

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

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Musashino 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

Ministry of Education, Culture, Sports, Science and Technology: Hygienic Control Manual for COVID-19 at School – “School’s new lifestyle” (December 3, 2020 Ver. 5)

https://www.mext.go.jp/content/20201203-mxt_kouhou01-000004520_01.pdf (Japanese)

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 promote education research while coexisting with COVID-19, our classes are principally held online at this time. Regarding some types of classes that include key project-based subject matter (experimental trials and practical training as well as seminars), face-to-face classes are being conducted with carefully organized safety measures for ensuring the prevention of infection. We would like to ask the students and faculty members to be sure to deal with the possibility of becoming infected without exhibiting symptoms (asymptomatic) and to behave in a manner that prevents you from becoming infected and prevents 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.

- Avoid unnecessary outings, nighttime dinners with others, face-to-face social gatherings and crowded places.
- Make it a habit to check your temperature every morning and increase your level of self-awareness in regard to your own physical condition. When going out, be sure to use the “Check-sheet before you go out.” If you have a fever or cold symptoms, exert self-control and do not go outside.
- Always wear a mask (together with a face shield as needed). If you forget to wear a mask when traveling to the university, purchase one at a kiosk at the university and wear it.
- Be sure to wash your hands frequently with soap (carefully wash areas between the fingers).
- Be sure to maintain a safe social distance (about one meter or three feet) from others.

- Avoid conversations requiring loud voices or conversations while eating and drinking.
- Be sure to avoid the Three Cs (closed places, close-contact settings and crowded places).
- Be sure to wear a mask when using public transportation, avoid conversations and maintain a safe distance from other people while taking various circumstances into account. Be especially careful to use a maximum level of caution when talking with persons you know.
- If you have a fever or do not feel well, refrain from going out. Report that you will be absent from school and rest quietly in bed. See a doctor at a hospital as needed and inform the following university health office and administration about the hospital test results.

<Students> If you have been diagnosed with a poor physical condition and suspect that you may have been infected or 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).

○ Using the COVID-19 Contact App (COCOA)

COCOA is a COVID-19 contact application from the Ministry of Health, Labour and Welfare used to receive notifications when in close contact with a person who has tested positive for the COVID-19 (when your distance from these App users' smartphones is within one meter, the application will notify you if you have been in close contact with each other for 15 minutes or longer). This application (App) will prove even more effective in preventing infection as the number of its users increase. Make good use of it to help prevent the spread of infection.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00007.html

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

- The office staff is making a strong effort to avoid the Three Cs at their workplace through teleworking and flexible work shifts.
- We have requested that you regularly check body temperature and physical condition utilizing the "Check-sheet before you go out" prior to outings.
- Hand sanitizers are generally located in many areas of each facility including entrances on each floor level and in restrooms.
- The number of available gates for entry is limited, thermal cameras are available for temperature checks, and student entry information is recorded via student identification cards.
- 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.
- A one meter distance between the teacher and student is should be observed as a guide for prevention of the droplet infection during a class. When conducting a class other than in the

usual classroom such as an experimental trial and practical training, we apply measures to prevent droplet infection that are equivalent to having the one meter of protective space.

- Plexiglas is installed as sanitary protection at administrative contact areas to protect persons from droplets.
- The numbers of seats in the cafeterias and Student Halls are limited in consideration of social distancing. In certain areas the seats are partitioned with acrylic boards to prevent droplet infections.

4. Campus entry permission and traffic lines

There are a limited number of traffic lines to each campus entry point for students at the university and off-campus personnel. Persons can gain entry after being screened for fever via the thermal cameras at temperature-check points on each campus. Staff members are currently stationed at the temperature-check points from 8:30 to 16:30 during university class days (weekdays).

Be sure to wear a mask when entering each campus.

