

Ritsumeikan University Guidelines for Preventing the Spread of COVID-19 (Ver. 4)

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Ritsumeikan University

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Introduction

Since the novel coronavirus disease (COVID-19) started to spread worldwide in mid-January 2020, various necessary countermeasures to take at Ritsumeikan University have been discussed mainly by the Ritsumeikan University Infectious Disease Task Force and Ritsumeikan Trust Crisis Response Task Force, deliberated and decided by the Executive Board of Trustees and other relevant organizations according to the contents of the measure, and implemented throughout the University. We formulated the “Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan: BCP)” (Adopted by the Ritsumeikan Trust Crisis Response Task Force on April 27, 2020, came into effect on May 7, and revised on September 16) and have responded to the changing situations based on the six Activity Restriction Levels as outlined in the BCP.

To continue its operations while taking due care to prevent the spread of COVID-19, Ritsumeikan University developed the Ritsumeikan University Guidelines for Preventing the Spread of COVID-19 (June 1, 2020) in light of the practical examples of the “New Lifestyle” presented by the Japanese Government’s Novel Coronavirus Expert Meeting and informed students and faculty about the Guidelines.

After that, in line with the changes to basic measures in accordance with the national government’s new level classifications and revisions to the Ritsumeikan University BCP (revised on December 15, 2021), we revised these Guidelines as well. In addition, because the government has switched to concentrating on identifying close contacts within the same household at high risk of infection and hospitalized patients and residents at high risk of serious illness, it is no longer possible to identify other close contacts, so the university must now use its own judgment in identifying close contacts (“Concerning the Identification of Close Contacts Where Infections Have Occurred, Restrictions on Behavior, and Implementation of Active Epidemiological Surveillance based on the Characteristics of the Omicron Strain while it Remains the Dominant Strain” (2022.3.16 Ministry of Health, Labour and Welfare notification). To this end, the Medical Service Center will take the lead in consolidating infection reports in order to promptly and smoothly identify quasi-close contacts at Ritsumeikan University and prevent the spread of infection (“Ritsumeikan University's Response Concerning the Identification of Close Contacts, Restrictions on Behavior, and Implementation of Active Epidemiological Surveillance based on the Characteristics of the Omicron Strain while it Remains the Dominant Strain” (2022.3.13 Executive Board of Trustees)).

1. Basic Concept

○ Ritsumeikan University will work to prevent the spread of COVID-19 based on our duty to protect the lives, safety and health of its stakeholders including students, faculty and staff and to fulfil its social responsibility to prevent the spread of infection.

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

○ The Ritsumeikan Trust Crisis Response Task Force decides the Activity Restriction Level (Level 0-5) based on the Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (BCP) (revised on December 15, 2021). Each organization and department shall decide allowable scope of activities and facility use based on the BCP Activity Restriction Level and make them known to members and stakeholders.

■ Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (BCP) (revised on December 15, 2021)

<http://en.ritsumei.ac.jp/file.jsp?id=459354&if=.pdf>

3. Measures to Prevent the Spread of COVID-19 Based on Ritsumeikan University BCP

(1) Responses taken at respective campuses of Ritsumeikan University

○ Ritsumeikan University has campuses in three different prefectures: Kinugasa and Suzaku Campuses in Kyoto, Biwako-Kusatsu Campus (BKC) in Shiga, and Osaka Ibaraki Campus (OIC) in Osaka. Given the widespread geographic area from which students, faculty, and staff commute, even if a “State of Emergency” is issued only in parts of the area, all campuses will respond in a consistent way as a general rule.

○ However, if a “State of Emergency” is issued only in specific parts of the area or if a specific prefecture issues a unique “State of Emergency Declaration” of its own, and such situations may extend for prolonged periods, different responses may be taken for specific and limited aspects in campuses outside of the specified prefectures.

○ Responses taken at Tokyo Campus will be decided separately, in consideration of the situations in Tokyo. Responses taken at Osaka Umeda Campus will be decided in consideration of the situations in Osaka and pursuant to the responses taken at OIC and other campuses of Ritsumeikan University.

(2) Student entry to the campus

○ Student entry to the campus will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. The number of facility users and students, etc. staying in the campus will be adjusted as necessary according to the Activity Restriction Level to reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Entry to the campus will be permitted, having enacted measures to prevent infection.
- (3) [Level 2] Entry to the campus will be permitted, having enacted measures to prevent infection, but adjustments will be made to the number of users for each facility as needed.

- (4) [Level 3] Entry to the campus will be permitted, having enacted measures to prevent infection, but the number of people on campus will be controlled as needed.
- (5) [Level 4] Entry to the campus may be permitted only for those cases deemed essential, having enacted measures to prevent infection. The number of people on campus will be controlled.
- (6) [Level 5] In principle, entry to the campus will be prohibited.

<Table 1: Ritsumeikan University BCP Activity Restriction Levels and indication of maximum number of students allowed on campus>

Ritsumeikan University BCP Activity Restriction Level	Indication of maximum number of students currently enrolled
Level 0 (No restrictions)	100%
Level 1 (Bare minimum restrictions)	Up to approximately 80%
Level 2 (Minimal restrictions)	
Level 3 (Moderate restrictions)	Up to approximately 50%
Level 4 (Severe restrictions)	
Level 5 (Maximum restrictions)	Up to approximately 5%

* The above figures are only rough guides. Measures will be implemented based on status of infection in the country and the area where the campus is located as well as requests issued by the national and/or local governments.

(3) Class formats

○ Class formats will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. Classes will be provided online according to the circumstances to reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Normal face-to-face classes, seminars, experiments, and practicums will be held, having enacted measures to prevent infection.
- (3) [Level 2] Normal classes, seminars, experiments, and practicums will be held, having enacted measures to prevent infection.
- (4) [Level 3] In principle, classes will be held using multimedia tools, but experiments, practicums and other classes that need to be held face-to-face for academic reasons as well as classes that require the use of information classrooms or other facilities and equipment may be held face-to-face having enacted measures to prevent infection.
- (5) [Level 4] In principle, classes will be held using multimedia tools, but face-to-face classes can be held only for experiments, practicums and other classes that are deemed particularly highly necessary for academic reasons as well as classes that require the use of information

classrooms or other facilities and equipment, having enacted measures to prevent infection.
(6) [Level 5] Classes will only be held using multimedia tools; no face-to-face classes will be held.

