

# **Guidelines for Responding to the Novel Coronavirus Disease (COVID-19) at the University of Aizu**

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Revised May 11, 2020  
Revised June 1, 2020

The Novel Coronavirus Disease (COVID-19) was declared a pandemic (worldwide outbreak) by the World Health Organization (WHO) on March 11, 2020 and has spread around the world. In Japan, a state of emergency was declared in seven regions including Tokyo on April 7 and expanded to the entire country on April 16. However, by May 25, 2020 the state of emergency had been lifted in every part of the country. We are now moving into a period in which the level of social activity will be gradually increased on the condition that, among other things, the “new lifestyle” is thoroughly adopted.

In consideration of this situation, we have updated the guidelines for the prevention of new cases of COVID-19 and the spread of the disease at the University of Aizu revised **on May 11** in an effort to protect the health and safety of university faculty, staff, students, and others.

## **1 The Current Situation**

### **(1) Overseas:**

Overseas safety information, The Ministry of Foreign Affairs of Japan  
<https://www.anzen.mofa.go.jp/>

### **(2) Japan:**

The Ministry of Health, Labor and Welfare  
[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html)

### **(3) Fukushima Prefecture:**

Fukushima Prefecture <https://www.pref.fukushima.lg.jp/sec/21045c/fukushima-hasseijyoukyou.html>

## **2 What to Do if You Suspect You or Another Person Is Infected**

The MHLW (Ministry of Health Labor and Welfare) has established a dedicated COVID-19 Consultation Center and Outpatient Center in order to reduce the anxiety of seeking medical attention for a suspected COVID-19 infection and to prevent the spread of the

disease through medical institutes. When you have the following symptoms, please first consult with the COVID-19 Hotline. As the result of the consultation, if you are suspected of being infected, you will receive medical consultation at the special outpatient section for COVID-19. Please make sure to wear a mask and refrain from taking public transportation when going to receive medical attention.

**[When having flu-like symptoms like a fever, you are required to stay at home and measure and record your temperature every day.]**

[When and how to contact the COVID-19 Consultation Center] (\* new guidelines were issued on May 8.)

**Contact the center immediately if any of the following apply: (You can still seek consultation regardless if any of these conditions apply.)**

☆ You are experiencing severe flu symptoms such as difficulty breathing (respiratory distress), severe fatigue (lethargy), a high fever, etc.

☆ You are in a high risk category\* and are experiencing relatively mild cold or flu symptoms such as fever, coughing, etc.

(\*) Individuals with underlying conditions such as advanced age, diabetes, heart failure, pulmonary diseases (COPD, etc.), dialysis patients, individuals taking immunosuppressants or cancer drugs, etc.

☆ You are experiencing relatively mild cold or flu symptoms such as fever, coughing, etc. for extended period of time.

(Make sure to consult the center if your symptoms continue for more than four days. Although the symptoms are different for each individual, make sure to immediately seek consultation if you're experiencing severe symptoms. This applies even to those required to continuously take a fever reducer, etc.)

(Pregnant Women) Out of an abundance of caution, please contact the COVID-19 Consultation Center, etc. at an early juncture just like individuals in high risk categories.

(Parents of Children) Young children should ideally be seen by pediatrician. Please consult with COVID-19 Consultation Center, your child's pediatric hospital, etc. by phone, etc.

\*Please note that these are merely the guidelines for seeking consultation and/or medical attention. Just as before, the need for COVID-19 testing will be determined by a doctor on an individual basis.

**[COVID-19 Consultation Center]** (\*All of the consultation centers were integrated on April

20.)

Tel.: 0120-567-747 (Calls are accepted 24/7 including holidays)

\* If the COVID-19 Consultation Center refers you to a hospital to receive a medical consultation, report that fact to the UoA as soon as possible.

<UoA Contact Information> 8:30 a.m.- 5:15 p.m. Weekdays:

0242-37-2500 General Affairs Section, (Faculty/ staff)

0242-37-2515 Student Health and Welfare Section, Student Affairs Division

(Students)

Other than Weekdays, Nighttime: Security Office: 0242-37-2700

### **3 Individual Initiatives to Prevent Infection**

In order to prevent being infected by COVID-19 and spreading the disease, it is vital that each and every university faculty member, staff member, and student takes the appropriate actions and cooperates with the university and the authorities.

