

Action Guidelines for Confirmed Cases of COVID-19 among People Related to the Ritsumeikan Trust (Version 2)

March 11, 2020 (Ver. 1)

Revised October 5, 2020 (Ver. 2)

Revision of Action Guidelines

These guidelines (Ver. 2) bring together the necessary response measures to implement when people concerned with the Ritsumeikan Trust—such as university students, students at affiliated senior/junior high schools and primary school (hereinafter “students”), and faculty, teachers and staff (hereinafter “faculty and staff”) —contract COVID-19. In line with further notification from the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the Ministry of Health, Labor and Welfare (MHLW), and other institutions, as well as actual response measures at campuses, universities, and schools, we have taken the decision to revise the content of our guidelines.

These guidelines describe the standard response procedures when an individual concerned with the Ritsumeikan Trust becomes infected with COVID-19. We ask that our universities, schools, campuses, and colleges refer to these guidelines when responding to cases of infection.

Version 1 of these guidelines separated our response measures by (1) students; (2) faculty and staff; and (3) other related individuals. Due to repetition in content, however, in Version 2, we have put these together into one category.

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Action Guidelines for Confirmed Cases of COVID-19 among People Related to the Ritsumeikan Trust (Version 2)

Item	Details/Response
1. Initial reporting	<ul style="list-style-type: none"> ● If a student or faculty and staff is found to be infected with COVID-19, the relevant medical institution will notify the individual (or parent/guardian), and submit a report to the relevant health center. The universities and schools are asked to tell a student, parent/guardian, or member of faculty and staff in advance to contact the universities r schools as soon as possible if they are infected. <p>[At an affiliated school]</p> <ul style="list-style-type: none"> ● At the affiliated schools, if you receive a report from a parent/guardian regarding a case of infection, please report/share the information with the principal and the school administration department immediately. <p>[At Ritsumeikan University]</p> <ul style="list-style-type: none"> ● If a professor receive an initial report stating that a student, etc has been infected or been in close contact with an infected individual, please contact the administrative manager of the relevant college or graduate school. ● If the administrative office of a college or graduate school, or other offices, receives an initial report of a case of infection or that someone has been in close contact with an infected individual, email the following offices/managers to ensure that information is

	<p>shared in a timely manner.</p> <p>[If the infected/close-contact individual is a university student (college or graduate school student)]</p> <p>-Medical Service Center (Director) -Division of Student Affairs (Deputy managing director, relevant student office campus administrative manager, Medical Service Center manager) -Division of Academic Affairs (Administrative manager, relevant campus deputy managing director, administrative manager college/graduate school) -Division of General Affairs (Executive trustee/managing director, relevant campus chief administrative officer/regional collaboration manager, general affairs manager)</p> <p>*If the information regards an international student or international program participant, please add the Division of International Affairs (Deputy managing director, relevant campus international affairs manager) to your contact list.</p> <p>[If the infected/close-contact individual is a faculty of staff]</p> <p>-Medical Service Center (Director) -Division of Student Affairs (Medical Service Center manager) -Division of Human Resources (Managing director, Office of Payroll Benefits manager) -Division of General Affairs (Executive trustee/managing director, relevant campus chief administrative officer/regional collaboration manager, general affairs manager)</p> <p>*If the information regards a faculty, please add the Division of Academic Affairs (Administrative manager, relevant campus deputy managing director, administrative manager of relevant college/graduate school) to your contact list.</p> <p>*Departments that receive reports will report/share the information with the relevant executive, director, department, etc. *Please handle personal information with the utmost care.</p>
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	<p>*APU matters will be reported through the APU emergency contact network.</p> <p>[Reporting to MEXT]</p> <ul style="list-style-type: none"> ● If an individual becomes infected at the universities, etc., we will issue a report to the Private Education Institution Administration Division at MEXT. ● Ritsumeikan University will report through the Office of General Affairs; APU will report through the Administration Office. <p>*In line with notifications from local governments, affiliated schools should report to relevant jurisdiction departments as necessary.</p> <p>Grounds: “Implementing classes and preventing the spread of COVID-19 at universities etc. from this academic year onwards” (Japanese version only)</p> <p>https://www.mext.go.jp/content/20200916-mxt_kouhou01-000004520_1.pdf</p>
<p>2. Response structure</p>	<p>Based on our Risk Management Basic Guidelines (revised July 9, 2020), we will adopt one of the following response structures.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Level 1: Supervising department Level 2: Campus (School) Crisis Response Task Force Level 3: The Ritsumeikan Trust Crisis Response Task Force</p> </div> <p>*The Ritsumeikan University Infection Prevention Committee will cooperate as necessary.</p> <p>*Normally, individual cases will be managed by the supervising department (Level 1).</p> <p>Note: Level 1 – Risk of infection spread; Level 2 – Increased number of students taking time off due to infection spread; Level 3: Risk of suspending university operation due to infection spread</p>
<p>3. Interview with students or faculty and staff infected or suspected to be infected</p>	<ul style="list-style-type: none"> ● If you receive a report of a case of infection, please interview the student/faculty and staff infected or suspected to be infected using the interview sheet, and email the completed document to the above contacts. <p>[Interview sheet (Japanese version only)]</p>