(4) Outbound overseas programs

○ The decision on whether to implement international dispatch programs or to instruct dispatched students and faculty to return to Japan will be made in light of the status of the spread of COVID-19 overseas and infection risk information provided by the Ministry of Foreign Affairs (MOFA) as part of Overseas Travel Safety Information, and based on “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 (approved by the Center for International Education Meeting on May 22, 2018; reported to the Executive Board of Trustees on June 13, 2018).”

MOFA Infection Risk Level	Status of dispatch	Decision-making guidelines
<div>Level 1</div> Exercise caution	Before dispatch	Overseas dispatch programs will basically be implemented but the situation in the host country will be monitored at all times. If the situation in the host country is clearly likely to worsen or has worsened, the dispatch will be cancelled.
	During dispatch	Overseas dispatch programs will basically be continued, but the situation in the host country will be monitored at all times. If the situation in the host country is clearly likely to worsen or has started to worsen, the dispatch will be cancelled.
<div>Level 2</div> Avoid non-essential travel	Before dispatch	Overseas dispatches will basically be cancelled.
	During dispatch	Overseas dispatches will be cancelled, and all dispatched students and personnel will basically be made to return to Japan in a timely manner.
<div>Level 3</div> Avoid all travel	Before dispatch	Overseas dispatches will be cancelled immediately.
	During dispatch	Overseas dispatches will be cancelled, and all dispatched students and personnel will be immediately repatriated.
<div>Level 4</div> Evacuate and avoid all travel	Before dispatch	Overseas dispatches will be cancelled immediately.
	During dispatch	Overseas dispatches will be cancelled, and all dispatched students and personnel will be immediately repatriated.

○ If any unforeseen circumstances arise while overseas dispatch 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).

■ MOFA Overseas Travel Safety Information (Japanese version only)

<https://www.anzen.mofa.go.jp/>

(5) Extracurricular and self-directed activities

○ Implementation of extracurricular activities will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. Restrictions will be placed on activity format and participant numbers as the situation dictates, to reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Normal extracurricular and self-directed activities will be held having enacted measures to prevent infection.
- (3) [Level 2] Only those clubs deemed as able to thoroughly enact infection prevention measures will be allowed to undertake normal extracurricular and self-directed activities in accordance with the guidelines issued by relevant associations.
- (4) [Level 3] Only organizations recognized as taking sufficient measures to prevent infection will be permitted to conduct activities, and the scope and content of said activities will be limited in accordance with the guidelines issued by relevant associations; however, a decision may be made to postpone or cancel retreats, excursions, and other activities with a high risk of infection.
- (5) [Level 4] In principle, face-to-face extracurricular and self-directed activities will not be held regardless of whether they are held on or off campus; however, online activities will be permitted.
- (6) [Level 5] Face-to-face extracurricular and self-directed activities will be prohibited regardless of whether they are held on or off campus; however, online activities will be permitted.

○ At Level 2, organizations planning an extracurricular activity will be asked to submit an activity plan including measures to prevent infection. The decision as to whether the activity will be permitted or not will be made on an individual basis by evaluating the validity of the proposed infection prevention measures based on the activity plan.

(6) Research activities

○ Implementation of research activities will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. Restrictions will be

placed to avoid the “Three Cs” within faculty offices, reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Normal research activities will be conducted, having enacted measures to prevent infection.
- (3) [Level 2] Normal research activities can be conducted, having enacted measures to prevent infection.
- (4) [Level 3] Activities that are deemed highly necessary for research purposes can be conducted, having enacted measures to prevent the spread of infection; however, researchers are recommended to limit their activities in faculty offices and other facilities as much as possible and engage in activities from home to prevent infection and otherwise achieve Zero C.
- (5) [Level 4] Activities in offices and other facilities will be permitted for activities that are deemed particularly highly necessary for research purposes and activities deemed necessary to maintain the minimum level of research functions having enacted measures to prevent the spread of infection.
- (6) [Level 5] Only faculty members and researchers will be permitted to enter offices and other facilities, and activities will be limited to those deemed necessary to maintain the minimum level of research functions having enacted measures to prevent the spread of infection.

(7) Events on campus and rental of facilities to external organizations

○ Holding of events on campus and rental of facilities to external organizations will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. Restrictions will be placed on activity format and participant numbers as the situation dictates, to reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Events will be held having enacted measures to prevent infection.
Only external organizations recognized as taking thorough measures to prevent infection will be permitted to rent facilities.
- (3) [Level 2] Events can be held in accordance with event guidelines issued by the national or local government, having enacted measures to prevent infection.
- (4) [Level 3] Events that are deemed highly necessary can be held in accordance with event guidelines issued by the national or local government, having enacted measures to prevent infection. Online events will be permitted. As a rule, facilities will not be rented to external organizations.
- (5) [Level 4] Events will be postponed or cancelled in principle. Online events will be permitted. Facilities will not be rented to external organizations.

- (6) [Level 5] All events will be postponed or cancelled. Online events will be permitted.
Facilities will not be rented to external organizations.

(8) Faculty and staff work arrangements, domestic official trips, and on-campus meetings

○ Faculty and staff work arrangements, domestic official trips and internal meetings will be decided using the six levels outlined below, which correspond to the Activity Restriction Levels in the Ritsumeikan University BCP. Restrictions will be placed to avoid the “Three Cs” while commuting and within offices, reduce person-to-person contact and thereby prevent the spread of infection.