Faculty members, administrative staff, and students are asked to prepare a health observations sheets and to always carry it with you while on campus. In addition, please thoroughly review the following points of caution and always keep them in mind when you act.

#### **[Adopting a “New Lifestyle” to Prevent the Spread of the Disease]**

In order to prevent the spread of the disease, we must practice a lifestyle that incorporates stronger measures against droplet and contact transmission and close-range conversations than before. This is done in order to prevent the spread of infection in situations we would have not considered previously.

Specifically, we must reduce our contact with others through social distancing, and wash our hands. If everyone makes an effort to adopt this new lifestyle, we will be able to prevent the spread of COVID-19 and other infectious diseases, which will have the effect of protecting not only our own lives but also the lives of others including our precious friends and family.

○ Avoid situations in which any of the following “three Cs” overlap, as this can increase your risk of infection.

① Closed spaces with poor ventilation

② Crowded places with many people nearby

③ Close-contact settings such as close-range conversations.

○ Maintain a minimum distance of one meter (two meters if possible) from others.

○ Continue basic infection prevention measures such as washing your hands and

wearing masks.

- Avoid crowds, close-range conversations, gatherings with large numbers of people, speaking loudly or singing while indoors, and exercise that induces heavy breathing in close proximity with others in your daily life, at your workplace, etc.

\*The Ministry of Health, Labor and Welfare (New Lifestyle):

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_newlifestyle.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html)



- Stay at home and rest in the event that you have cold like symptoms such as fever (Your absence will be handled as an excused absence.) (Special leave will be applied to faculty and administrative staff members.)
- Keep your immune system strong by getting sufficient sleep, an appropriate level of exercise, and eating a well-balanced diet.

Keep hours that are aligned with your internal clock. Engage in stress management to prevent the buildup of stress.

Further, it is also important that everyone on campus helps to promote awareness of infection prevention by, among other things, talking with others, posting flyers at office and laboratory entrances and elsewhere, etc.

Cabinet                      Secretariat                      Homepage                      (Japanese):

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_newlifestyle.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html)

## 4 Handling of Employee Leave, Student Suspensions, Etc.

### [Employees]

#### (1) Handling of Employee Duties (Leave, Etc.)

Cases that employees are unable to perform duties due to the following reasons shall be handled as leave, etc.

- ① The employee has fever and other flu-like symptoms (Special Leave)
- ② The employee has been detained in accordance with the Quarantine Act (Special Leave)
- ③ The employee and/or a family member has been requested by a prefectural governor to refrain from leaving their home in accordance with Article 44-3, Paragraph 3 of

the Infectious Diseases Control Law (Special Leave)

- ④ The employee has fever and other flu-like symptoms (Special Leave)
- ⑤ The employee is unable to come to work due to the need to take care of a child whose elementary school, etc. has been temporary closed (Special Leave)
- ⑥ The employee was in close contact with a COVID-19 patient (Exemption from the Obligation of Devotion to Duties)
- ⑦ The employee's coinhabitant was in close contact with a COVID-19 patient (Exemption from the Obligation of Devotion to Duties)
- ⑧ The employee is infected with COVID-19 (Sick Leave)

## [Students]

### (1) Suspensions

In the event that you are infected with COVID-19 or have had close contact with an infected individual, you'll be suspended from attending classes in accordance with Article 19 of the School Health and Safety Act.

<Period of Suspensions>

If Infected: The period from infection to recovery

If Identified as a Close Contact: Two weeks from the last close contact

### (2) Excused Absences (Until Q2 or first half of AY2020)

Absences from classes in the following cases for the period recognized as necessary shall be handled as excused absences. Individuals who are suspected of being infected shall self-quarantine at home, etc.

- ① Individuals suspected as being infected (Including those with cold-like symptoms such as fever)
- ② Individuals living with someone (family, etc.) suspected of being infected (Including those living with individuals with cold-like symptoms such as fever)
- ③ Individuals who have returned from regions for which the Ministry of Foreign Affairs has issued a Level 2 Travel Warning within the last two weeks (the length of the disease's incubation period.) (-What to Do if You Suspect You or Another Person Is Infected)

(\*Although the university previously allowed these individuals to attend classes if they were asymptomatic and took precautions such as wearing masks, attendance of classes during the period in question will no longer be allowed in consideration of the government's isolation policy, etc.)