	<p>http://www.ritsumei.ac.jp/file.jsp?id=470154&if=.xlsx</p> <p>*To protect personal information, please password-protect the document, and send the password in a separate email.</p> <ul style="list-style-type: none"> ● After symptom types have been examined at the Medical Service Center by a school or occupational physician, decisions will be made on relevant response measures (two-week rest at home, health monitoring, etc.). If the relevant health center or medical institution indicates that more time is necessary for rest or to monitor health, please follow their advice. ● Follow the guidance of medical doctors at the Medical Service Center, and contact/instruct the relevant student/faculty and staff as necessary. ● If there are any changes in the circumstances of the relevant student/faculty and staff thereafter, please report/share the information with the above contacts (the process of taking PCR test, positive/negative test result received, hospitalized/undergoing treatment, recovering, etc.) <p>*At affiliated schools and APU, please determine response measures based on reports/consultations with doctors at each school.</p> <p>*If a faculty or staff at one of the affiliated schools becomes infected, response will be based on the above Ritsumeikan guidelines.</p>															
<p>4. Categories and response guidelines for individuals infected or suspected to be infected</p>	<p>We have formulated categories and response guidelines depending on infected cases and/or degree of close contact with infected individuals.</p> <table border="1" data-bbox="528 1413 1444 1986"> <thead> <tr> <th data-bbox="528 1413 683 1509">Category</th> <th data-bbox="683 1413 951 1509">Case/ Degree of contact</th> <th data-bbox="951 1413 1444 1509">Response guidelines</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1509 683 1655">A</td> <td data-bbox="683 1509 951 1655">Infected Patient (Confirmed Case)</td> <td data-bbox="951 1509 1444 1655">Treatment (hospitalization, accommodation-based recuperation, home recuperation)</td> </tr> <tr> <td data-bbox="528 1655 683 1800">A1</td> <td data-bbox="683 1655 951 1800">Suspected Case</td> <td data-bbox="951 1655 1444 1800">Treatment (hospitalization, accommodation-based recuperation, home recuperation)</td> </tr> <tr> <td data-bbox="528 1800 683 1946">A2</td> <td data-bbox="683 1800 951 1946">Asymptomatic Virus Carrier</td> <td data-bbox="951 1800 1444 1946">Isolation (hospitalization, accommodation-based rest, home rest)</td> </tr> <tr> <td data-bbox="528 1946 683 1986">B</td> <td data-bbox="683 1946 951 1986">Close-contact</td> <td data-bbox="951 1946 1444 1986">Two-week stay at home, health</td> </tr> </tbody> </table>	Category	Case/ Degree of contact	Response guidelines	A	Infected Patient (Confirmed Case)	Treatment (hospitalization, accommodation-based recuperation, home recuperation)	A1	Suspected Case	Treatment (hospitalization, accommodation-based recuperation, home recuperation)	A2	Asymptomatic Virus Carrier	Isolation (hospitalization, accommodation-based rest, home rest)	B	Close-contact	Two-week stay at home, health
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	Individual	monitoring	
b	Minor-contact Individual	Two-week health monitoring	
C	Close Contact with a Close-contact Individual	Two-week health monitoring	
c	Minor Contact with a Close-contact Individual	Two-week health monitoring	
<p>Created by Ritsumeikan Medical Service Center director</p> <p>*If the relevant health center or medical institution indicates that more time is necessary for home rest or to monitor health, please follow their advice.</p> <p>*For “two-week health monitoring” only, there is no need to place restrictions, such as home rest, on the individual. Individuals may go about their daily lives while taking thorough infection prevention measures.</p> <p>*When monitoring health, please use the Health Check Sheet issued by the Ritsumeikan Medical Service Center. http://www.ritsumei.ac.jp/file.jsp?id=469812&if=.xlsx</p> <p>Description of above categories</p> <p>A1 Suspected Case: Cases where it is highly probable that the individual is infected based on their symptoms and conditions, but where infection has not been confirmed through a test.</p> <ul style="list-style-type: none"> ● Individuals with a fever and other symptoms, who have been in contact with an infected person; individuals with a fever and other symptoms, who have been to or lived in highly infected areas; individuals with a fever and other symptoms, who require hospitalization due to a CT scan or other that revealed pneumonia, and where a doctor suspects COVID-19 pneumonia, etc. <p>A2 Asymptomatic Virus Carrier: Cases where a test has been taken due to an interview with a close-contact individual, and where the test result is positive but there are no symptoms.</p> <p>B Close-contact Individual: Individuals who have come into contact</p>			

