

**Handling Guidelines
for the Prevention of the Spread of COVID-19**

University of Tsukuba
COVID-19 Response Team

October 15, 2020

Revised on January 7, 2021

Table of Contents

Purpose of These Guidelines.....	1
1 Decision on Infection Control Policies of Each Campus	1
2 Mode of Operations of Our University	1
3 Responsibilities of Students, Faculty Members, and Employees for Infection Prevention	2
4 Basis for Entry to the Campus.....	2
5 Returnees and Inbound Persons from Overseas	3
6 Overseas Travel.....	4
7 Infection Prevention Measures for Facility Management	5
8 Prevention of the Spread of Infection in Various Activities of the University	6
9 Handling of Members of Our University Suspected of COVID-19 Infection	7
1 0 Other Important Notices.....	8
1 1 Revision Policy of These Guidelines	8
1 2 Related Links	8

Purpose of These Guidelines

COVID-19 is still a poorly understood infectious disease which is expected to need long-term countermeasures as a society at large. Under the circumstances, after taking thorough countermeasures against infection and reducing the risk of infection and its spread on-campus to a maximum extent, there is a need for our university to secure the continuity of various activities in the university including education and research to carry out the missions of a university.

These guidelines put in order points to consider, etc. necessary for these and indicate the operating policy of the university corresponding to COVID-19 countermeasures.

1 Decision on Infection Control Policies of Each Campus

The decision on control policies will be made in consideration of the area characteristic of the infection status in the location of the campus.

1 - 1 Tsukuba Campus

From the geographical characteristics that of suburban areas around Tokyo, the decision will be made in consideration of the status of countermeasures including the infection status and infection countermeasures in Tokyo (request for a voluntary ban, etc.) and “Ibaraki Corona Next” Control Stage.

1 - 2 Tokyo Campus

The decision will be made in consideration of the infection status and infection countermeasures in Tokyo.

1 - 3 Facilities in Remote Locations

The decision will be made in consideration of the infection status and infection countermeasures in the location of the facilities.

2 Mode of Operations of Our University

2 - 1 Mode of Operations

Our university has prescribed the mode of operations by the 6 centers of “class”, “research”, “entry of students to the campus”, “extracurricular activity”, “on-campus meeting”, and “administrative system”, based on the relevant situation regarding COVID-19. Specific countermeasures and handling of content in each center are separately prescribed in the organization in charge. Furthermore, according to the infection status, etc. in the future, the increase or decrease in number of the centers may be considered.

2 - 2 Change in the Mode of Operations

For the change in the mode of operations, the decision shall be made considering the infection status, social situation, etc. in Japan and on-campus. Students, faculty members, and employees are to check timely updates for changes that will be announced officially on the university website, TWINS, or faculty member and employee-only site.

➤ [【Faculty member and employee-only site】 Mode of Operations of Our University \(October 1, 2020\)](#)

3 Responsibilities of Students, Faculty Members, and Employees for Infection Prevention

3-1 Take the following actions thoroughly with a view to “prevent yourself and others from being infected” for infection prevention.

- Take one’s body temperature every day and ensure to keep fit.
- Keep a personal record of the activity log.
- Enforce basic infection countermeasures (washing hands, wearing of a mask, etc.) rigorously.
- Avoid the “Three Cs”: closed spaces, crowded places, and close-contact settings.
- Conduct oneself after examples of “New Lifestyle Practices”.
- Commit oneself to “well-balanced diet”, “moderate exercise”, and “enough rest and sleep” to boost the immune system.

➤ [【Material 1】 Ministry of Health, Labour, and Welfare’s \(MHLW\) Example of practicing "New Lifestyle" \(Revised on 2020.6.19\)](#)

3-2 A person who falls under the following is to stay at home without going to the university or work and contact the corresponding department, etc. promptly in accordance with the “COVID-19 Flowchart”.

- A person who has cold symptoms including fever (feel unwell)
- Identified as a close contact by the public health center
- Housemate will be tested for COVID-19 (PCR test)
- Became evident that you had contact with a COVID-19 patient

(※For the handling of face-to-face classes, trainings, examinations, etc. of students and handling of the work of faculty members and employees with staying at home, refer to 9-3.)

➤ [【Material 2】 COVID-19 Flowchart \(2020.12.24\)](#)

4 Basis for Entry to the Campus

4-1 Underlying principle about entry to the campus

4-1-1 When falling under the following, entry to the campus will not be allowed.