- ④ Individuals who are detained in accordance with the quarantine act
- ⑤ Individuals who have been involuntarily isolated overseas due to suspected infection OR individuals who have been isolated for reasons beyond their control

and therefore being required to attend classes is recognized as unreasonable

- ⑥ Individuals who require daily medical care and have a high risk of developing serious symptoms OR individuals who have a high risk of developing serious symptoms due to underlying conditions, etc. for whom, as a result of consulting with their primary physician, etc., it has been determined that they should not attend classes in consideration of the regional infection status.

(In the event that these individuals are new students, said individuals should contact the Student Affairs Division ahead of time. The SAD will handle their situations in collaboration with the Nurse's Office.)

- ⑦ Individuals who are unable to attend classes due to a need to take care of a child due to the closure of elementary schools, etc. and therefore non-attendance in order to take care of the child in question is recognized as unavoidable

- ⑧ Individuals whose absence from classes is otherwise determined by Dean of Students as necessary in order to prevent the spread of the disease

(The Travel Warning Level of the country in which an individual is residing or traveling abroad is raised from Level 1 to Level 2 immediately before coming or returning to Japan)

If any of the above applies to you, please immediately contact the Student Affairs Division Academic Affairs Section ([sad-aas@u-aizu.ac.jp](mailto:sad-aas@u-aizu.ac.jp)) and inform the staff of your symptoms, situation, etc. The Student Affairs Division will report this information and contact your course instructors in a timely manner.

Then prepare a "health observations sheet" and submit it together with a Notice of Absence to the Student Affairs Division Academic Affairs Section within one week of your return. (In the event that you fail to submit a health observations sheet, your absences will be retroactively handled as unexcused absences.)

Further, while these measures fall under the definition set forth in Article 10 of the University Regulation on the Completion of University of Aizu Studies for an "illness or any other unavoidable reason," in the event that a student does not attend classes for an extended period or their ability to continue their studies is otherwise affected, the policy for the future handling of the situation will be determined through consultation between the Student Affairs Division and the instructors of the student's classes.

In addition to the cases detailed in ① to ⑧ above, should an individual be unable to attend classes due to a force majeure not attributable to the individual such as being unable to come to Japan due to the policies of governments around the world, this will affect their ability to continue their studies. As such, the policy for the future handling of the situation will be determined through consultation between the Student Affairs Division and the instructors of the student's classes. (However, in the event that the

student is capable of continuing their studies, their absence from classes will be handled as excused absences.).

## 5 Infection Prevention During Classes

Following the lifting of the state of emergency covering regions including Fukushima Prefecture by the government and the rescinding of the request from the governor of Fukushima Prefecture to close the university, classes were resumed in an environment in which infection prevention measures have been taken starting from May 18, 2020.

UoA: Classes will be conducted remotely throughout May, in principle. From June, only the classes which cannot be conducted remotely can be conducted on campus.

We will reopen the campus to students.

JCD: For the time being, classes conducted remotely will be continued. However, as soon as the preparations at each department are complete, we will restart in-person classes and reopen the campus to students.

\* Regarding June and July onwards, please refer to annexed document “Regarding the Handling at the UoA Based on the Revision of the Fukushima Prefecture Countermeasure against the Spread of COVID-19.”

Please observe the following [Points of Caution for Conducting In-person Classes] and take measures to lower the risk of infection such as avoiding a situation in which the three conditions that pose a risk for mass infection overlap.

[Points of Caution for Conducting In-person Classes]

① In order to prevent the spread of the disease, it is important to properly ventilate the classroom. Please strive to keep classroom doors and windows open in an effort to ventilate the classroom.

② Faculty members are encouraged to take measures to avoid dense crowds such as using spacious classrooms.

Furthermore, desks and chairs have been arranged in the Auditorium with spaces in between so that it can be used for classes. Regarding medium-sized lecture rooms, we have arranged desks and chairs with spaces in between for the following number of occupants:

\* M1 - M 6     Room Capacity: 49 occupants

\* M7 - M10    Room Capacity: 49 occupants

\* M11 - M12   Room Capacity: 49 occupants

Furthermore, faculty members should contact the Student Affairs Division Academic Affairs Section when changing classrooms. The Student Affairs Division will e-mail the students in your class about the classroom change.