	<p>with an infected patient (confirmed case) during their possible infected period*, and who fall into one of the following categories.</p> <ul style="list-style-type: none"> ● Individuals who live or who have been in prolonged contact (in a car, airplane, etc.) with an infected patient (confirmed case) ● Individuals who have examined, nursed, or taken care of an infected patient (confirmed case) without the necessary protective measures ● Individuals who may have come into direct contact with the airway secretions, bodily fluid, or any other contaminated fluid of an infected patient (confirmed case) ● Other: <u>Individuals who have been within touchable distance (around 1 meter) of an infected patient (confirmed case) without the necessary protective measures for more than 15 minutes.</u> <p><u>(Decisions will be made as to the likelihood of infection based on surrounding environments and circumstances of contact, etc.)</u></p> <p>*Possible infected period: Two days prior to when the infected patient (confirmed case) exhibited symptoms suspected to be in line with COVID-19 (see below) including a fever, cough, breathing difficulties or other acute respiratory difficulty, to the day the individual went into isolation.</p> <p>*Fever, cough, breathing difficulties, general malaise, throat pain, nasal discharge/blockage, headache, muscle/joint pain, diarrhea, nausea, vomiting, etc.</p> <p>B Close-contact Individual: If individuals who have been in close contact with an individual of category A (infected patient (confirmed case)) develop a fever or cold symptoms while under observation, they will be raised to category A1 (suspected case), be asked to undergo a PCR test, and if positive, raised again to category A (infected patient (confirmed case)).</p> <p>b Minor-contact Individual: Individuals who, for example, work at the same part-time job or are a member of the same club as an infected individual (confirmed case), but who not meet the criteria for having been in close contact.</p> <p>C and c category individuals: These individuals do not require specific</p>
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	<p>measures, and so health monitoring alone is enough. However, if a category B case is raised to A, a category C could be raised to B. As such, it is important to make a list of potential individuals in advance.</p> <p><u>Suspending attendance of close-contact individuals for two weeks</u></p> <p>Grounds: Hygiene Management Manual on Novel Coronavirus in Schools (MEXT; Sep 3, 2020; Ver. 4) *Japanese version only https://www.mext.go.jp/content/20200903-mxt_kouhou01-000004520_1.pdf</p> <p>[Suspending attendance of infected and close-contact individuals]</p> <ul style="list-style-type: none"> ● If a student is found to be an infected or close-contact individual, the school will take measures to suspend their attendance based on Article 19 of the School Health and Safety Act. ● Criteria for the period of suspension of close-contact individuals: <u>Two weeks from the day after the individual was last in close contact with an infected individual.</u> If the infected or close-contact individual is a member of faculty and staff, we will make use of sick leave, work-from-home systems, or exempt them from official responsibilities to prevent them from coming into work. ● Even if the result of a PCR test of a close-contact individual is negative, measures to suspend attendance of students or faculty and staff for two weeks will remain unchanged (as incubation periods and PCR-test accuracy could lead to false negatives). <p>Reference: “Revised standards for hospital release and examination of close-contact individuals” (MHLW) Japanese version only https://www.mhlw.go.jp/content/000635506.pdf</p>
<p>5. Measures to suspend attendance of students or faculty and staff</p>	<p>University/school presidents/principals will take measures to suspend attendance in line with Article 19 of the School Health and Safety Act. Attendance will be suspended until the individual concerned has recovered.</p> <p>*For close-contact individuals, attendance will be suspended for the length of time described in 4. above.</p> <p>*Length of suspension will be based on the guidance/instruction of the relevant health center or medical institution.</p> <p>[School Health and Safety Act Article 19]</p>

