 1 Exercise sufficient caution.	Before departure	As a rule, we will dispatch students overseas, but we will monitor the situation in the host country at all times. However, if the situation in the host country clearly appears as if it will worsen, or if it has worsened, we will issue a decision on cancelling dispatch.
	On the program	As a rule, we will allow students to remain overseas, but we will monitor the situation in the host country at all times. However, if the situation in the host country clearly appears as if it will worsen, or if it has worsened, we will issue a decision on cancelling dispatch.
Level 2 Non-essential, non-urgent overseas travel shall be postponed.	Before departure	As a rule, overseas dispatch will be cancelled.
	On the program	The basic rule is that overseas dispatch will be cancelled and the students will be made to return to Japan in a timely manner.
Level 3 An alert will be issued to cancel all travel.	Before departure	Overseas dispatch will be cancelled immediately.
	On the program	Overseas dispatch will be cancelled and the students will be made to return to Japan immediately.
Level 4 An alert will be issued for evacuation.	Before departure	Overseas dispatch will be cancelled immediately.
	On the program	Overseas dispatch will be cancelled and the students will be made to return to Japan immediately.

○ If any unforeseen circumstances arise while overseas programs are in session, we will respond in accordance with the Ritsumeikan University Center for International Education Overseas Risk Management and Response Manual (May 22, 2018, Center for International Education Meeting; June 13, 2018, Executive Board of Trustees).

(5) Implementation of self-directed and extracurricular activities

○ We will decide on self-directed and extracurricular activities using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and by controlling the number of students on campus at any given time and placing restrictions on activity format and participant numbers as the situation dictates, we will strive to reduce contact between people and prevent the spread of infection.

- 1) Level 0: Normal
- 2) Level 1: Activities will be held while giving exercising caution to preventing the spread of infection.
- 3) Level 2: Activities will be held while giving maximum caution to preventing the spread of infection. However, retreats, bus trips, and other activities where the “Three Cs” cannot be avoided will be cancelled.
- 4) Level 3: Only organizations recognized as taking sufficient measures to prevent infection and the spread of infection will be permitted to conduct activities, and the scope and content of said activities will be limited.
- 5) Level 4: Activities will be prohibited in principle regardless of location (on or off campus). However, online meetings will be permitted.
- 6) Level 5: Activities will be prohibited regardless of location (on or off campus). However, online meetings will be permitted.

(6) Implementation of research activities

○ We will decide on research activities using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and we will strive to reduce contact between people and prevent the spread of infection by controlling the number of faculty on campus and by avoiding the Three Cs in labs,.

- 1) Level 0: Normal
- 2) Level 1: Near-normal research activities can be conducted while exercising caution to prevent the spread of infection.
- 3) Level 2: Research activities can be continued while exercising maximum caution to prevent the spread of infection, relevant individuals (i.e., students, researchers, and faculty) should reduce the amount of time they spend in the campus and consider working from home.
- 4) Level 3: Only the absolute minimum required number of relevant individuals may be allowed into labs or offices in order to implement important and urgent experiments and researches. Permitted relevant individuals should reduce the amount of time they spend on-site, and all other personnel should work from home.
- 5) Level 4: To maintain the minimum level of research functions, only researchers and faculty members will be permitted temporary access to care for animals, refill liquid nitrogen, maintain servers, etc. Entry to the campus by students will be prohibited in principle.
- 6) Level 5: To maintain the minimum level of research functions, only researchers and faculty members will be permitted temporary access to care for animals, refill liquid nitrogen, maintain servers, etc.

(7) Holding of Ceremonies and events

○ We will decide on the holding of ceremonies and events using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and by controlling the number of students and visitors on campus at any given time and placing restrictions on activity format and participant numbers as the situation dictates, we will strive to reduce contact between people and prevent the spread of infection.