- (1) [Level 0] Normal
- (2) [Level 1] Normal activities can be conducted having enacted measures to prevent infection. No particular restrictions will be applied to domestic official trips and on-campus meetings.
- (3) [Level 2] Normal activities can be conducted having enacted measures to prevent infection. When deemed necessary, faculty and staff will be allowed to work staggered hours or to work from home. In principle, no restrictions will be applied to domestic official trips and on-campus meetings, but meetings will be held online as needed.
- (4) [Level 3] Normal activities can be conducted having enacted measures to prevent infection. When deemed necessary, faculty and staff will be recommended to work staggered hours or to work from home. Domestic official trips that are deemed highly necessary are permitted but should be replaced with online meetings as much as possible. The absolute minimum required face-to-face meetings will be held, but as a rule, meetings will be shifted to online mode.
- (5) [Level 4] As a rule, faculty and staff will shift to working from home, but having enacted measures to prevent infection, the necessary staffing framework will be secured for campus security and administration. As a rule, domestic official trips are not permitted. Meetings will be held online in principle.
- (6) [Level 5] As a rule, faculty and staff will work from home, but having enacted measures to prevent infection, the minimum necessary staffing framework will be secured for campus security, maintenance, and administration. Domestic official trips are not permitted. Meetings will be limited to online mode.

○ Based on the levels indicated above, we shall make accommodations for faculty and staff work environment. 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 working space to ensure avoidance of the “Three Cs” in the offices.

<Domestic official trips>

○ As a rule, faculty and staff are to avoid domestic official trips to areas where a “State of Emergency”

is issued or to areas where self-restraint of traveling is requested, regardless of the Activity Restriction Level in the Ritsumeikan University BCP.

<Official trips abroad>

○ A decision on official trips outside of Japan to those regions for which Level 2 Infectious Disease Risk alerts have been issued by the Ministry of Foreign Affairs shall be made by the organization head in light of the situation in the destination region. In principle, travel to areas where the Ministry of Foreign Affairs has issued a Level 3 Infectious Disease Risk alert is prohibited; however, as an exception to this rule, the executive in charge may decide that travel is permissible after comprehensively assessing the necessity of the official trip, the status of infections in the official trip destination, and the safety measures / security outlook at the time of travel and during the period of local activity.

[MOFA Infectious Disease Risk Level]

Level 1	Exercise caution
Level 2	Avoid non-essential travel
Level 3	Avoid all travel
Level 4	Evacuate and avoid all travel

○ The handling of work arrangements in overseas offices will be decided by the head of the organization on a case-by-case according to the circumstances in the country/region and requests issued by the government in question.

■ MOFA Overseas Travel Safety Information (Japanese version only)

<https://www.anzen.mofa.go.jp/>

<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 the space allows in the meeting room, there should be enough distance between seats and seat arrangements should be devised to minimize contact between members (secure a distance of 2 m if possible; at least 1 m between adjacent seats).

- As a rule bentos and tea will not be distributed in meetings because doing so could increase the risk of contact 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 thorough measures to prevent infection (e.g., wear masks and regularly wash their hands and/or disinfect their hands and fingers).

4. Measures Taken by the University to Prevent Infection

(1) The basics for preventing infection

- In addition to the basic measures to prevent infection (1. ensuring social distance, 2. wearing a mask, and 3. washing your hands) recommended by the Ministry of Health, Labour and Welfare (MHLW) in their “New Lifestyle” guidelines and efforts to achieve Zero C (i.e., avoiding any and all of the Three Cs (closed spaces, crowded places, and close contact settings)), we will be taking every measure possible to ensure the safety and peace of mind of our students, faculty, and staff in the classroom and their lives on campus.
- It is essential that everyone behaves responsibly “to avoid getting infected” and “not to transmit infection to others” as a means to protect themselves, someone they love, and the society.
- For detailed information please refer to “Let’s Start a New Campus Life! Manual for Preventing the Spread of COVID-19 (3rd edition)” (revised on December 15, 2021) as well as these Guidelines. This Manual has been prepared for college and graduate students but it carries information necessary for every member of the university including faculty and staff.

Requests to all students, faculty, staff and visitors

- Take thorough actions to ensure you do not get infected and do not infect others.
- Wear a mask.
- Properly wash your hands and/or disinfect your hands and fingers (Alcohol disinfectants are placed at locations where people gather).
- Take your temperature before leaving home and refrain from coming to campus or the office or otherwise going out if you do not feel well.

(2) Preventing droplet infection – making sure to wear a mask

- Anyone entering the campus is required to wear a mask while commuting to campus and while staying on campus (except when eating, drinking or exercising and when wearing a mouth shield instead of a mask because you need to show the motion of your mouth in class or for other reasons).

* You need to bring your own mask as a basic rule, but if your mask has been damaged, polluted or lost after entering the campus, you will be able to get a new one at College Administrative Offices or Manabi Stations.

[Points to note about wearing masks]

- Ritsumeikan University has set a “Rules for Mask Wearing” which requires all students, faculty, staff and visitors to wear a mask while on campus. Based on this provision, when a person is having a conversation or a chat without wearing a mask on campus, faculty or staff members may remind that person to wear a mask, as necessary.
- However, there may be individuals who have difficulty wearing a mask due to hypersensitivity or other reasons. The Manual for Preventing the Spread of COVID-19 mentioned above instructs college and graduate students who have difficulty wearing masks to consult the Office of Student Affairs. Depending on the situation, such individuals may be asked to carry a card noting the difficulty of wearing a mask, or to use a face shield or a fan-shaped mask.
- Faculty or staff members who have difficulty wearing a mask are asked to notify your boss and contact the relevant division/office as appropriate.
- We will promote understanding among all students, faculty and staff about the fact that wearing a mask can be difficult for some people.
- In consideration of the fact that there are cases where wearing a mask can be difficult due to hypersensitivity or other reasons as noted above and also, in some cases it is recommended to take off your masks during sports and exercises, an annotation has been included in the Ritsumeikan University Action Guidelines in Response to the COVID-19 Outbreak (Business Continuity Plan: BCP) noting “However, people who have a justifiable reason for not wearing a mask will not be asked to wear one.”

(3) Preventing contact infection – making sure to wash your hands

○ Alcohol disinfectants are placed at building entrances and locations where people gather. Be sure to wash your hands properly and disinfect your hands and fingers frequently.