	<ul style="list-style-type: none"> ● Pursuant to the above act, school principals can suspend the attendance of students infected, suspected to be infected, or at risk of being infected. <p>[In the case of faculty and staff]</p> <ul style="list-style-type: none"> ● In line with the Infectious Diseases Prevention Act, if prefectural mayors advise that workers are restricted from coming into work or should be hospitalized, the trust must ensure that the relevant employee does not come into work. (In these cases, the work prohibition measure based on Article 68 of the Industrial Safety and Health Act does not apply. ● Attendance will be suspended until the individual concerned has recovered. <p>*Length of suspension will be based on the guidance/instruction of the relevant health center or medical institution.</p> <p>[When is an individual deemed “recovered”? (via the MHLW website)]</p> <ul style="list-style-type: none"> ● When the individual’s fever, cough, or other respiratory symptom disappears, and when the virus cannot be detected from the individual’s nasal cavity or windpipe. Decisions on recovery must be made by a doctor.
<p>6. Inspections to trace route of transmission and specify close-contact individuals</p>	<ul style="list-style-type: none"> ● Based on the guidance/instruction of the relevant health center, we will cooperate with their inspections to trace route of transmission and specify close-contact individuals. <p>[What is a “close-contact individual”? (National Institute of Infectious Diseases)]</p> <ul style="list-style-type: none"> ● Close-contact individuals are those who have come into contact with an infected patient (confirmed case; including asymptomatic virus carriers [for all cases below]) during their possible infected period, and who fall into one of the following categories. <ul style="list-style-type: none"> ➢ Individuals who live or who have been in prolonged contact (in a car, airplane, etc.) with an infected patient (confirmed case) ➢ Individuals who have examined, nursed, or taken care of an infected patient (confirmed case) without the necessary infection protection ➢ Individuals who may have come into direct contact with the airway secretions, bodily fluid, or any other contaminated fluid of an infected patient (confirmed case)

	<ul style="list-style-type: none"> ● Other: Individuals who have been within touchable distance (around 1 meter) of an infected patient (confirmed case) without the necessary protective measures for more than 15 minutes. (Comprehensive decisions will be made as to the likelihood of infection based on surrounding environments and circumstances of contact, etc.)
<p>7. Determining temporary school closure</p>	<p>[Temporary closure when there is an infected individual at school] Grounds: Hygiene Management Manual on Novel Coronavirus in Schools (MEXT; Sep 3, 2020; Ver. 4) Japanese version only https://www.mext.go.jp/content/20200903-mxt_kouhou01-000004520_1.pdf</p> <ul style="list-style-type: none"> ● If a student, faculty or staff is found to be infected, governing bodies will temporarily close schools based on the number of days/scope required for the relevant health center to specify the scope of close-contact individuals and carry out tests (temporary closures are not always necessary when time is not required to specify close-contact individuals or when there are a lack of close-contact individuals). ● Following temporary closures, currently, it is typical for schools to reopen between 1–3 days after an individual becomes infected. ● Based on Article 20 of the School Health and Safety Act, governing bodies will temporarily close all or part of the school when it is highly likely that infections will spread throughout the school. This decision will be based on relevant health center inspections, advice from school doctors, degree of activity of the infected individual within the school, and the degree to which infection has spread throughout the region. Schools should determine whether to temporarily close classes, grades, or the whole school based on how likely it is that the infection will spread throughout the school. These types of decision will generally be made after considering the following. <p>(1) Type of school activity: To what extent was the infected individual involved in school activity? The chance that the infection has spread will depend on whether the infected individual was mainly active outdoors, whether they were with a certain low number of people in a confined indoor space, whether they were in contact with an unspecified large number of people, and other factors.</p>

