

# Musashino University guidelines for preventing the spread of novel coronavirus (COVID-19) infection

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University

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### <Reference information>

Ministry of Health, Labour and Welfare: Novel Coronavirus (COVID-19)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00079.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html)

## Introduction

To: Students, faculty members and all other persons requiring access to campus grounds and facilities

Musashino University is dedicated to taking a consistent and determined approach to matters involving human lives and the provision of human education based on the spirit of Buddhism. From the perspective of saving individual lives, the threat of novel coronavirus (COVID-19) infection is at a critical stage. In order to continue performing educational research activities at the campuses, we would like to ask the students and faculty members to diligently deal with the possibility of being infected without exhibiting symptoms (asymptomatic) and to behave in a manner that effectively protects you from becoming infected and passing the infection on to other people. We would like to ask all people involved at the university to continuously take it upon themselves to be health-conscious and responsible by exhibiting the necessary behavior. We appreciate your understanding and cooperation.

We will revise the guidelines as needed based on changes in future conditions.

### 1. Basic policies for preventive measures against the spread of COVID-19 infection

- To prevent risks of infection for students, faculty members and all other persons requiring access to campus grounds and facilities
- To fulfill our social responsibilities in keeping the spread of infection to a minimum
- To provide the students at the university with the same quality of education as previously anticipated to the extent that it is possible to do so and to minimize effects from losses incurred from lower education availability

### 2. Basic preventive measures to be strictly adhered to by faculty members and students

Be meticulous in exhibiting behavior that “does not invite infection and does not transmit infections to other people.” The most important thing is to fully participate in individual infection prevention practices so that no further measures are required.

- Make it a habit to check your temperature every morning and increase your level of self-awareness in regard with your own physical condition.
- Be sure to wash your hands frequently with soap (carefully wash areas between the fingers).
- It is recommended to wear a mask when using crowded public transportation during commuting rush hours, visiting medical institutions or facilities for the elderly for academic activities, or under environments where basic infection prevention measures are not be implemented.

If you have a fever or do not feel well, avoid going out. Use an at-home COVID-19 antigen test or see a doctor at a hospital as needed. If you are diagnosed of COVID-19, please inform the following university health office and administration about the hospital test results.

<Students> If you have been confirmed to be infected: Ask for assistance at the Health Center on your campus.

<Teachers> Contact the department (department chairperson) you belong to and the human resources department (or the Faculty Administrative Office).

\*If you have to cancel a lecture because of your poor physical condition or for other reasons, then also contact the Academic Affairs Administrative Office and the Musashino Academic Affairs

Administrative Office.

<Office staff> Contact the relevant person at your department (immediate manager).

### **3. Musashino University measures for preventing the spread of COVID-19 infection**

- We ask that you measure your temperature and check your physical condition.
- Hand sanitizers are generally located in many areas of each facility including entrances on each floor level and in restrooms.
- We have temperature measurement spots on campus so that you can check your temperature on your own.
- Communal areas are cleaned on a regular basis. Disinfectants are also used for cleaning locations that have a high frequency of hand contact such as doors handles and light switches in classrooms.
- We ventilate the buildings using air conditioners besides opening doors and windows.
- Carbon dioxide meters have been installed in each class room so that people can check the ventilation state of the room.
- Plexiglas is installed as sanitary protection at administrative contact areas to protect persons from droplets.

### **4. How to use classrooms and what to do when attending lectures**

- Students can take any seat in the classroom as measures have been taken for good ventilation. Moreover, carbon dioxide meters have been installed in each classroom, allowing people to check the ventilation state of the room.
- Before entering or exiting rooms including classrooms, you must wash your hands with a hand sanitizer located on each floor.
- In classes or group work that involve speaking, wearing a mask is recommended. In addition, there may be times when removing the mask is also recommended, such as when physical activity or assessing vocalization conditions is necessary. However, it is important to note that neither of these actions are mandatory.
- In face-to-face classes, if some students cannot attend the university grounds for certain reasons, we will provide online classes and other methods (including face-to-face classes by changing the dates that the classes are conducted) in an effort to allow continuous learning in consideration of students' situation as much as possible.

## **5. Use of facilities**

### **(1) Cafeterias**

- Before and after using a cafeteria, be sure to wash your hands. If you cannot do so, use an alcohol-based sanitizer installed in the building to sanitize your hands.