* Make sure to bring a clean towel or handkerchief.

Source: MHLW website

(4) Self-health management - taking your temperature before leaving home

○ Take your temperature to see if you have a fever (*) before leaving home (coming to campus or the office), and check whether you are experiencing breathlessness, intense fatigue, headache, sore

throat, runny nose, nasal congestion, or an altered sense of smell or taste.

* Rough guide for having a fever is 37.5°C or 1°C higher than your normal temperature.

* Please make use of the “Health Check Sheet” provided by Ritsumeikan Medical Service Centers.

<http://www.ritsumei.ac.jp/mng/gl/hoken/doc/selfhealthchecksheets.pdf>

* If you are accessing via a PC, you can open the file by clicking on the URL above while pressing the Ctrl key (the same applies hereinafter).

○ If you have any of the symptoms described above, refrain from coming to campus or the office or otherwise going out.

○ If you have forgotten to take your temperature before leaving home, there are thermometers at the cafeteria and Manabi Stations, so please use them for self-health checks.

○ If you notice any symptoms such as fever while on campus, please contact your primary care doctor or the Medical Service Center via phone as outlined in 4. (9) Medical consultation. Please instruct students to do the same when a student asks for your advice.

(5) Recording your activity

○ In the event that you got infected, became a “close contact,” or someone close to you got infected, it is very important to keep a detailed record of your action history including who you met, when, where and what you did. Utilize your diary or the Activity Table attached to this document to keep an action history.

○ This Action History Table is for your own self-check purposes. You will not be asked to submit it, so please keep as detailed a record as possible. In the event that you get infected or become a “close contact,” the public health center or University staff may conduct an interview, for which you can use the Action History Table.

(6) Use of COVID-19 Contact-Confirming Application (COCOA) and other tools

○ You are requested to install COVID-19 Contact-Confirming Application (COCOA) released by MHLW to receive alert as soon as possible when you have potentially been infected.

* This application sends a notice to users when the user has potentially been in contact with a person who is COVID-19 positive to alert users of the possibility of infection as soon as possible. Information that will lead to the identification of an individual or information on the relation between the infected person and the contact (the person who receives notice of potential contact) will not be recorded in the application to ensure protection of privacy.

* If a person who has been confirmed as COVID-19 positive is registered on the application as a positive person (upon his/her consent), individuals who have potentially been roughly within 1 meter from the positive person for a period over 15 minutes in the past 14 days will be notified of the possibility of infection. When persons who received a notice selects his/her health conditions from a

list of symptoms, contact information of Returnees & Contact Persons Consultation Centers and advice on receiving a screening will be displayed.

* If you receive this notification, please refrain from coming to campus and receive a screening or respond otherwise as advised by the application.

* If you are confirmed as COVID-19 positive, please contact your affiliated office according to 5. Response in the Event of Infection or Close Contact or Suspected Infection or Close Contact.

[About COVID-19 Contact-Confirming Application (COCOA)]

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html

* Please search in App Store or Google Play by entering “contact-confirming application” and install.

Google Play

<https://play.google.com/store/apps/details?id=jp.go.mhlw.covid19radar>



App Store

<https://apps.apple.com/jp/app/id1516764458>



○ We also recommend you to utilize applications of contact tracing systems provided by municipalities.

Shiga Prefecture: Official LINE account “Shiga Prefecture – personal support on countermeasures against COVID-19”

<https://www.pref.shiga.lg.jp/ippan/kurashi/ict/310749.html>

Kyoto Prefecture: Kokotoro – Kyoto Prefecture COVID-19 Emergency Contact Service

<https://www.pref.kyoto.jp/kikikanri/coronakinkyurenaku.html>



Osaka Prefecture: Osaka COVID-19 Tracing System

http://www.pref.osaka.lg.jp/smart_somu/osaka_covid19/index.html

(7) Measures to prevent infection during University facility use

■ Measures to prevent infection during face-to-face classes

- Instructors should wear a mask (may use mouth shields or face shields as necessary).
- Graduate and undergraduate students may also be requested to wear face shields depending on the contents of the class.
- Maintain a distance of 2 meters (1 meter at minimum) between those present in the classroom.
- A transparent sheet will be installed in front of the teacher's desk in all classrooms (to prevent droplet infection during a Q&A session and to secure social distance).
- Items of communal equipment (e.g., handrails, door knobs, power switches) will be regularly disinfected.

■ Ventilation

- (1) Mechanical ventilation and (2) natural ventilation by opening windows for several minutes (once every 30 minutes in classrooms) will be carried out as recommended by MHLW.
- Classroom windows and entrance doors may be left open during class for ventilation purposes. College and graduate students may be asked to lend a hand with opening and closing of the windows. Circulators may be used depending on the structure of the classroom.

■ Measures to be implemented at cafeterias

- Awareness raising to ensure proper hand-washing and disinfection of hands and fingers before using the cafeterias
- Awareness raising for temperature check before using cafeterias (A thermal camera will be installed at the entrance of cafeterias.)
- All seats will be partitioned with a panel to prevent droplet infection so that diners can eat with peace of mind.
- The cafeteria staff will check their health condition every day and wear a mask when serving customers.
- Thorough ventilation and social distancing will be ensured. Use of communal equipment such as water dispensers, tea dispensers, and microwave ovens will be suspended to prevent infection.
- Diners are urged to leave immediately after finishing their meal.
- Tables and chairs are to be sanitized twice daily.
- There will be times when entry will be limited due to crowded conditions.

■ Facility use

- Facility users are requested to properly wash their hands and disinfect their hands and fingers before and after using the facility.
- Facility users should wear a mask while using university facilities.
- Refrain from talking loud or conversing without wearing a mask.

<Toilet>

- Make sure to wash your hands with running water and hand soap after using the toilet. Take about 30 seconds for effective cleaning.
- If there is a seat cover at a Western style toilet, please shut the cover when flushing a toilet to prevent droplets from scattering.
- Make sure to bring a clean towel or handkerchief.