- [Period to meet the standards of judgment after discharge from the hospital and recuperation mandated by MHLW since the diagnosis with COVID-19 by the PCR test, etc.](#)
- Period for which identified as a close contact by a public health center and instructed by the public health center ([14 days from the day following the date of last contact with an infected individual](#))

➤ [【External Link】 MHLW’s Q&A about COVID-19 \(For public use\)](#)

4-1-2 A person who felt unwell after entry to the campus is to go home promptly.

4 - 2 In the case of students, faculty members, and employees

- Only a person who has complied with “3 Responsibilities of Students, Faculty Members, and Employees for Infection Prevention” and implemented appropriate infection countermeasures is allowed.
- Students are to keep a health observation report for the last 14 days nearest to the date that they would enter the campus and take this report along to show to the faculty member in charge (class instructor, academic advisor, etc.).

4 - 3 In the case of visitors

- A person who will come to the university for an educational or research discussion, etc. is to keep fit (take one’s body temperature every day, etc.) and if confirmed that one is not feeling unwell when coming to the university after making coordination with the host department beforehand, entry to the campus is allowed.
- For business operators who will enter the campus for the delivery of goods and devices, repair, maintenance, and inspection work of equipment, etc. on a periodic or daily basis shall be allowed after confirming that measures have been taken in accordance with the circumstances.
- The host department is to promptly take measures to lessen infection risk when assessing that the visitor was not feeling well after entry to the campus.

5 Returnees and Inbound Persons from Overseas

5 - 1 Handling of returnees, etc. and inbound persons from overseas

The handling and judgment of entry to the campus of returnees and inbound persons from overseas is implemented based on border measures taken by the government. For border measures, updates are to be checked on the websites of the Ministry of Foreign Affairs (MOFA), MHLW, etc. as needed.

- [【Material 3】 MHLW’s Overview of Strengthening Border Measures \(Revised on 2020.9.16\)](#)
- [【External Link】 Border enforcement measures to prevent the spread of novel coronavirus \(COVID-19\)](#)
- [【External Link】 MHLW’s Q&A on the drastic strengthening of border measures](#)

5 - 2 If living with a returnee or inbound person from overseas

Students, faculty members, and employees who live with a family member, etc. who returned to or entered Japan from all countries and regions are to stay at home (※refer to 9-3) unless absolutely necessary for 14 days from the day immediately following the day of return or entry to Japan of the relevant family member, etc.

6 Overseas Travel

6-1 Travel Restrictions

Based on the “Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas (Decision by the President of July 2, 2015)” and in response to the risk information and risk level in the infection risk information issued by MOFA, travel restrictions (including business trips) of members of our university shall be as follows.

For members of our university who are traveling overseas, students are to report their current situation (including their health condition, plan to return to Japan) by phone or e-mail to Student Affairs in the Academic Service Office, and faculty members and employees are to report to General Affairs in the affiliated department, etc. on a periodic basis.

○Measures based on the risk information and infection risk information issued by MOFA (4 categories)

Risk information and infection risk information issued by MOFA	Handling of our university of dispatch and travel (including stay)	
	Students	Faculty members and employees
Level 4	Immediately avoid	Immediately avoid
Level 3	Avoid	Avoid
Level 2	Avoid	Avoid non-essential travel and conduct a review of the travel plan.
Level 1	Exercise extreme caution	Exercise extreme caution

- [【Material 4】 Revision of the Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas \(December 17, 2020\)](#)
- [【Material 5 \(Faculty member and employee-only site\)】 Notice on the current alert for overseas travel \(December 4, 2020\)](#)
- [【External Link】 Overseas Safety Website of MOFA](#)

6-2 Entry restrictive measures, etc.

For entry restrictive measures and restriction of movement after entry in each country or region for travelers from Japan and Japanese nationals, updates are to be checked on the Overseas Safety Website of MOFA.

- [【External Link】 MOFA's Entry restrictive measures and restriction of movement at entry in each country or region for travelers from Japan and Japanese nationals related to COVID-19](#)

6 - 3 Border measures of the government

Updates are to be checked on the websites of MOFA, MHLW, etc. as needed for implementation of border measures related to COVID-19 of the government.