### **(2) Libraries**

Entry may be restricted depending on circumstances.

- Please remain silent when you are in the library. Do not move seats and refrain talking with other people.
- When you enter the library and before you use a PC in the library, use the hand sanitizer provided.
- Learning commons rooms are not available for now.

### **(3) PC classrooms**

- If a student has difficulty in bringing their own PC that is required to attend online lecture classes when going to school, they can use a PC in the PC classroom (however, PCs will only be made available for use when there is no class in session in that PC classroom). Students are required to bring their own headset to use a classroom PC for online lecture classes.

Musashino Campus: About 100 seats

Ariake Campus: About 30 seats

### **(4) Student Halls**

- When using the student hall, please be careful to avoid loud conversations. Also, do not move chairs or tables.

## 6. Job hunting

The Career Support Office and The Musashino Career Support Office will continue to provide our supports using online as well. Currently, in principle, we provide face-to-face career advisor consultations. However, it is possible to conduct it online, if there are special circumstances. Please contact with Career Support Office.

<About job hunting>

In Job Hunting, to be care of your physical condition, observe your health on a daily basis, and take adequate measures to prevent infection.

<Participation in internships and 1day work experience >

When performing internships and 1day work experience activities face to face, pay attention to the following points.

- Follow instructions of the company or local government where you are serving your internships and 1day work experience and closely comply with their guidelines and infection prevention measures.
- Even during your internships and 1day work experience and before participation, continue to observe the state of your health on a daily basis. If your physical condition changes, consult with the person you report to at the location and seek their advice. If you have been COVID-19-infected or find that have a fever of 37.5 degrees or higher and feel ill, advise the person you report to and also report this to the Participating destination.
- If you are dispatched to a company or local government to serve your internship through class subjects “Internship” and “Industry-Academia Collaborative Project” (The Career Support Office is the secretariat for handling this and all students can participate.), follow the instructions provided by the teacher or the secretariat in advance. Concerning “Internship” subjects for the various departments, follow the instructions given by each individual department.
- As a student of Musashino University, conduct yourself in accordance with all guideline content when participating in internship and 1day work experience etc.

Details of events and guidance sessions held by The Career Support Office and The Musashino Career Support Office are communicated through MUSCAT and MUC (MU job hunting information website). Make good use of the information from the university to ensure that your job hunting activities proceed smoothly.

○MUC (MU job hunting information website)

<https://www.musashino-u.ac.jp/student-life/career/06.studentPage/>

\*Search method: You need your ID and password.

MUSCAT>Received message search>Enter “ムック” in katakana in the “Keyword”>Search a message

## **7. Extracurricular activities (approved clubs and groups)**

Please follow the guidebook of club activities we sent to the presidents of each club/group and do activities with sufficient prevention measures against COVID-19.

When participating in face-to-face activities, manage your own health and check your own physical condition on the day of activities by measuring the temperature. If you feel ill, follow item 11 of this document.

## **8. Life in the dormitories**

### **(1) Entrepreneurship Faculty Dormitor**

- Shared areas (including the front door, bathroom) are cleaned and sanitized every day.
- Please cooperate and disinfect desks and equipment before and after use using the disinfect wipes or sanitizers located in the shared areas.
- A partition is installed at each table in the cafeteria.
- If someone becomes ill in the dormitory, we will establish zones allowing the students to continue their daily activities. So be sure to keep yourself safe.
- In accordance with “2. Basic preventive measures to be strictly adhered to by faculty members and students,” ensure your own infection protection.
- If you feel ill, follow item 11 of this document.
- The service of lending the Kodaira Sports Ground to external parties is not available.

### **(2) Kasai International Dormitory**

<Use of the International Exchange Lounges>

- The carbon dioxide meters have been installed in each lounge so that people can check the ventilation state of the room. If the designated value (1,000 ppm) has been exceeded, open the room doors and windows to ventilate the room.
- The shared areas (including the International Exchange Lounges) are cleaned and sanitized periodically.
- If you have been outside, upon your return to the dormitory, disinfect your hands with the hand sanitizer at the entrance.
- If a resident in the dormitory becomes infected, we will impose restrictions on areas that will include the use of elevators and the closure of all the International Exchange Lounges. If restrictions are to be imposed, we will inform the dormitory students at the start. So, observe instructions and live safe.
- In accordance with “2. Basic preventive measures to be strictly adhered to by faculty members and students”, ensure your own infection protection.
- If you are feeling physically ill, act in compliance with item 11 of these guidelines.