<Measures to be implemented at seminar houses, field houses, and international dormitories>

- The risk of infection is particularly high when living spaces are shared. Care should be exercised to ensure social distance, proper hand washing, and avoidance of the “Three Cs.”
- Users of these facilities are asked to refrain from activities with high risk of infection such as eating and drinking while socializing or engaging in recreation.
- Temporary users are asked to take their temperature upon check-in. We may decline your use if you have a fever. We ask for your cooperation and understanding in advance.
- As for use conditions or limitations to the use of lounges, common rooms and kitchen, please adhere to the instructions of the facility manager.
- The number of people who can stay in multiple bedded rooms may be limited.

< Measures to be implemented at athletic facilities, gym (including the changing rooms), studios and halls>

- Use will only be permitted to students and organizations who have prior permission. We ask for your cooperation and understanding in advance.
- Regardless of the type of physical activity or sport, maintain distances (roughly 2 meters) from those nearby, even when not engaged in said activity or sport.
- The number of users may be limited as needed to avoid crowding (particularly in changing rooms and rest areas).
- When admitting spectators, ensure there is sufficient space between individuals so they are not crowded together. Furthermore, make it known that people should not cheer in loud voices, refrain from conversation, and wear masks when talking.
- When holding any type of sports competition, refer to the guidelines established by central sports associations and take the actions required.
- Water dispensers will be replaced with water stands. Bring your own bottle and do not share drinks with other people.
- Limit the number of training machines/equipment you use and disinfect each machine/equipment with alcohol after use.

(8) Actions to avoid clusters (group infection) - avoiding the “Three Cs” (closed spaces, crowded places, and close contact settings)

○ Group infections occur where the following conditions are present: Closed spaces with poor ventilation; Crowded spaces; and Close contact settings where unspecified persons can come in contact with each other, in other words the “Three Cs.”

○ Each one of you is requested to avoid venues conducive to the “Three Cs” as much as possible. When it is unavoidable, protect yourself and others by wearing a mask, ventilating, avoiding loud talking, and avoiding conversations at close distance within an arm’s reach.

○ Refrain from having a meal with persons other than your family as much as possible.

Avoid eating and drinking with friends or conversing without wearing a mask, regardless of on or off the campus. Avoid eating and drinking with persons other than your family, particularly at places said to be prone to cluster infection (e.g. karaoke rooms, theaters, clubs with live music, pubs and bars), as much as possible.

(9) Medical consultation

■ Be sure to use the Health Monitoring Sheet to measure your temperature and observe whether you have developed any symptoms.

<http://www.ritsumei.ac.jp/mng/gl/hoken/doc/selfhealthchecksheet.pdf>

• If you have a fever, cough, fatigue, sore throat, headache, or other symptoms, please be sure to rest.

• If you developed even the slightest of cold symptoms, please consult with a medical institution that treats and tests COVID-19 before getting tested.

■ Information on medical facilities offering treatment and testing in the three prefectures)Kyoto, Shiga, Osaka)

Kyoto: https://www.pref.kyoto.jp/kentai/corona/shinryo_kensa.html

Shiga: <https://www.pref.shiga.lg.jp/ippan/kenkouiryohukushi/iryo/314835.html>

Osaka: <https://www.pref.osaka.lg.jp/iryo/osakakansensho/sinryokensa.html>

○ Ritsumeikan Medical Service Centers will also accept phone consultations (Weekdays 9:30 - 17:00).

Medical Service Center (Kinugasa)	075-465-8231
Medical Service Center (BKC)	077-561-2635
Medical Service Center (OIC)	072-665-2110

* Please refer to the following for consultation and operating hours.

■ Ritsumeikan Medical Service Center homepage

<https://secure.ritsumeai.ac.jp/health/>

5. 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 these cases are as follows.

Case (1): In the event that a student is infected

1. Receive first report of an infected student
2. Establish the Emergency Response Task Force at the relevant school
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 temporarily 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 residential or accommodation facility

* The same procedures will be followed for Cases (2) and (3) taking into account the circumstances particular to each case.

<Guidelines for Typology and Response in Case Someone Becomes Infected or is Suspected of Being Infected (Revised: 6/1)>

[Communication to students]

- If you are told by a medical institution or public health center that you have been infected with

COVID-19, download an infection report (Microsoft Forms; hereinafter “COVID-19 Infection Report”) from the Medical Service Center homepage.

- If you belong to a student organization, promptly notify the Student Office yourself or have the head of the organization do so on your behalf. (For athletic clubs, please notify the Center for Athletics & Sport Services.)
- If you live in an international dormitory, promptly notify the Center for International Education.
- The university will take the necessary measures and/or actions based on the instructions from the local government or public health center. After confirming the content of the COVID-19 Infection Report, the Medical Service Center will verify your physical condition and provide health guidance as necessary. It will also interview you (except on weekends and holidays) to gather information necessary for infection control, such as the circumstances that led to the infection and your activity history after infection.
- Depending on the content of the report, the Medical Service Center may notify those people who came in contact with you during the period of possible infection and may ask you to submit Close Contact Report. Your cooperation is appreciated.
- Please note that each student must apply separately for special considerations for classes via the Learning Support Portal Site.
- When using the COVID-19 Infection Report to report infections or other related matters, make sure you have the following information on hand.

- ① Full name, name of college or graduate school, student ID number, date of birth
- ② Status of participation in extracurricular activities
- ③ Type of test, date of onset (when symptoms began), and symptoms (or the date of test for asymptomatic persons)
- ④ Activity history before and after the date of onset
- ⑤ All contacts starting two days before the day of onset (or the date of the test for asymptomatic persons) until the last day you were on campus
- ⑥ COVID-19 vaccination history
- ⑦ Contact information, telephone number
- ⑧ Required information if you are a boarding student and wish to receive food aid

* The Ritsumeikan Medical Service Center will contact you by phone (weekdays only) if there are any questions regarding the information you have entered.

- Faculty members are requested to instruct their students to fill out a COVID-19 Infection Report available from the Medical Service Center homepage when they receive the first report of infection from a student. In addition, please instruct your students to apply for special considerations for classes

via the Learning Support Portal Site.