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| <ol style="list-style-type: none">1) Level 0: Normal2) Level 1: Only events deemed highly necessary will be held while exercising caution to prevent the spread of infection.3) Level 2: We will refrain from holding non-essential and non-urgent events and events conducive to the “Three Cs.”4) Level 3: In principle, all events will be postponed or cancelled.5) Level 4: In principle, all events will be postponed or cancelled.6) Level 5: All events will be postponed or cancelled. |
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○ Rental of facilities to non-university personnel

- As a rule, we will not rent facilities to non-university personnel during the period in which campus entry restrictions are in place and the period in which we are refraining from holding on-campus ceremonies and events in accordance with the Activity Restriction Level in the Ritsumeikan University BCP. We will not charge cancellation fees for the cancellation of facilities that have already been reserved. If a reservation cannot be cancelled due to circumstances pertaining to the organizer or if it is deemed that facility usage must be allowed, we will ask the organizer to take responsibility for enacting thorough measures to prevent infection.

(8) Faculty and staff work arrangements

○ We will decide on faculty and staff work arrangements using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP, and by controlling the number of faculty and staff on campus at any given time, we will strive to avoid the “Three Cs” while commuting and in the office, reduce contact between people, and prevent the spread of infection.

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| <ol style="list-style-type: none">1) Level 0: Normal2) Level 1: Near-normal administrative activities can be conducted while exercising caution to prevent the spread of infection.3) Level 2: While exercising maximum caution to prevent the spread of infection, working hours will be staggered, and staff who are able to work from home due to the nature of their duties will be recommended to do so.4) Level 3: While exercising maximum caution to prevent the spread of infection, working hours will be staggered, and staff who are able to work from home due to the nature of their duties |
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will be recommended to do so.

Some duties may be postponed or processed after the fact, and the number of staff commuting to campus will be reduced where possible.

5) Level 4: While exercising maximum caution to prevent the spread of infection, working hours will be staggered, and staff who are able to work from home due to the nature of their duties shall do so.

To ensure that important ongoing duties can be performed, the required staff will work in shifts while taking measures to avoid contact between the two groups when the shifts change.

6) Level 5: As a rule, staff will work from home except for the minimum number of staff required to handle campus security, maintenance, and administration.

- Based on the levels indicated above, we shall make accommodations for faculty and staff work. Namely, we will maintain flexible working arrangements, including teleworking, staggered working hours, and shift work, and when elementary and junior high schools are temporarily closed, we will secure working spaces where employees can bring their children. We will also secure space to ensure avoidance of the “Three Cs” in the offices.

Holding Meetings

- Based on the Activity Restriction Level in the Ritsumeikan University BCP, meetings should be held online where possible to reduce the risk of droplet infection and infection through close contact among meeting members.
- When conference rooms are used, thorough measures shall be taken to avoid the “Three Cs” and the following guidelines shall be adhered to.

“Guidelines for the Convocation and Operation of Meetings” (approved by the Ritsumeikan Trust Crisis Response Task Force on March 2, 2020)

- Meeting management measures will be taken to shorten meeting times as much as possible.
- If there is space in meeting rooms, members shall leave seats open between them or take other measures to minimize close contact (2 m if possible; at least 1 m of distance between adjacent seats).
- As a rule bentos and tea will not be distributed in meetings because doing so could increase the risk of infection.
- If meetings run long, doors and/or windows will be opened once every 30 minutes for ventilation (i.e., windows etc. will be opened on opposite sides of the room and/or ventilation fans will be used)
- Meeting participants will be asked to pay attention to their health, refrain from attending when you have a fever or do not feel well and take measures to prevent infection (e.g., wear masks, adhere to cough etiquette, and regularly wash their hands and/or disinfect their hands and fingers).

Official trips

- If COVID-19 infections continue to increase and the national and/or local government issues stay-at-home requests or restrictions on travel between prefectures, we will consider cancelling or postponing non-essential, non-urgent official trips for school business in accordance with the Activity Restriction Level in the Ritsumeikan University BCP, and we will hold online meetings, interviews, etc. with our vendors and other relevant parties in an effort to reduce travel and person-to-person exposure.
- If a state of emergency is declared for a particular prefecture, as a rule, we will prohibit official trips to that prefecture.
- If the Ministry of Foreign Affairs designates a country/area as having the infectious disease risk at Level 2, as a rule, official trips to the country/area will be prohibited. In addition, official trips to a country/area facing the entry ban to Japan will be prohibited in principle.