	<p>(2) Number of people who may have come into contact with the infected individual: As in (1), the chance that infection has spread will increase depending on whether the infected individual was in contact with an unspecified large number of people, and other factors.</p> <p>(3) Degree of infection spread in local region: If there are no infections in the region, and if transmission routes in the region have been determined and there has been little contact with individuals related to the school, it is unlikely that the school will need to be temporarily closed.</p> <p>(4) Clarity of transmission routes: If there are multiple infected individuals within the school, it is likely that they were infected on campus, and the need to temporarily close the school will increase. On the other hand, if the route of transmission has been determined, and it is clear the individual was infected outside of school and the chance the infection will spread to other students is low, it is unlikely that the school will need to be temporarily closed.</p> <p>School Health and Safety Act Article 20 Japanese version only</p> <ul style="list-style-type: none"> ● School governing bodies may temporarily close all or part of a school if it is necessary to prevent the spread of infection.
<p>8. Disinfecting facilities when an individual becomes infected</p>	<ul style="list-style-type: none"> ● If instructed by the relevant health center, dedicated cleaning businesses will be responsible for disinfecting used facilities. <p>*Please consult with the Office of Regional Collaboration at each campus regarding disinfection work.</p> <p>APU: Administration Office</p> <p>Affiliated schools: each administrative office</p> <ul style="list-style-type: none"> ● Even if there is no instruction from the relevant health center, locations that an infected individual (positive test) has used within the past three days will be disinfected. ● If there is no instruction from the relevant health center, please refer to the points below when going about disinfection work. <ul style="list-style-type: none"> ➢ Locations that were last used by the infected individual within the past three days are to be disinfected. ➢ Ensure thorough ventilation before carrying out disinfecting work. Please note that time required for ventilation varies by institution.

	<p>*The ECDC recommends ventilation for at least an hour prior to disinfection.</p> <p>*The CDC recommends ventilation for around 24 hours prior to disinfection.</p> <ul style="list-style-type: none"> ➤ Areas to be disinfected include at least a two-meter space around desks, chairs, and other locations the infected individual (or individual suspected to be infected) has used. If toilets, break rooms, cafeterias, and other areas have been used, disinfect as necessary. ● For A1 and B cases, basically there is no need for disinfection. For cases like these, it is important to implement thorough infection prevention measures on a daily basis. <ul style="list-style-type: none"> ➤ Always wear a mask when working on-site. ➤ Masks may be removed when eating or during breaks, but please refrain from speaking. ➤ Where possible, install disinfectant on-site, and frequently disinfect hands and fingers, or frequently wash hands with soap. ➤ Shared items that are used by many should be wiped down wearing gloves at least twice, in the morning and the evening (using a neutral detergent, alcohol, or 0.05% sodium hypochlorite solution). <p>Note: Disinfection guidelines are based on the advice of the director (school or occupational physician) of the Ritsumeikan Medical Service Center.</p> <p>Grounds: Hygiene Management Manual on Novel Coronavirus in Schools (MEXT; Sep 3, 2020; Ver. 4) Japanese version only https://www.mext.go.jp/content/20200903-mxt_kouhou01-000004520_1.pdf</p> <ul style="list-style-type: none"> ● If a student, faculty or staff is found to be infected, disinfection will be carried out with the cooperation of the relevant health center and school pharmacist, etc. However, it is not always necessary to use a dedicated cleaning business to disinfect the whole facility. On occasion it will be enough to specify the infected individual's school activity, and disinfect the
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	<p>contaminated items (those that the individual was in frequent contact with) using ethanol disinfectants or 0.05% sodium hypochlorite solution.</p> <ul style="list-style-type: none"> ● It is not necessary to disinfect items touched by a close-contact individual with no symptoms. ● Although it depends on the material, viruses are thought to remain active on surfaces for between 24 and 72 hours. Considering that there might be areas that have not been thoroughly disinfected, it may be necessary to take steps such as prohibiting entry to areas for the same amount of time. ● Disinfection will take place based on “How to Disinfect and Main Points of Concern.” Toilets should be disinfected using ethanol disinfectants or 0.1% sodium hypochlorite solution. <p>Reference: Infection Control for COVID-19 (National Institute of Infectious Diseases) Japanese version only https://www.niid.go.jp/niid/images/epi/corona/2019nCoV-01-200602.pdf</p>
9. Announcement of infection	<ul style="list-style-type: none"> ● To prevent further spread of the virus, if a university student, faculty or staff is found to be infected with COVID-19, we announce the minimum information necessary with the consent of the concerned individual, while taking thorough care of their personal information. (Name of college, graduate school, campus, age group, etc.) <p>*We will not disclose any information that might lead to identification of the individual concerned, such as gender, age, place of birth, or the number a local government give to the infected person.</p> <p>*If the infection is at one of the affiliated schools, we will seek the consent of the parent/guardian and the individual concerned, and the principal will make the decision as to whether an announcement is necessary to prevent further spread of the virus.</p> <ul style="list-style-type: none"> ● If a cluster forms at one of our universities or schools, we will consider whether to make an announcement after consulting with the local government, while considering infection prevention, school countermeasures, and our social responsibility. We will also consider holding a press conference as and when necessary.