<What to do at each temperature-check point>

- (i) Staff members screen people who show an indication of fever by way of thermal cameras and campus entry records through use of student identification cards.
 - (ii) A staff member will call out to a person, who shows an indication of fever during the screening process and ask them to stop. The temperature-check will be conducted once again with a non-contact thermometer (set to a body temperature: 37.5 degrees).
 - (iii) If the body temperature is 37.5 degrees or higher in the re-check, the staff member will not permit that person to enter the campus.
- * For teachers and office staff and facilities management personnel, it is required that they check their temperature and physical condition before going out and when entering a campus. Temperature checks will be made by way of the thermal cameras.
 - * No staff members will be stationed at temperature-check points on campuses during weekday evenings, nights, or anytime on Saturday, Sunday or recognized university holidays. Check your temperature and physical condition before going out, and when using the temperature-check point, confirm the checked temperature result and go home if it is 37.5 degrees or higher.
 - * If you go to university with a bicycle, use the designated bicycle parking space and check your temperature at a designated traffic line.

5. How to use classrooms and what to do when attending lectures

- In order to prevent droplet infection during class, be sure to maintain approximately a one meter distance between a teacher and students.
- The number of seats available for use based on the distance requirements has been specified and is posted in the classrooms.
- When conducting a class outside the standard class layout such as during an experiment trial or practical training, we will employ measures to prevent droplet infection that are equivalent to maintaining a space of about one meter.
- Before entering or exiting rooms including classrooms, you must wash your hands with a hand sanitizer located on each floor.

- If the weather permits it and if practical, users of facilities including classrooms may ventilate the room by opening windows and doors to a reasonable extent or for certain time period.
- A teacher may wear a “face shield” if needed, for example, in the case that frequent back and forth conversation becomes necessary or due to the need for voice clarity in consideration of the students.
- Be sure to wear a mask in classes and refrain from talking loudly or participating in loud conversations.
- If a student needs to attend online lecture classes on campus before or after a face-to-face class, classrooms are provided for that purpose. In such cases, the student should generally bring a fully-charged laptop PC and earphones and attend the online lecture classes in a designated classroom utilizing the on-campus Wi-Fi environment.
- 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 whenever possible.

6. 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.
- When using a cafeteria, maintain a safe distance between your seat and the next one. Always be sure to leave a space between yourself and others.
- Refrain from talking while eating. Wear a mask when you are not eating.
- Do not stay in the same space for a long time after eating. Try to leave the area immediately.

(2) Libraries

- During a state of emergency, the libraries are closed, but will still provide services to lend-send books and other material by mail. When returning them, send them by mail or use the book posts at the libraries.

(3) PC classrooms

- These rooms are only for students who are have difficulty accessing online lectures from home or are unable to bring the required PC for themselves when attending university classes. They can gain access to PCs through an advanced reservation system. The following seats are available for this purpose.

Musashino Campus: About 100 seats

Ariake Campus: About 30 seats

(4) Student Halls

- Concerning the Student Halls, infection control measures have been taken including a limit on the designated number of student, leaving a large space between seats and installing partitions. The Student Halls are places to eat and rest. Wear a mask when you are not eating. Do not talk loudly. Do not move chairs or tables.

7. Job hunting

The Career Support Office works to support all students, mainly in the area of job hunting, currently through the website in response to the reissue of a state of emergency. A consultation with a career advisor is conducted through the website in consideration of current infection conditions. However, when the conditions improve and it is possible to have a face-to-face consultation, we will inform you through MUSCAT or by other means. Each lecture class is in principle being provided through the website.

<Use of the Career Support Office>

- When you visit and use the Career Support Office, it must be only for obtaining a written recommendation issued by the university in view of the need to voluntarily refrain from any nonessential or non-urgent entry to the campus. If you need more help, contact the Career Support Office.

<About job hunting>

When you go out job hunting be sure to take all measures to prevent infection and in addition closely observe the state of your health on a daily basis.

<Participation in internships>

When performing internship activities off-campus, pay attention to the following points.