(9) Usage of facilities

■ Classroom usage

- When classrooms are used for holding face-to-face classes, we will take measures for preventing infection, such as consistently avoiding the “Three Cs” in accordance with the Activity Restriction Level in the Ritsumeikan University BCP.
- Carry out regular ventilation by opening windows (entrances) on opposite sides of the room (open windows all the way during breaks).
- Use spacious classrooms and aim to prevent close contact by sitting in a checkered pattern or using assigned seating.
- Require that masks be worn. Furthermore, it is recommended that faculty wear a face shield as needed.
- When conversation or discussion is necessary, in addition to wearing masks, the speakers shall maintain a distance between themselves (2 m if possible; at least 1 m).

■ Library usage

- When entry to campus is prohibited in accordance with the Activity Restriction Level in the Ritsumeikan University BCP, library usage shall be limited essentially to library material mailing services, such as the advance reservation hold service and copying service, with the aim of controlling the number of students on campus and preventing the spread of infection.
- When partial entry and facility usage are permitted in accordance with the Activity Restriction Level in the Ritsumeikan University BCP, we will aim to prevent the spread of infection by

controlling the number of individuals who can enter, such as setting the number of individuals permitted entry at a maximum of 10%- 20% of seating capacity, limiting the services available for use, and limiting the time that use is permitted as the situation dictates.

■ Information classroom usage

○ When partial entry and facility use are permitted in accordance with the Activity Restriction Level in the Ritsumeikan University BCP, we will aim to prevent the spread of infection by controlling the number of users by way of implementing advance reservations and setting the number of users at a maximum of 10% - 20% of seating capacity, and by limiting the time that use is permitted.

○ When using the information classrooms, require users to sanitize their hands upon entering/exiting the classroom, to wear a mask, and to bring their own headsets with them. Furthermore, implement regular disinfection within the classroom and of shared items (e.g., PCs, keyboards, mice, headsets).

■ Usage of athletic facilities

○ When engaging in extracurricular and self-directed activities, follow the guidelines outlined in Section 3-(5) ("Implementation of self-directed and extracurricular activities").

○ Regardless of the type of physical activity or sport, maintain distances from those nearby, even when not engaged in said activity or sport.

○ Limit the number of users in the changing rooms/rest areas at one time.

○ When admitting spectators, ensure there is sufficient space between individuals so they are not crowded together. Furthermore, make it known that people should i) not cheer in loud voices, ii) refrain from conversation, and iii) wear masks when talking.

○ When holding any type of sports competition, refer to the guidelines established by the National Sports Federation and take the actions required.

○ Also, please refer to the "Guidelines for Preventing the Spread of Infection for the Re-opening of Community and Athletic Facilities" and "Guidelines for Preventing the Spread of Infection for Resuming Sports Events" and take the actions required.

■ Usage of cafeterias and shops (University Co-op)

○ Precautions

• Be thorough in taking preventative measures to avoid spreading infection on campus and inside the University Co-op.

• Maximize employee health management and store sanitation, and expand understanding and cooperation with these efforts by informing Co-op workers of them as well.

- Specific measures for shops
 - Staff shall wear masks when serving customers.
 - The physical condition of staff shall be checked daily. Only staff whose health status has been confirmed will be allowed to work.
 - Staff hand-washing and disinfection using an alcohol-based disinfectant shall be carried out at set times.
 - When paying, a coin tray will be used for passing cash and receipts. Encourage the use of IC cards as much as possible.
 - Ventilate halls regularly and create air flow in order to facilitate further ventilation.
 - Large fans for the purpose of ventilation will be installed on Kinugasa and OIC.
 - Tables and chairs are to be sanitized twice daily.
 - There will be times when entry will be limited due to crowded conditions.
 - Request that diners refrain from conversation while eating.
 - Issue guidance that anyone with symptoms such as a fever, coughing, or sneezing, or who feels unwell in general, should refrain from using any on-campus shop.