- The Medical Service Center will confirm the information entered in the COVID-19 Infection Report, conduct further interviews with and provide health guidance to the student in question as necessary, store the data in the Office of Medical Services shared folder (which has limited access privileges and is password protected), and share the information with the colleges or graduate schools, the Student Office, the Office for Athletes and Sports Services, and the Office of International Affairs (In principle, the Administrative Offices of the colleges or graduate schools in question do not conduct interviews, but the Medical Service Center may ask the Administrative Offices for their cooperation in identifying quasi-close contacts when confirming the information provided by the student.)

- The Administrative Offices of the college or graduate school are requested to provide academic guidance, such as instructing students to apply for special considerations for classes, as needed. The Student Office, the Office for Athletes and Sports Services, and the Office of International Affairs are requested to ask the student for detailed information and provide the necessary guidance (e.g., guidance on club activities, guidance for international dormitory living).

- If you have any questions about the information provided in the report, please contact the Medical Service Center.

[Recipients of COVID-19 Infection Report data updates]

The Medical Service Center will issue reports once a day via email to the following divisions, offices, and officials.

■ List of contact points when the infected individual • close contact or quasi-close contact is a college or graduate student (email)

- | |
|--|
| <ul style="list-style-type: none">• Medical Service Center (Director, physician)• Division of Student Affairs (Deputy Managing Director, Administrative Manager of the Office of Student Affairs of the relevant campus, Administrative Manager of the Office of Medical Services , supervisor in the Office of Medical Services of the relevant campus)• Division of Academic Affairs (Managing Director, Deputy Managing Director of the Division of Academic Affairs on each campus, administrative Manager of the relevant College/Graduate School)• Division of General Affairs (Executive Trustee, Chief Administrative Officer/ Administrative Manager of the Office of Regional Collaboration/Administrative Manager of the Office of General Affairs of the relevant campus)• Division of International Affairs (Deputy Director, Office of International Affairs Manager of the relevant campus) |
|--|

■ List of contact points when the infected individual • close contact or quasi-close contact is a faculty

or staff member (email)

- Medical Service Center (Director, physician))
 - Office of Medical Services Manager
 - Division of Human Resources (Director, Office of Human Resources Manager (formerly, the supervisor in the Office of Payroll and Employee Benefits)
 - Division of General Affairs (Executive Trustee, Office of General Affairs Manager)
- * The contact point is the same as above if the infected person is an employee of a subcontractors or partner company.

* The above divisions/offices which received infection information will report to and share information with relevant officers, personnel, and divisions/offices as necessary.

* Please exercise strict care in the handling of personal information.

- Medical Service Center homepage

<http://en.ritsumeikan.ac.jp/health/>

R Medical Service Center

Ritsumeikan University | Links | Contact | JP/EN

About Us | Annual Schedule | Medical Treatment and Health Consultations | Medical Examinations and Results | Certificates of Health | Publications and Application Forms | Study Abroad Support | FAQ

Information for Current Students | Information for Faculty and Staff (Internal network only) | Information for Students applying for Ritsumeikan and their parents/guardians

If you are infected with COVID-19 or identified as a "close contact"

🔊 If you are infected with COVID-19 or identified as a "close contact"

If you are diagnosed with COVID-19, or you are a close contact with someone with COVID-19, please follow the instructions of the public health center.
Please report to the university as follows.

[University Procedures For Those Infected With COVID-19 or Identified as "Close Contacts"](#)

Business hours : Weekdays 9:30 a.m. ~5:00 p.m. We cannot respond on Saturdays, Sundays, and Holidays.

If you are infected with COVID-19

① Click on the "COVID-19 Report" below, answer the questions, and then press "Submit". Your answers will be reported to the Ritsumeikan medical service center.

COVID-19 Report

- Ritsumeikan University Student 「COVID-19 Report」
- Ritsumeikan University Faculty and Staff 「COVID-19 Report」
- Except for the above 「COVID-19 Report」

• COVID-19 Infection Report

日本語

新型コロナウイルス感染報告書（学生）

COVID-19 report

症状の有無や行動履歴についてお答えください。
Please answer about your symptoms and your action history.

こんにちは、KATAYAMA HARUE。このフォームを送信すると、所有者に名前とメールアドレスが表示されます。

*** 必須**

1. このFormsの情報は、**学内の感染拡大の防止を図り、皆様の授業配慮を行う上での根拠を明らかにすることを目的**として収集し利用します。この情報は保健センターと教学責任者等、学内の限定された人でのみ共有いたします。
情報を提出し学内で共有することに同意いただける場合は、以下にチェックを入れてください。

The purpose of this FORMS is to prevent the spread of COVID-19 infection on the Campus, and to provide accommodation to those considered to be infected with COVID-19 and need to self-isolate.
Thus, the information will only be used for this purpose, and will only be shared among Medical Service Center and persons in charge for each office of college and graduate school.
If you agree to this purpose and usage, please mark the following.

☐ 同意します agree

☐ 同意しません（保健センターに限定して利用します） disagree (will only be utilized within Medical Service Center)

<Guidelines for Typology and Response in Case Someone Becomes Infected or is Suspected of Being Infected>

○ Guidelines for typology and response in case someone becomes infected or is suspected of being infected according to the case and contact history have been established on April 1, 2020 based on deliberations by the Infectious Disease Task Force. Please refer.

Type	Case / contact history	Guideline for 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 (including quasi-close contacts)	Stay at home for seven days; monitor health
b	Contact	Monitor health for seven days
C	Close contact of a close contact	Monitor health for seven days
c	Contact of a close contact	Monitor health for seven days

Drafted by: Director of the Ritsumeikan 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 seven days. Please go about your daily life while exercising caution to prevent infection.

* Please use the “Health Check Sheet” available from the link below.

■ Ritsumeikan Medical Service Center homepage: Health Monitoring Sheet

<http://www.ritsumei.ac.jp/mng/gl/hoken/doc/selfhealthchecksheet.pdf>

■ **Definition of the typology above**

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

• 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 and currently have a fever or other symptoms; individuals who have a fever or other symptoms and have been shown to have pneumonia from a CT scan and 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 or other reasons.