	<ul style="list-style-type: none"> ● At Ritsumeikan University, announcements will be made through the Office of Public Relations with cooperation from the Division of General Affairs and supervising department. At APU, the Office of the President will work with the supervising department. At our affiliated schools, the school administration department will lead response while consulting with the Division of Integrated Primary and Secondary Education and the Office of Public Relations. <p>[Protection of Personal Information and Respect for Human Rights]</p> <ul style="list-style-type: none"> ● Anyone, anywhere is prone to COVID-19 infection. The infected individual is not responsible for becoming infected. Slander and defamation against the individual are unacceptable. At the Ritsumeikan Trust, we ask that all protect the personal information and respect the rights of the infected student and their families. ● Ritsumeikan University and APU, we have released a “Statement Against the Discrimination of Persons Infected with COVID-19” (Sep 1, 2020) <p>http://en.ritsumeai.ac.jp/news/detail/?id=518</p>
10. Care for the student concerned	<ul style="list-style-type: none"> ● Measures will be taken to care for the student whose attendance has been suspended (physical and mental health, home observation, learning support, etc.). In the case of students, we will do so while appropriately cooperating with their parents/guardians. In the case of university or graduate school students, we will contact their guarantor/parents as required, and provide the necessary support. ● Thorough care should be taken when handling information to prevent bullying and/or rumors against the student concerned. If such a case does arise, please undertake necessary instruction. Where necessary, contact and seek the support of the parent/guardian. ● If the infected or close-contact individual is an international student, support will be provided based on the emotional state and circumstances of the individual concerned, by providing the relevant information, supporting their physical and mental health, and offering learning support. Further, if systems allow,

	<p>support will be provided in a foreign language.</p> <p>[教職員の場合]</p> <p>In the case of faculty and staff</p> <ul style="list-style-type: none"> ● Measures will be taken to care for the member of faculty and staff whose attendance has been suspended (physical and mental health, etc.). ● Based on the opinion of the administrative manager, relevant measures will be implemented and considerations made for alternative work for the concerned faculty or staff. ● In the case of a lecturer, relevant measures will be taken for substitute lecturers and supplementary lectures during the period in which they cannot come to work.
<p>11. Considerations for temporary closures and suspension of attendance</p>	<ul style="list-style-type: none"> ● To ensure that no student falls behind in their learning due to a lack of classes, where possible, supplementary lessons, appropriate home learning support, and other necessary measures will be implemented. ● Approval of course completion or graduation of students in each year will be dealt with flexibly, and measures will be taken to ensure that students are not disadvantaged when progressing. ● At the universities, etc., in the case of temporary closures or suspension of attendance, measures will be taken to ensure that students are not disadvantaged when progressing or applying for jobs, etc. We will flexibly deal with approval of credits, graduation, course completion, and conferment of degrees by assessing students through supplementary lectures, examinations, and reports. <p>Grounds: MEXT notification</p>
<p>12. Strengthening infection prevention measures for students and faculty and staff</p>	<ul style="list-style-type: none"> ● Everyone will take measures to further spread awareness of infection prevention to ensure that thorough measures are taken by all. ● In addition to daily health monitoring (taking temperatures, checking for coughs and other cold symptoms), we will take thorough measures to ensure that anyone with cold symptoms does not come to school/work.