- ③ It is likely that conversations between the instructor and students, between the TA/SAs and students, and among students at close distances will occur during classes. However, please strive to prevent droplet infection during conversations, while speaking, etc. by wearing masks, etc. Further, please also consider reducing opportunities for conversation by, among other things, having students submit questions by email.
- ④ Cleaning wipes are placed in exercise rooms, etc. Please have students use them to clean their desk, keyboard, etc. when they sit down in order to prevent direct contact infections. (If the wipes are not available, please wash your hands with soap and water between classes.)
- ⑤ Please refrain from attending classes if you or someone you live with (family, etc.) are experiencing fever and other cold-like symptoms. (Your absence will be handled as an excused absence.)

## **6 Handling of the Use of University Facilities, On-campus Activities, Etc.**

In order to prevent the spread of the disease, we have restricted use of university facilities in some cases and have requested everyone to refrain from holding extracurricular activities and events on-campus.

However, regarding June and beyond, please refer to the separate document “Regarding the Handling at the UoA Based on the Revision of the Fukushima Prefecture Countermeasure against the Spread of COVID-19.”



### Separate Volume

○ Regarding the Handling at the UoA Based on the Revision of the Fukushima Prefecture Countermeasure against the Spread of COVID-19

#### 1) Classes / Activities in Laboratories

Period	Classes	Research activities
June 1 – July 1 (1st quarter)	△ Can be conducted on campus only if they cannot be conducted remotely.	○ Can be conducted in an environment where infection prevention measures are taken.
July 2 onwards (2nd quarter)	○ Can be conducted on campus and remotely	↓

#### 2) Domestic Travels/ Access to the Campus/ Use of the Cafeteria and Shop/ Campus Tour

Period	Restrictions on domestic travels	Restrictions on students' access to the campus	Closure of the campus to visitors	Closure of the cafeteria and shop to visitors	Suspension of campus tour
June 1 - 18	△ Lifted except for travels to/from the five prefectures where the state of emergency was lifted on May 25	△ Access allowed only for those receiving instructions by faculty members, etc. by attending classes	△ Reopen to visitors but request those from outside the Prefecture to refrain from visiting the campus	△ Reopen to visitors, but request those from outside the Prefecture to refrain from visiting the cafeteria and shop	△ Lifted only to the residents in the Prefecture
June 19 onwards	○ Fully lifted	○ Fully lifted	○ Fully lifted	○ Fully lifted	○ Fully lifted.

#### 3) Group Activities including Extracurricular Activities / Use of the University facilities

Period	Group activities including club activities and extracurricular activities	University facilities (Sports facilities)	University facilities (LICTIA, UBIC)	University facilities (SRLU)	University facilities (Auditorium, Lecture Hall)
June 1 onwards	×	△ Available for classes	△ Reopen to visitors but request those from outside the Prefecture to refrain from the use	×	×
June 8 onwards	△ Activities allowed in an environment where infection prevention measures are taken and as long as they finish by 8:00 p.m.	△ Available for club activities	↓	×	×
June 19 onwards	↓	↓	○ Fully open to visitors	○ Activities allowed in an environment where infection prevention measures are taken	×
July 10 onwards	△ Activities allowed in an environment where infection prevention measures are taken and as long as they finish by 10:00 p.m.	△ Available for public use (except Martial Arts Hall)	↓	↓	×

[Preconditions]

○ **Actions based on the "New Lifestyle"**

Please continue to observe basic infection prevention measures such as using hand sanitizer, wearing  
or resuming the above activities.

### [Points of Caution for Using University Facilities or Resuming Activities]

#### ○ **Extracurricular Activities and Other Group Activities**

- Pay sufficient attention to health management and injury prevention.
- Stay at home and rest if you have flu-like symptoms such as fever.
- Conduct activities outdoors to the extent possible.
- If the activity must be conducted indoors, make sure to frequently ventilate the space and keep your hands clean and sanitized.
- Avoid long activities and only conduct activities or use facilities in a manner that allows physical distance between individuals.
- Scrutinize and change to the nature of the activities so as to avoid having large numbers of people in a crowded setting.
- Using Rooms: Avoid having multiple people use the same room.