“Close contact (including quasi-close contacts)” (B) refers to the following individuals who have come into contact with a “Patient (Confirmed case)” during the infectable period (See note).

- 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)” within arm’s reach (about 1 m) for 15 minutes or more without the necessary protection from infection. (The contagiousness of the Patient shall be comprehensively assessed based on individual circumstances, including the situation in the surrounding area and contact status.)

Note: 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 (including quasi-close contact)” (B), and 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” (A) 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 part-time 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.

■ Suspension of attendance for seven days for close contacts of individuals infected with the Omicron strain

Grounds: “Response in the event of the confirmed rapid spread of novel coronavirus infections” (Notification from the Ministry of Health, Labour and Welfare (issued: January 15, 2022; revised: January 28, 2022)

<https://www.mhlw.go.jp/content/000889667.pdf>

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 seven days from the day following the date on which the student last had close contact with the infected person.

<Guidelines for Disinfection of Facilities, etc. in Case Someone Becomes Infected>

- (1) If the public health center instructs to do so, the facility operator is responsible for disinfecting the facilities and equipment used by the infected individuals.

Please consult the Office of Regional Collaboration of the relevant campus for conducting disinfection.

- (2) Facilities and equipment which a PCR-positive individual has used in the last three days should be disinfected even if the public health center does not instruct to do so.

- If the public health center does not provide specific instructions, refer to the following when conducting disinfection.

- Areas where the infected individual used within the past three days should be subject to

disinfection.

- Thoroughly ventilate the area before conducting disinfection. Different institutions recommend different time length as required for ventilation.

* The European Center for Disease Control and Prevention (ECDC) recommends to ventilate the area for at least one hour before starting disinfection

* The US Center for Disease Control and Prevention (CDC) recommends to ventilate the area for around 24 hours before starting disinfection

- Scope of areas subject to disinfection includes an area of at least 2 m radius around the area (desk and chair) where the infected individual (or individual suspected of infection) was working. If the individual used toilets, rest areas, or cafeterias, those areas should be disinfected as well.

(3) As a rule, disinfection is not required for individual identified as “Suspected infection” (A1) or “Close contact” (B), but day-to-day thorough implementation of the following measures to prevent infection becomes extremely important.

- (1) Always wear a mask while working in the workplace.
- (2) The mask can be taken off when eating and drinking during meal time or breaks, but do not talk with other people without wearing the mask.
- (3) Provide alcohol disinfectants at the workplace, if possible, and frequently disinfect hands and fingers or frequently wash hands with tap water and soap.
- (4) Disinfect items of communal use that come into direct contact with multiple persons at least twice a day (morning and evening). Disinfection can be performed by wearing a glove and wiping with a neutral detergent solution, alcohol, or sodium hypochlorite solution.

(Note) The guideline is based on advice from the Director of the Ritsumeikan Medical Service Center (school physician, industrial physician).

<Public announcement in case a university constituent (student, faculty or staff member) becomes infected>

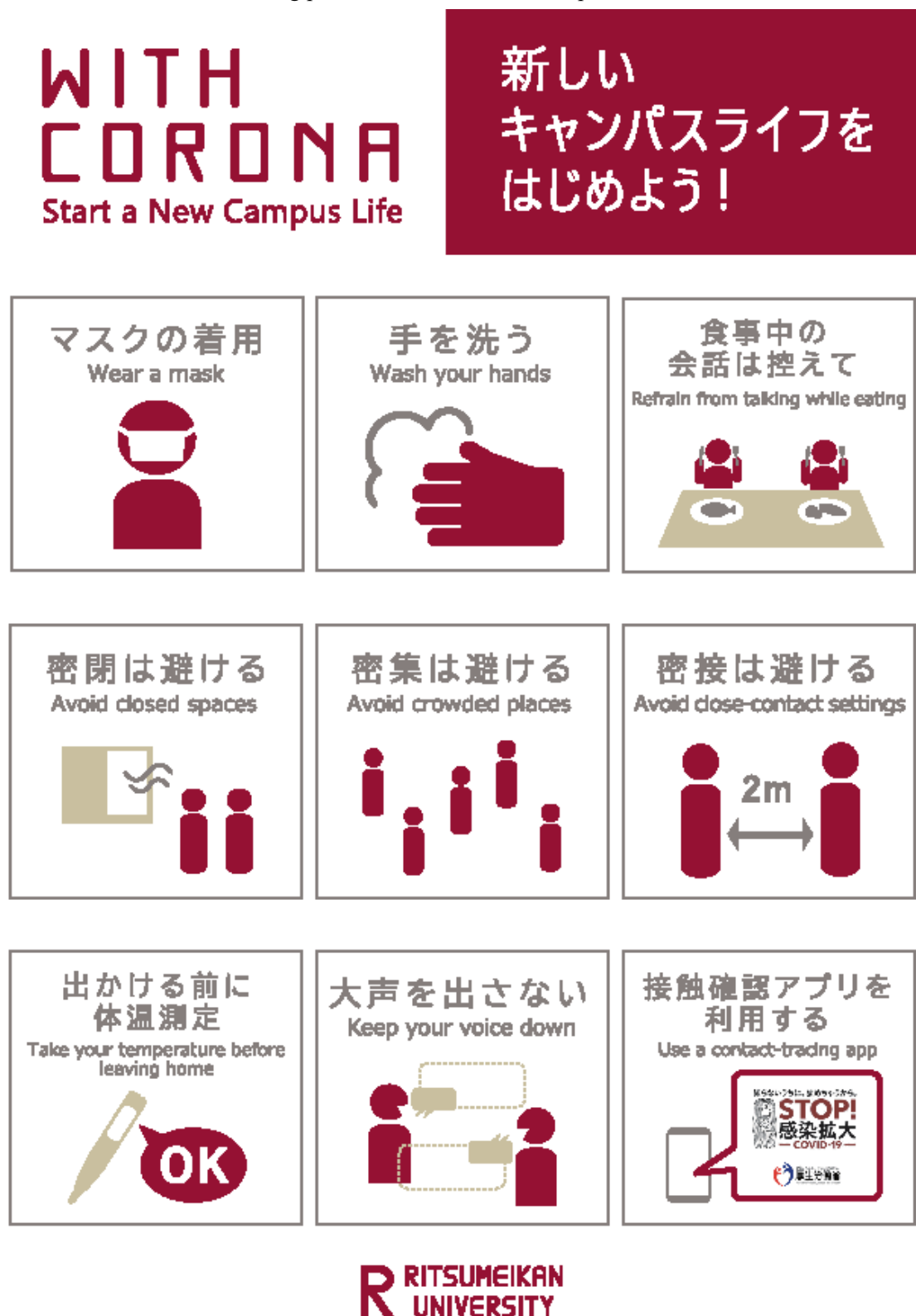
○ When it is confirmed that a constituent of Ritsumeikan University (student, faculty or staff member) has been infected with COVID-19, we announce the minimum necessary facts from the perspective of preventing the spread of infection, while paying due consideration to protecting personal information and based on the consent of the individual in question.