Specific measures for visiting the cafeteria: Requests to diners & other information

- Please wash your hands before visiting the cafeteria.
- Alcohol-based hand sanitizer has been placed at cafeteria entrances. Please be sure to sanitize your hands when entering the cafeteria.
- Vinyl sheeting has been installed at every station for thorough prevention of droplet infection.
- Social distancing of Co-op workers will be ensured at every station.
- Sitting directly opposite someone when using the dining hall will be prohibited and some seating will be removed.
 - ⇒ At Kinugasa and BKC, seats directly across the table will be marked with an X and some seating will be removed. At OIC, seats will be placed facing one direction only.
- Cafeteria use is restricted to meals only, with the rule that diners are to leave immediately after finishing their meal. Also, please refrain from conversing while eating.
- For the time being, dressings and seasonings will be provided in individual packets and only individually wrapped single-use chopsticks, spoons and forks will be provided.
 - 装) にて対応します。
- Water dispensers, tea dispensers, and microwave ovens will no longer be provided (for the thorough prevention of infection).
- For the ventilation and congestion relief within shops, traffic lines will be one-way.

- Measures to be implemented at international dormitories, field houses, and seminar houses
 - Given that living space is shared, make efforts to prevent the spread of infection, including

thorough disinfection and consistent avoidance of the “Three Cs” in particular.

- Facility managers shall raise awareness and make the arrangements necessary to enable residents to put the "New Lifestyle" into practice.
- Residents are asked to refrain from eating and drinking while socializing or engaging in recreation within the facilities.

■ Measures to be implemented for facilities and equipment

- Regularly disinfect items of communal equipment (e.g., handrails, door knobs)
- Place hand sanitizer at building entrances and in the restrooms
- Keep restroom doors open
- Keep security doors open or convert them to automatic doors (this will be considered where possible)
- Install paper towels in restrooms or ask people to make sure they bring their own clean handkerchief or towel
- Install partitions on cafeteria tables so diners can eat with peace of mind
- Install sheeting for the prevention of droplet infection in offices with counters open to the public
- Check whether mechanical ventilation equipment has been installed and equip those buildings and classrooms that require mechanical ventilation equipment
- Secure masks, alcohol-based sanitizer, etc.

4. Actions Everyone Needs to Take to Prevent the Spread of Infection

- It is crucial that everyone takes appropriate action to prevent the spread of infection. To this end, we ask that everyone actively practice the “New Lifestyle” (Attachment 1) proposed by the national government's expert panel and take thorough action to avoid getting infected and avoid infecting others. The university will continue to raise awareness of this ‘New Lifestyle’ among its students, faculty, and staff.

Actions required to ensure you do not get infected and do not infect others.

- (1) Thoroughly implement basic measures to prevent infection, such as keeping physical distance between yourself and others, wearing a mask, and washing your hands.
- (2) Take your temperature before leaving home and refrain from coming to school or the office or otherwise going out if you have a fever or do not feel well.
- (3) Avoid going to places and joining events conducive to the “Three Cs.”

Actions to avoid clusters (group infection)

- If you plan to hold a ceremony or event or undertake an activity, take caution to avoid the

following “Three Cs” (1) to (3). Each one of you is requested to avoid venues and activities conducive to the “Three Cs.”

- (1) Closed spaces with poor ventilation
- (2) Crowded spaces
- (3) Close contact settings with talking and/or shouting

Precautions when commuting

- Take sufficient caution and take thorough measures to prevent infection when commuting.
- Walk or cycle to campus if possible.
- If you have no choice but to use public transportation, i) be sure to wear a mask, ii) refrain from talking to people, and iii) avoid traveling at peak times as much as possible.