- [【Material 3】 MHLW's Overview of Strengthening Border Measures \(Revised on 2020.9.16\)](#)
- [【External Link】 MOFA's Border enforcement measures to prevent the spread of novel coronavirus \(COVID-19\)](#)
- [【External Link】 MHLW's Q&A on the drastic strengthening of border measures](#)

6 - 4 Various notifications, etc. for overseas safety and security management

To confirm your safety promptly during travel to relevant areas when emergency situations such as natural disasters, terrorism, and infectious diseases occur overseas, register in the travel registration service (Overseas Residential Registration or Tabiregi) of MOFA (<https://www.ezairyu.mofa.go.jp/index.html>). For students to carry out overseas travel procedures with the Overseas Travel System (TRIP) regardless of purpose. For faculty members and employees to carry out overseas travel procedures with the Overseas Travel System (TRIP) when traveling overseas for reasons that have nothing to do with personal affairs including business trips.

- [【University of Tsukuba official website】 Overseas Safety and Risk Management](#)
- [【External link】 MOFA's Travel registration service](#)

7 Infection Prevention Measures for Facility Management

7 - 1 The facility manager is to take the following infection prevention measures.

- Avoid the “Three Cs”: closed spaces, crowded places, and close-contact settings.
 - Investigate facilities which carry a high infection risk due to ventilation and other conditions including classrooms and meeting rooms within a building and take improvement measures if necessary.
 - After social distancing (1m to 2m), know the maximum capacity of each room.
 - Always ventilate and carry out disinfection of common use space.
 - Have hand sanitizers as appropriate in places where people come and go including the entrance of buildings and rooms.
 - Display traffic flow showing which direction to take at room entrances and exits, seating restriction, etc. in places where people gather including classrooms, libraries, satellite offices, and cafeterias.
 - Because a cafeteria, etc., is in an environment conducive to airborne droplets spread from speaking and which carries a particularly high infection risk, secure enough distance between people and carry out thorough disinfection. Furthermore, ask users to refrain voluntarily from close-range conversation and speaking loudly.
- [【Material 6】 MHLW, Ministry of Economy, Trade and Industry, and Consumer Affairs Agency's COVID-19 posters “COVID-19 countermeasure: Keep your surroundings clean”](#)
 - [【External Link】 MHLW's Prevention of infection spread and improvement of the health delivery system -Cluster countermeasures-](#)

7 - 2 The facility user is to take the following infection prevention measures.

- For the use of each facility, confirm the terms of use and points to consider with the organization responsible for management and follow instructions of that organization.
- When using the cafeteria, etc., because it is an environment which carries a particularly high infection risk, secure enough distance between people and refrain voluntarily from close-range conversation and speaking loudly.

8 Prevention of the Spread of Infection in Various Activities of the University

8 - 1 Classes

Take infection countermeasures based on the Mode of Operations of Our University and “Guidelines for Conducting Face-to-Face Classes Based on the COVID-19 Situation (Revised on October 21, 2020)”.

- [【Faculty member and employee-only site】 Mode of Operations of Our University \(October 1, 2020\)](#)
- [【Material 7 \(Faculty member and employee-only site\)】 Guidelines for Conducting-to-Face Classes Based on the COVID-19 Situation \(Revised on October 21 2020\)](#)

8 - 2 Research

Take infection countermeasures based on the Mode of Operations of Our University.

- [【Faculty member and employee-only site】 Mode of Operations of Our University \(October 1, 2020\)](#)
- [【External Link】 MEXT’s Guidelines toward the combination of the prevention of the spread of infection and research activities \(Revised on October 6, 2020\)](#)

8 - 3 Entrance Examinations

In implementing the Common Test for University Admissions, Individual Scholastic Achievement Test, and other tests, measures to prevent infection shall be taken based on the “Guidelines for Implementation of Tests in Relation to COVID-19 (Decision in Consultation on the Improvement of Methods for Selection of University Enrollees on June 19, 2020)”.

- [【Material 8】 Guidelines for Implementation of Tests in Relation to COVID-19 \(pp. 27-35\) \(Decision in Consultation on the Improvement of Methods for Selection of University Enrollees on June 19, 2020\)”.](#)

8 - 4 Extracurricular activities

Infection counter measures shall be taken based on the Mode of Operations of Our University and “Guidelines for the Start of Organizations’ Activities in the Extracurricular Activities of the University of Tsukuba (October 1, 2020)”.