- Follow instructions of the company or local government where you are serving your internship and closely comply with their guidelines and infection prevention measures.
- Even during your internship period, 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 you have been in close-contact with an infected person or have a fever of 37.5 degrees or higher and feel ill, advise the person you report to and also report this to the university.
- If you are dispatched to a company or local government to serve your internship through class subjects “Internship 1” and “Internship 2” (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 the internship.

Details of events and guidance sessions held by the Career Support Office are communicated through MUSCAT, MUC (MU job hunting information website) and the MU job hunting app. Work along with us during your job hunting activities by making good use of the information from the university even during the COVID-19 situation.

- 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

- MU job hunting app

Download the app from the URL below (Use the same ID and password as used in MUC Website).

8. Extracurricular activities

Extracurricular activities (including dinner parties, drinking parties, social gatherings and job-well-done parties) are generally prohibited during the period that a state of emergency has been declared. You can participate in online activities, but it is required that you adhere to the following rules:

<Major rule to observe>

- Record your own temperature and physical conditions on a daily basis and do not participate in online activities when you are in poor physical condition.
- Respect the wishes of individuals to participate in online activities and do not exert undue pressure on others to participate.

9. Life in the dormitories

(1) Kodaira Men's Dormitory

- Shared areas (including the front door, bathroom) are cleaned and sanitized every day.
- The number of seats in the cafeteria has been reduced to avoid violating the "Three Cs."
- 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.
- Ensure your own infection protection. (See "2. Basic preventive measures to be strictly adhered to by faculty members and students" in the guidelines.)
- Refrain from attending external eating and drinking functions and events.
- Refrain from sleeping out except for your parents' home.
- Keep in mind that you should mainly stay in your room.
- If you are feeling physically ill, act in compliance with item 12 of these guidelines.

(2) Kasai International Dormitory

- The International Exchange Lounge 2 is closed all day long. At the International Exchange Lounge 1, only a microwave and electric pot are available for use, so stay in your room to eat and study.
- Shared areas (including the International Exchange Lounges) are cleaned and sanitized periodically.
- If you have been outside or off campus, upon your return to the dormitory, disinfect your hands with the hand sanitizer at the entrance and wear a mask in the building with no exceptions, unless you are in your own room.
- If it is suspected that a student in the dormitory has been 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.

10. Traveling overseas

There is a ban on traveling overseas for students, teachers and staff members.

If an international student has no choice but to travel overseas, report to the International Relations

Office and submit a “Notice of Temporary Leave.”

If a faculty member has no choice but to travel overseas, report to the immediate manager and obtain approval.

A student or faculty member who has been overseas and exhibits symptoms such as fever or coughing, should first visit a local medical institution. Concerning examination results, the student should immediately report these to the Health Center of the campus that the student attends. The faculty member should immediately report to their department (immediate manager) and the human resources department. Concerning students whose period of the Exchange Study Abroad Program is over, they are required to comply with the instructions of the International Relations Office.

11. Returning from overseas (entry into Japan)

You cannot use public transport and must isolate yourself for 14 days after the entry into Japan. You are prohibited from entering the university campus and other facilities including Kasai International Dormitory and Kodaira Men’s Dormitory for 14 days after entry into Japan. During the period of the self-isolation for 14 days, record your physical condition and temperature for the duration. While carefully observing your own physical condition, stay home without exception unless absolutely necessary and avoid contact with other people.

If you have symptoms of fever, cough or cold, call a medical institution, consultation services or a public healthcare center and comply with their instructions. The student should report to the Health Center of the campus that the student attends. The faculty member should report to their department (immediate manager) and the human resources department.

When returning from overseas (entry into Japan), make sure to adhere to the following rules.

- If you 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. The student should immediately report to the Health Center of the campus the student is attending. The faculty member should immediately report to their department (immediate manager) and the human resources department.
- When moving from the airport to an isolation facility, you must not use public transport. Use a specified taxi.
- The student should immediately report to the Health Center of the campus that the student belongs to concerning the area you have stayed, the date of returning from overseas (entry into Japan), and your health condition at that time in the airport. The faculty member should immediately report to their department (immediate manager) and the human resources department. Contents to be reported are:
 - Symptoms of fever and cough
 - Drugs that have been taken for fever or coughing
- Concerning a student or faculty member who has had symptoms of fever or coughing and has visited a medical institution during travel abroad, the student should report the examination result to the Health Center of the campus where the student attends. The faculty member should report the examination results to their department (immediate manager) and the human resources department.
- Confirm the latest information from the government (Ministry of Foreign Affairs of Japan and

Ministry of Justice) on your own.