Precautions for students in particular

- Although most students are consciously taking action to prevent the spread of infection, some students might go to places conducive to the “Three Cs” because they believe young people have a low risk of infection or will not develop serious symptoms if they do get infected, and in turn, they are spreading infection without realizing it. Therefore, we strongly urge every student to treat this situation seriously and act with responsibility and self-awareness.
- We will engage in awareness-raising by encouraging all students to carefully read the “Thinking About Your Situation: Advice for All Students” homepage released by the Division of Student Affairs and to think about their actions.

■ Thinking About Your Situation: Advice for All Students

<http://www.ritsumeai.ac.jp/file.jsp?id=457690>

Raising awareness among students, faculty, and staff

- We will continue to raise awareness of measures through the university homepage, Twitter, Manaba +R, in-building announcements, and posters.
- We will clearly communicate the following measures: wear a mask, adhere to cough etiquette, wash and disinfect hands and fingers, do not come to school you have a fever or cold symptoms, avoid the “Three Cs,” and take your temperature every morning. We will also provide instructions for making your own mask and tips for health management.



Source: Ministry of Health, Labour and Welfare. “About Coronavirus Disease 2019 (COVID-19)”

5. Precautions for Lifting the Campus Entry Bans and Resuming University Operations

○ Campus entry restrictions may be enacted upon the issuance of emergency measures (requests to refrain) by local governments in accordance with the national government’s state of emergency declaration, but even if the national and local governments’ emergency measures are lifted, immediately opening the campus will mean a large number of students will be on campus and could result in situations conducive to the “Three Cs.” This raises the risk of cluster infection, so campus entry restrictions for students and other individuals will be phased out over a certain period of time. This approach is also necessary to reduce the risk of infection stemming from students returning to campus from their parents’ homes all at once.

6. Response in the Event of Infection or Close Contact or Suspected Infection or Close Contact

○ The “Guidelines in Case a Member of the Academy Becomes Infected with the Novel Coronavirus” (March 11, 2020, Executive Board of Trustees) and “Response to Notification of Infected Persons or Suspected Infected Persons” (April 3, 2020, Ritsumeikan University Infectious Disease Task Force) will dictate our response.

[Overview of the “Guidelines in Case a Member of the Academy Becomes Infected with the Novel Coronavirus”](#)

- These guidelines outline scenarios for the following cases of infection: (1) Infection of a student, (2) Infection of a faculty or staff member, and (3) Infection of some other Academy stakeholder.
- The major points for each of these cases are as follows:

<p>Case (1): In the event that a student is infected</p> <ol style="list-style-type: none"> 1. Receive first report of an infected student 2. Establish the Emergency Response Task Force 3. Suspend attendance of the individual in question 4. Request cooperation in tracing the route of infection and identifying individuals who have been in close contact with the infected individual 5. Decide on temporary school closure 6. Suspend attendance of individuals who have been in close contact with the infected individual 7. Disinfect the facilities and equipment in rooms where the infected individuals were present 8. Publicly announce the occurrence of infection 9. Provide support to the student in question 10. Make accommodations in case school is closed or attendance is suspended 11. Urge students, faculty, and staff once more to implement measures to prevent infection 12. Maintain the campus and facilities 13. Take measures in case the infection occurred in an international dormitory, field house, or similar such facility <p>* The same procedures will be followed for Cases (2) and (3) taking into account the circumstances particular to each case.</p>

Guidelines for Typology and Response in Case Someone Becomes Infected or is Suspected of Being Infected (Revised: April 20)

Type	Case / Contact History	Response
A	Patient (Confirmed case)	Treatment (hospitalization; rest in a hotel; rest at home)
A1	Suspected infection	Treatment (hospitalization; rest in a hotel; rest at home)
A2	Asymptomatic carrier	Quarantine (at hospital, hotel, or home)
B	Close contact	Stay at home for two weeks; monitor health
b	Contact	Monitor health for two weeks
C	Close contact of a close contact	Monitor health for two weeks
c	Contact of a close contact	Monitor health for two weeks

Drafted by: Director of the Ritsumeikan University Medical Service Center

* Follow any instructions provided by the public health center or hospital.