If this cannot be avoided, keep use of the room as short as possible and wear masks.

- Using Changing Rooms: Maintain physical distancing between students.

If this is difficult, have a few students use the changing room at a time rather than the entire group.

Avoid unnecessary conversation and speaking while using changing rooms.

#### ○ **SRLU (Study & Research Living Unit)**

- Pay sufficient attention to health management and injury prevention.
- Do not enter the SRLUs if you are feeling ill.
- While there is no need to wear a mask while using the equipment, maintain a physical distance of at least two meters from other users and refrain from unnecessary conversation or speaking.
- Clean and sanitize your hands before utilizing the SRLUs.
- Strive to prevent contact infection by, among other things, wiping down the equipment after you are done using it.
- Other limitations will be placed on the use of facilities as necessary.

\*Reference: “On the Need for Wearing Masks During School Physical Education Classes”  
(Japan Sports Agency Policy Division Office for Physical Education  
Administrative Circular Issued May 21, 2020)  
[https://www.mext.go.jp/content/20200521-mxt\\_kouhou01-000004520\\_3.pdf](https://www.mext.go.jp/content/20200521-mxt_kouhou01-000004520_3.pdf)

**[Rules for Handling of Matters Not Listed Above]**

**(1) Visitors for the University Library (2020.3.10 onwards)**

Use of the library by visitors will continue to be suspended even after classes resume on May 18.

**(2) Holding of Events (2020.2.28 onwards)**

- ① People organizing large events, especially those attended by people from across the country, are asked to carefully consider downsizing, canceling, postponing said events, or holding them online, in accordance with the request by the government and its expert panel.
- ② Events that must be held at a specific date and cannot feasibly be rescheduled shall be implemented after implementing measures to prevent the previously mentioned “Three Cs”.
- ③ Please decide whether to hold other events attended by large numbers of people after deliberating whether it is possible to hold the event online or implement measures to prevent the previously mentioned “Three Cs”.

**(3) Overseas Travel (2020.3.11 onwards) \*Refer to 8 Overseas Travel for details**

Avoid all overseas travel.

**(4) University Cafeteria**

The university cafeteria will resume normal operation when in-person classes start. Users are asked to thoroughly implement infection prevention measures (handwashing, cough etiquette, etc.). Use of the cafeteria by external users may be suspended depending on the situation in the future.

(\*Refer to “7 Measures Regarding the University Cafeteria Including Staggering the Hours of Use”)

**(5) Somei House**

All rooms shall be single occupancy for the time being.

**(6) Campus Festival (Soshosai)**

Attendance of the AY2020 Soshosai shall be limited to university students and faculty and their immediate families. However, this decision is subject to change depending on the situation.

**7 Measures Regarding the University Cafeteria Including Staggering the**

## Hours of Use

The panel of government experts indicated on February 24, 2020 that environments where large numbers of people gather and come into extended close contact (talking, etc.) pose a high risk of COVID-19 infection.

Therefore, taking into account factors such as the three conditions that can cause mass infection, students, faculty and staff members are required to observe the following rules when using the cafeteria for the time being.

### (1) Staggering the Hours of Use (Following the Resumption of In-person Classes)

Use of the university cafeteria is especially high during the lunch break period (12:30 to 13:20). In order to reduce the chance of infection, we will be staggering the hours of the cafeteria. Accordingly, 1st-year undergraduates and 2nd year undergraduates will be asked to use the cafeteria during the first half (12:30 to 12:55) and second half (12:55 to 13:20) of the lunch break period, respectively. 1st-year students, who are not fully acclimated to life on campus, have been given priority.