* Anyone can contract COVID-19 anywhere. Becoming infected is not the responsibility of the infected person. We do not tolerate any abuse or defamation against infected individuals. We ask everyone to have understanding of and give consideration to respecting the human rights and protecting personal information of infected persons and their families.

* Ritsumeikan University has issued the Statement Against the Discrimination of Persons Infected with COVID-19 (September 1, 2020) by the name of Yoshio Nakatani, Chancellor of the Ritsumeikan Trust and President of Ritsumeikan University.

<http://en.ritsumei.ac.jp/news/detail/?id=518>

Attachment 1: Awareness raising poster “Let’s start a new campus life!”



*Japanese version only

新しいキャンパスライフをはじめよう！－実践例－

1 一人ひとりの基本的感染対策

感染防止の3つの基本: ①身体的距離の確保 ②マスクの着用 ③手洗い

- ☐ 人との間隔は、できるだけ2m(最低1m)空ける
- ☐ 会話をする際は、可能な限り真正面を避ける
- ☐ 外出時や屋内でも会話をするとき、人との間隔が十分とれない場合はマスクを着用する
- ☐ 家に帰ったらまず手や顔を洗う
- ☐ 手洗いは30秒程度かけて水と石けんで丁寧に洗う(手指消毒薬の使用も可)

マスクの着用
Wear a mask.



移動に関する感染対策

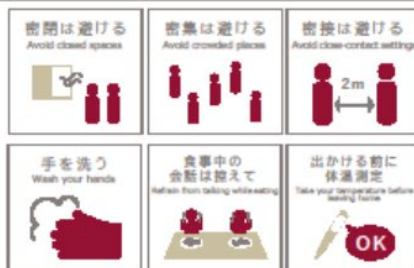
- ☐ 感染が流行している地域からの移動、感染が流行している地域への移動は控える
- ☐ 発症したときのため、誰とどこで会ったかをメモにする。接触確認アプリの活用も
- ☐ 地域の感染状況に注意する

接触確認アプリを
利用する
Use a contact tracing app.



2 日常生活を営む上での基本的生活様式

- ☐ まめに手洗い・手指消毒
- ☐ 咳エチケットの徹底
- ☐ こまめに換気(エアコン併用で室温を28℃以下に)
- ☐ 身体的距離の確保
- ☐ 健康状態に応じた運動や食事、禁煙等、適切な生活習慣の実行
- ☐ 毎朝の体温測定、健康チェック
- 発熱又は風邪の症状がある場合はムリせず自宅で療養
- 登校した後に発熱や体調不良等の症状が出たら、かかりつけ医、または保健センターにまずは電話で相談



3 各場面別のキャンパスライフ

教室等の利用について

- ☐ キャンパス内では必ずマスクを着用する
- ☐ 一定の間隔がとられた座席を使用する
- ☐ 教室の換気(窓開け・ドア開けなど)に協力する

食堂などの施設の利用について

- ☐ 食事の前に必ず手洗いをする
- ☐ 座席を十分な間隔を取り、対面にならないようにする
- ☐ 不要な会話は避けて、速やかに食事を摂る

課外自主活動について

- ☐ 対面による活動を再開するにあたっては、学生部に申請して許可を受ける(申請期限有)
- ☐ 学生部と確認した対応方針に従って活動する

諸施設の利用について

- ☐ 施設利用前後に手洗い、手指消毒をする
- ☐ 利用時は必ずマスクを着用する
- ☐ 大声を出すことやマスクをはずしての会話は控える
- ☐ 「3密」を避ける

通学時における注意事項

徒歩や自転車等による通学を推奨する

公共交通機関を利用せざるを得ない場合

- ☐ 必ずマスクを着用する
- ☐ 人との会話は控える
- ☐ 可能な限り混雑時間を避ける

大声を出さない
Keep your voice down



4 とくに学生のみなさんに考えてほしいこと

- ☐ 多くの学生・院生の皆さんは、「3密」の発生しやすい場所に参加してしまう等により、知らないうちに感染を広げてしまうことがあるかもしれません。学生・院生の皆さん一人ひとりが自分事としてこの状況に向き合い、責任と自覚をもった行動を取るよう心がけましょう。また、家族以外との飲食、特にクラスターが発生しやすいと言われている場所(カラオケ、劇場・ライブハウス、スナック・パブ、居酒屋等)の利用はできるだけ控えるようにしましょう。

感染予防
ガイドライン

RITSUMEIKAN
UNIVERSITY

Attachment 3: Activity Record Sheet

[illegible]

Attachment 4: Other information

Related links for government and ministries

Cabinet Secretariat

<https://corona.go.jp/en/>

Ministry of Health, Labour and Welfare

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html

Ministry of Education, Culture, Sports, Science and Technology

https://www.mext.go.jp/en/mext_00006.html

Ministry of Foreign Affairs

https://www.mofa.go.jp/ca/fna/page4e_001053.html