	<p>Reference: Guidelines to Prevent the Spread of COVID-19 at Ritsumeikan University (revised Sep 16, 2020; Ver. 2) http://en.ritsumeikan.ac.jp/file.jsp?id=472362&if=.pdf</p> <p>*These guidelines were formulated mainly for university offices and faculty and staff.</p> <p>COVID-19 Infection Prevention Manual (revised Sep 16, 2020; Ver. 2) http://en.ritsumeikan.ac.jp/file.jsp?id=472363&if=.pdf</p> <p>*This manual was formulated mainly for university and graduate school students.</p> <p>System Regarding Face Masks at Ritsumeikan University (Sep16, 2020) http://en.ritsumeikan.ac.jp/news/detail/?id=528</p>
<p>13. Campus and facility maintenance management</p>	<ul style="list-style-type: none"> ● If it is deemed necessary to undertake temporary closure, the personnel required to maintain and manage the campus and facilities will undertake the necessary work. ● For research labs, animal testing labs, facilities that use hazardous substances, and other facilities that cannot be closed or suspended as they require maintenance and management, the individual in charge of the facility will be responsible for maintenance and management during the temporary closure, and will take measures as required.
<p>14. What to do when an individual becomes infected in an international dormitory, training camp, or other residence/accommodation facility</p>	<p>Based on the guidance/instruction of the local government or relevant health center, we will cooperate with efforts to specify the route of transmission and close-contact individuals by tracing the movement of the infected student.</p> <p>[If there are no close-contact individuals within the facility]</p> <ul style="list-style-type: none"> ● If it is deemed necessary for a student to be hospitalized due to infection, we will follow the guidance of the relevant health center or medical institution. ● If the infected student has no symptoms but is instructed to rest at home, we will consider moving the student concerned to a separate facility, such as the Seminar House. Infected students

	<p>will be allocated a whole room (for up to four people), and other students will be restricted from entering the floor on which the infected student is resting.</p> <p>*If there are no spare rooms, or there are only a small number of spare rooms, at our affiliated school dormitories, etc., we will consider moving the student to a private lodging. As necessary, we will consider sending the student home while considering their learning needs.</p> <ul style="list-style-type: none"> ● Based on the guidance/instruction of the local government or relevant health center, if the student is only allowed to leave their room to wash or go to the toilet, support will be required for meals, etc. In such cases, we will form support teams from relevant offices, who will provide support in alternate shifts. Where possible, we will seek the services of companies offering delivery of boxed meals, etc. For drinks, we will distribute a two-week's worth of bottled drinks in advance. Please pay close attention to any allergies the infected student might have in advance. ● It will be compulsory to wear masks when traveling to and from shared facilities (toilet, shower, etc.), and each individual must thoroughly wash their hands and gargle after use. ● While gaining the student's understanding of movement restrictions, we will instruct them to stay indoors. Students will also be required to monitor their health daily, and submit reports. Support will be provided as necessary based on reports of living conditions and other factors. ● Those providing support should take extreme care with infection prevention measures based on advice from the Medical Service Center and other experts. ● We will clean and disinfect the used facilities while consulting with dedicated cleaning companies. ● Based on the guidance/instruction of the local government or relevant health center, we will decide on a period during which movement is restricted (based on local government standards, such as two negative PCR tests).
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[If there are multiple close-contact individuals within the facility]

- If there are multiple close-contact individuals in the residence/accommodation facility where the infection was found, based on the guidance/instruction of the local government or relevant health center, we will request that all or some of the lodgers stay in their rooms, or place restrictions on nonessential and nonurgent travel.

*If there are multiple suspected infections, or it is deemed that there is a risk of multiple infections, rather than moving the individuals to a separate facility, it is thought that monitoring their health for two weeks in their current facility is more likely to prevent the spread of infection.

*If there are only a few students who are required to stay in their rooms, we will consider moving all of them to a separate facility, such as the Seminar House. If there are no suitable facilities at the affiliated schools, etc., we will consider use of a private lodging.

*If a student in a multiple occupancy room at a club training facility, etc., becomes infected, there is a possibility that all of their roommates will be close-contact individuals. In cases like these, if conditions allow, it is best that the health of all students is monitored in separate rooms. If conditions don't allow such measures to be taken, students will be instructed to take thorough infection prevention measures as they go about their days indoors.