* You do not need to stay at home or otherwise restrict your activities if you have only been asked to monitor your health for two weeks. Please go about your daily life while exercising caution to prevent infection.

* Please use the “Health Monitoring Sheet” available on the Medical Service Center homepage to monitor your health.

Notes

“Suspected infection” (A1) refers to individuals who are highly likely to be infected in light of their symptoms and circumstances but have not been tested.

- This includes individuals with a history of contact with an infected person who have a fever or other symptoms; individuals who traveled to or live in an area where the disease is prevalent; individuals who have a fever or other symptoms, who have been shown to have pneumonia from a CT scan, and who require hospitalization because a physician suspects they have contracted COVID-19.

“Asymptomatic carrier” (A2) refers to individuals who have no symptoms but have tested positive, having been tested based on a survey of contacts.

“Close contact” (B) refers to the following individuals who have come into contact with a “Patient (Confirmed case)” during the infectable period. *1

- Individuals who live with a “Patient (Confirmed case)” or have been in contact with the patient for a prolonged period (e.g., inside a car or airplane).

- Individuals who have diagnosed or provided care to a “Patient (Confirmed case)” without adequate protection from infection.

- Individuals with a high likelihood of having come into direct contact with contaminants, such as respiratory secretions or body fluids, produced by a “Patient (Confirmed case).”

- Other: Individuals who have been in contact with a “Patient (Confirmed case)” for 15 minutes or more without the necessary protection from infection within arm's reach (about 1 m). (The contagiousness of the patient shall be comprehensively assessed based on individual circumstances, including the situation in the surrounding area and contact status.)

* 1: The infectable period of a “Patient (Confirmed case)” is the period starting two days before the onset of symptoms (see * below) that trigger suspicion of a COVID-19 infection, including fever and acute respiratory symptoms such as cough and shortness of breath, and lasting until the start of quarantine.

* Fever, cough, shortness of breath, general malaise, sore throat, nasal discharge/nasal congestion, headache, joint/muscle pain, diarrhea, nausea/vomiting, etc.

A person who has been in close contact with a “Patient (Confirmed case)” (A) is a “Close contact” (B), and when the close contact (B) who develops a fever or other cold-like symptoms during the period of observation will be upgraded to a “Suspected infection” (A1) and will be given a PCR test. If they test positive, they will be upgraded again to “Patient (Confirmed case)” (A).

“Contact” (b) refers to an individual who has come into contact with a “Patient (Confirmed case)” (A) due to working at the same place or belonging to the same club, but whose contact does not meet the criteria for close contact.

Individuals categorized as C or c only need to monitor their health as they are not subject to any specific measures. If an individual is upgraded from B to A, then those individuals categorized as C may be re-categorized as B. Therefore, it is important to create a list of individuals subject to specific measures in advance.

*2: Reason for having close contacts suspend attendance for two weeks

Grounds: “Regarding the resumption of classes at technical schools and other institutions in FY2020” (MEXT notification, March 24, 2020)

If a student is found to be infected or if a student has been identified as a close contact of an infected person, schools must suspend the attendance of the student in question in accordance with Article 19 of the School Health and Safety Act. In the latter case, if a student's attendance is suspended, the criteria for setting the period of suspension shall be two weeks from date on which the student last had close contact with the infected person.

Attachment 1: Example of Practicing a “New Lifestyle”

Attachment 2:

- Guidelines for the Prevention of Infection ahead of the Resumption of Activities at Universities and Other Institutions (May 27, 2020; Kyoto Prefecture)

https://www.pref.kyoto.jp/documents/20200527kansenkakudaiyobou_guideline-daigaku.pdf

- COVID-19 Pandemic Public Health Management Manual for Schools (May 22, 2020; MEXT)

https://www.mext.go.jp/content/20200522_mxt_kouhou02_mext_00029_01.pdf

- Guidelines for the Prevention of Infection for Each Sector (May 27, 2020; Cabinet Office)

https://corona.go.jp/prevention/pdf/guideline_20200527.pdf