Website of the Ministry of Foreign Affairs of Japan (concerning entry into Japan):

https://www.mofa.go.jp/ca/cp/page22e_000925.html

*If you are newly entering Japan, follow the guidance of the department in charge of this issue at the university (if you are an international student, the International Relations Office is in charge of this issue). When entering Japan, you need to provide a written oath issued by the university.

12. In cases where suspected that you have been infected with COVID-19, have been in close contact with an infected person, or have been diagnosed with an infection

- If you are suspected of being infected (having symptoms such as fever), start to fill out a “health observation slip” and do not go to the university. Refrain from going out, and be sure to wash your hands and exercise coughing manners. Try to act as a leader in preventing the spread of infection.
- If you feel ill, call a medical institution or consultation services available from the national or local government and follow their instructions.
- If you are a student, confirm the “Consideration of your absence from class.” If you find yourself in the following situation, immediately report this to the Health Center of the campus where you attend.
 - (i) You are suspected of being infected, (ii) You have come in close contact with an infected person, (iii) You have been diagnosed as being infectedIf you need to report at night or on a designated university holiday, get in touch with the Security Office of the Ariake Campus or the Gatehouse of the Musashino Campus.
- If you are a teacher, immediately report to the department chairperson and the human resources department. If you are a staff member, immediately report to your immediate manager.

<Consultation services>

Call Center for Health, the Ministry of Health, Labour and Welfare (with regard to COVID-19):

0120-565-653 (Open from 9:00 to 21:00, including weekends and public holidays)

Tokyo Fever Consultation Center: 03-5320-4592 (24-hour support including weekends and public holidays)

Consultation centers of prefectural and city governments where you live (the title will depend on which government is involved)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokusyasessyokusya.html
(Japanese)

<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):

03-5530-7372 (Open from 10:00 to 15:00)

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.

13. 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) Checking the current status of the infected person

If a medical institution found out that a student or faculty member has been infected, the institution will submit the examination results to the public health center and the institution will inform the infected person and their parents of the results. The public health center will conduct an interview (including activity history) with the infected person. If the infected student (or faculty member) was staying at the university, the public health center will conduct research to gain information regarding the infected person's activity history and identify close contacts. The university shall cooperate with the center to verify the following points.

- Symptoms of the infected person
- The infected person's activity history at the university
- Information regarding contacts
- Infection status in the area
- Infection route

Considering these points comprehensively and while fully consulting with the public health center, we will decide whether the university needs to close or not. If the university needs to close, we will decide on the range of the affected areas and determine the scope and the period of the required closure.

(2) Halting the attendance of an infected person

- If you are a student and fall into any of the following categories, the university will order your school suspension (according to the rules of the School Health and Safety Act).
 - (i) You are suspected of being infected
 - (ii) You have come into close contact with an infected person
 - (iii) You have been diagnosed with an infection
- 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.
- Since COVID-19 is currently designated an infectious disease, it falls under the attendance

suspension period for type I infectious diseases. Concerning permission for attending classes, follow the doctor's instructions.

- The standard for the attendance suspension period for a close contact is 14 days counting from the last day of contact with the infected person. For details, follow the instructions provided by the public health center.
- 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.

(3) Cancellation of classes if an infection case has occurred

Concerning classes that the relevant student has attended, the university will make a decision on whether to continue or cancel the classes based on the status of the infection situation, activity history, and instructions from the public health center.

(4) Sanitization on the campuses

If we have found out that a student or faculty member has been infected, we will take measures including sanitization based on instructions from the public health center on an as-needed basis.