## 9. Overseas Travel

When traveling overseas, please check the policies of each countries regarding the COVID-19 and ensure that you can travel and return home safely. Also, take precautions to prevent infection while traveling. If students or faculty or staff other than those who participate in (1) below gets infected with the COVID-19 while traveling overseas, students should report it to the Health Center and faculty members should report it to the Human Resources Office through their immediate manager.

### **(1)Those who participate in the University's study abroad program or overseas training program**

Please follow the policy of each program and conduct the necessary procedures. In addition, if you are infected COVID-19 during the program, please report it to your program coordinator and follow their instructions.

### **(2)International students going abroad**

Please report that you are going to abroad to International Relations Office through “Form of departure from Japan/Re-entry to Japan” before your departure date. For the detail of this report, please refer the instruction on electronic cabinet of Muscat.

MUSCAT> Electronic Cabinets > International Relations Office

## 10. Return from overseas (entry into Japan)

- If students or faculty members have symptoms of fever or cough when returning from overseas (entry into Japan), be sure to make a self-report to the quarantine officer at the airport. In the case of contacting an infection disease, please report to the university promptly.

Report to :

- Student: University Health Centre
- Faculty and staff members: Affiliated department(immediate manager) or Human Resources Office

What to report: The area of stay, the date of returning from overseas (entry into Japan), the name of infection, the health condition at the time of entry to Japan, symptoms of fever and cough, medications taken for fever or cough, etc

## 11.In case that you have been diagnosed with infectious diseases that need to be prevented by schools.(\* )

- If you have a fever or feel ill,use an at-home COVID-19 antigen test or go to see a doctor if necessary.-
- If you are a student, confirm the “How to deal with issues related to infectious diseases that need to be prevented by schools (Regarding class attendance).” (opens PDF)  
If you are a student, confirm the “How to deal with issues related to infectious diseases that need to be prevented by schools (Regarding class attendance).” (opens PDF)
- If you urgently need to contact the university at night or on a university holiday, contact the Security Office of the Ariake Campus or the Gatehouse of the Musashino Campus.

- Teachers should immediately report to the department chairperson and the human resources department. Staff member should immediately report to the your immediate manager.

(\*) “Infectious diseases that need to be prevented by schools” in accordance with the “Article 18 of the Ordinance for Enforcement of the School Health and Safety Act.”

<Health Centers of Musashino University>

Open from 8:45 to 17:00 on weekdays

Ariake Campus: 03-5530-7342

Musashino Campus: 042-468-3234

e-mail address for these campuses: kenko@musashino-u.ac.jp

<Contact information during night-time hours and on designated holidays>

Security Office, Ariake Campus: 03-5530-7724

Gatehouse, Musashino Campus: 042-468-3171

<For faculty members>

Human resources department (6th floor of Building No. 1, Ariake Campus):

03-5530-7680 (Open from 9:00 to 17:00)

e-mail address: jinji@musashino-u.ac.jp

<Studying abroad and related issues>

Concerning studying abroad and the dispatching program, comply with the instructions of the department in charge.

## **12. How to deal with an occurrence of an infection case in the university**

If an on-campus concerned person (a student or faculty member) has been infected, we will deal with the issue as follows.

### **(1) Halting the attendance of an infected person**

If you are a student and you have been diagnosed with infectious diseases that need to be prevented by schools, the university will order your school suspension.

- In order for the infected person to avoid suffering disadvantages caused by absence from classes as a result of the infection, we will request the consideration of the teachers in charge.

If a faculty member has been infected or has been specified as a close contact, the university will take measures to suspend physical attendance by offering paid vacation days or teleworking.

### **(2) Determination on the cancellation of classes and extracurricular activities if a student is infected**

Concerning classes and extracurricular activities that an infected student has participated in, the university decides whether to continue or cancel the classes and activities based on the infection situation, the student's actions prior to getting infected, and instructions from the public health center.

### **(3) Sanitization on the campuses**

If we have found out that a student or faculty member has been infected, we will take measures including sanitization as-needed.