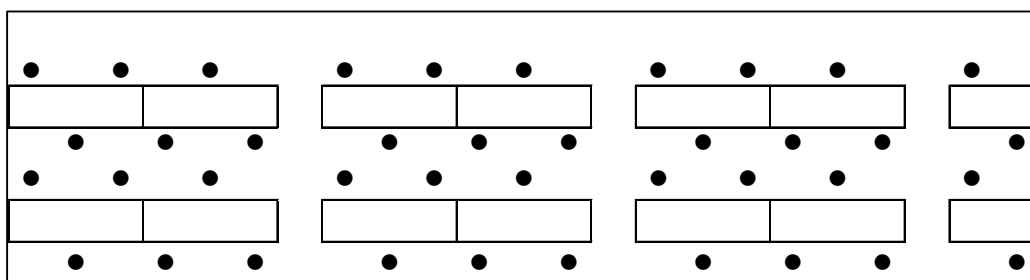
3rd and 4th year undergraduates and graduate students are requested to use the cafeteria only when there are sufficient vacant seats.

Faculty and staff members are requested to use the cafeteria outside of the lunch break period (12:30 to 13:20).

In addition, please proactively use prepaid cards to minimize traffic at the cafeteria.

### (2) Seating Layout, Etc.

Please sit in the cafeteria like shown below and avoid sitting across from and speaking to others in order to prevent droplet infection.



## 8 Handling of Overseas Travel

COVID-19 has been declared a pandemic (worldwide outbreak) by the World Health Organization (WHO). The number of new cases has been increasing rapidly in Europe, the

US, and other foreign countries. A large scale outbreak has also occurred in the Middle East, Southeast Asia and Africa.

The UoA has implemented restrictions on overseas travel in accordance with the Travel Advice and Warning on Infectious Diseases provided by the Ministry of Foreign Affairs (MOFA).

- Level 3 Countries and Regions: Avoid all travel.
- Level 2 Countries and Regions: Avoid nonessential travel and obtain permission from the Chairperson of the Board of Executives before taking essential trips.

\*On March 31, 2020, the Ministry of Foreign Affairs (MOFA) raised the Warning on Infectious Diseases for the entire world outside of Japan to Level 2 \*(avoid unnecessary travel) in consideration of the COVID-19's worldwide spread. As such, please refrain from overseas travel.

## 9 University Closure

Although the university has resumed classes, in the event that a UoA faculty/staff member or student is confirmed to have been infected with COVID-19 and the patient come to the campus within the incubation period after this suspension is lifted, the university may be closed again in order to prevent the spread of the disease.

When decision to close the UoA is made, all faculty/ staff members and students will immediately receive an email about the expected period of the university closure, the reason of the university closure, and how the university will handle the closure. The content of these emails will also be posted on the UoA website.

Even when the UoA is closed, students and faculty/staff members will be required to stay at home and refrain from nonessential outings.

Faculty numbers, administrative staff, and students are asked to continue preparing health observation sheets and making reports as required even during class suspension periods. Students shall report by e-mail to their supervisors or to the Student Affairs Division if they do not have a supervisor yet. Faculty members and administrative staff shall report by e-mail to the Directors of departments, divisions and centers.

Furthermore, please be aware that the following restrictions on use, etc. will be in place during class suspension periods.

### [\*Measures During Class Suspension Periods]

- Students shall be prohibited from entering the campus (including laboratories), in principle (except for students who require support from the university).
- Please refrain from nonessential travel outside of the prefecture. If you must leave

the prefecture, please take steps such as wearing a mask to properly manage your health for two weeks following your return home and stay home in the event you feel even slightly ill.

- Access to the campus by individuals unaffiliated with the university will be suspended.
- Use of the university cafeteria and shop by individuals not affiliated with the university will be suspended.
- The library will be closed temporarily.

## **10 Other**

### **(1) Prohibition of Prejudice and Discrimination**

Actions which can lead prejudice and discrimination toward individuals infected with COVID-19 and those who have had close contact such as their family members shall strictly be prohibited. Please take appropriate action based on accurate knowledge and information regarding COVID-19.

### **(2) Study Support**

Individuals whose household situation has rapidly changed due to COVID-19 can become eligible for financial support through the new study support system starting from AY2020 once the expected income after the rapid change is confirmed to satisfy the eligibility requirements. Please contact the Student Health and Welfare Services Section of the Student Affairs Division if you think you may be eligible. Please also contact the Student Health and Welfare Services Section regarding tuition waivers and deferment as well.

### **(3) Economic Support for Students**

The national government is offering an emergency economic support payment to students in order to help them continue their studies. Japanese students at the UoA should contact the Student Health and Welfare Services Section of the Student Affairs Division for information on the program.