- [【Faculty member and employee-only site】 Mode of Operations of Our University \(October 1, 2020\)](#)
- [【Material 9】 Guidelines for the Start of Organizations’ Activities in the Extracurricular Activities of the University of Tsukuba \(October 1, 2020\).](#)

8 - 5 Holding of Ceremonies, Events, Etc.

The host (host organization) is to implement the following items.

8 - 5 - 1 Consideration of the Holding of Ceremonies, Etc.

- The need for or the holding of events, etc. is to be considered in accord with the infection status, risk of infection spread, etc. in each campus location.

8 - 5 - 2 Infection Countermeasures

- The “Three Cs”: closed spaces, crowded places, and close-contact settings are to be avoided.
 - Irrespective of the scale of the event, etc., the “Three Cs”: closed spaces, crowded places, and close-contact settings are to be avoided.
 - Basic infection prevention measures including social distancing, wearing of masks, and thorough health monitoring are to be taken.
 - In addition, infection prevention measures to be taken are to be considered according to the mode of the event (indoor or outdoor, university-wide or modest scale, etc.) and type (lecture, exhibition, sport competition, sporting event, etc.).
 - The COVID-19 Contact-Confirming Application (COCOA), etc. is to be used.
- [【Material 1】 Ministry of Health, Labour, and Welfare’s \(MHLW\) Example of practicing "New Lifestyle" \(Revised on 2020.6.19\)](#)
- [【External Link】 MHLW’s COVID-19 Contact-Confirming Application \(COCOA\)](#)

9 Handling of Members of Our University Suspected of COVID-19 Infection

9 - 1 Actions of Those Suspected of COVID-19 Infection

If a member of our university falls under the following items, they will act according to the “COVID-19 Flowchart”.

- A person who has cold symptoms including fever (feel unwell)
 - Identified as a close contact by the public health center
 - Housemate will be tested for COVID-19 (PCR test)
 - Became evident that you had contact with a COVID-19 patient
- [【Material 2】 COVID-19 Flowchart \(2020.12.24\)](#)

9 - 2 Handling of Each Department

If a report was received from a member of our university that one is suspected of COVID-19 infection, the organization where the relevant member belongs will act according to the “Manual for Handling Suspected COVID-19 Infection”. Caution is to be demanded of the handling of forms 1 and 2.

- [【Material 10 \(Faculty member and employee-only site\)】 Manual for Handling Suspected COVID-19 Infection \(2020.9. 17\)](#)

9 - 3 Handling within the stay at home period of students, faculty members, and employees

Staying at home if suspected of COVID-19 and if living with a returnee or inbound person from overseas will be handled based on the “Guidelines for Conducting-to-Face Classes Based on the COVID-19 Situation (Revised on October 21, 2020)” and “Handling of Work Pertaining to Measures against COVID-19 (Updated on January 4, 2021)”.

- [【Material 7 \(Faculty member and employee-only site\)】 Guidelines for Conducting-to-Face Classes Based on the COVID-19 Situation \(Revised on October 21, 2020\)](#)
- [【Material 11 \(Faculty member and employee-only site\)】 Handling of Work Pertaining to Measures against COVID-19 \(Updated on January 4, 2021\)](#)

1 0 Other Important Notices

1 0 - 1 Handling Discrimination and Prejudice

It is not allowed to discriminate patients, close contacts, healthcare professionals, ambulance attendants, etc. based on misconception and prejudice in reference to COVID-19. Get the right information provided by public agencies and act calm.

1 1 Revision Policy of These Guidelines

For these Guidelines, reviews and improvements of the contents will be conducted as needed. If policies of the government are significantly changed, if lack in entries are identified, etc., revision will be considered.

1 2 Related Links

- [Preventive measures against coronavirus disease](#) (Cabinet Secretariat)
- [Work pertaining to measures against COVID-19](#) (MHLW)
- [Response to infection risk involving COVID-19](#) (Ministry of Education, Culture, Sports, Science and Technology)
- [Overseas Safety Website](#) (MOFA)
- [Preventive measures against COVID-19](#) (Prime Minister’s Office of Japan)
- [In Preparation for COVID-19: Know the measures that each person can do](#) (Prime Minister’s Office of Japan)
- [Information on COVID-19](#) (Ibaraki Prefecture)
- [Information on COVID-19](#) (Tokyo Metropolitan Government)