*Information on use of shared facilities, provision of meals, cleaning and disinfecting, and required times for movement restrictions are the same as those described in "If there are no close-contact individuals within the facility".

[In the case of club activities]

- If a student is found to be an infected or a close-contact individual at one of our club training camps, the measures to be taken are the same as those above.
- Club activities will in principle be suspended during the period in

	<p>which the above measures are in place. If, however, it is deemed sufficient for the infected or close-contact individual to simply stay at home, it is possible that permission will be granted for other students to carry on with their club activities.</p> <ul style="list-style-type: none"> ● If an infection is found during external matches, training matches, or joint training, we will confirm whether there are any close-contact individuals among students of other universities/schools, and contact the relevant institutions as necessary. <p>Reference 1 Chapter 6: Infection Prevention Measures at Dormitories and Boarding Houses; Hygiene Management Manual on Novel Coronavirus in Schools (MEXT; Sep 3, 2020; Ver. 4) Japanese version only https://www.mext.go.jp/content/20200903-mxt_kouhou01-000004520_1.pdf</p> <p>Reference 2 Thorough Implementation of COVID-19 Prevention Measures among Groups of Students Participating in Sports Club Activities (Notification) (MEXT; Sep 3, 2020) Japanese version only https://www.mext.go.jp/content/20200903-mxt_kouhou01-000004520_4.pdf</p>
15. What to do when a class lecturer or part-time professor becomes infected	<ul style="list-style-type: none"> ● If a class lecturer or part-time faculty becomes an infected or close-contact individual, the relevant individual should know to report the case to the school or other relevant organization. [When the lecturer/faculty is a full-time employee at another university] Another university will be contacted as required, and the necessary response measures will be taken. The school will be responsible for leading response measures with the local government and relevant health center. [When the lecturer/professor is not full-time elsewhere, and works solely for the Ritsumeikan Trust] ● Response measures will be taken as per these guidelines.
16. What to do when a club	<ul style="list-style-type: none"> ● If a club manager, coach, or other supervisor becomes an infected or close-contact individual, the relevant supervisor should know

<p>manager, coach, or other supervisor becomes infected</p>	<p>to report the case to the student department or other relevant organization themselves. If the supervisor is also employed at a company or elsewhere, the company will be responsible for leading response measures with the local government and relevant health center. However, if a student becomes a close-contact individual as a result, the university/school will consult with the local government and relevant health center, and response measures will be taken based on their guidance/instruction.</p> <ul style="list-style-type: none"> ● The supervisor will be suspended from all club-related activities until they are recovered. If a student becomes a close-contact individual, measures may be taken as necessary to temporarily suspend club activities.
<p>17. What to do when an employee at an affiliated organization (cooperative association, Creotech, contractor company, construction company, etc.) becomes infected</p>	<ul style="list-style-type: none"> ● When an employee at an affiliated organization (cooperative association, Creotech, contractor company, construction company, etc.) becomes infected, and was working in one of our schools or on our campuses, or was in contact with someone related to the Ritsumeikan Trust, the individual should know to quickly report the case to the Ritsumeikan Trust and the school concerned. ● Depending on the situation, we will cooperate with relevant institutions, and respond based on these guidelines.
<p>18. Criteria for return of individuals who take time off work or school</p>	<ul style="list-style-type: none"> ● For A1 cases described in “4. Categories and response guidelines for individuals infected or suspected to be infected”, the criteria for return following time off work or school are as follows. <ul style="list-style-type: none"> ➤ Cold symptoms that recede within four days can be thought of as regular cold symptoms, and individuals can return to work from the day after symptoms disappear. ➤ Criteria for other, longer-lasting symptoms: Individuals must have had no symptoms for three days with no medicine. More than eight days must have passed from the onset of symptoms.

*Based on the guidance of medical doctors at the Ritsumeikan Medical Service Center,
Reference: COVID-19 Information – Measures Required of Corporations and Individuals (Japanese Society of Travel and Health, Japan Society for Occupational Health; April 20, 2020) Japanese version only

<https://www.sanei.or.jp/images/contents/416/COVID-19info0420koukai.pdf>