

To: Students and faculty members
From: Shinji Uemoto, president
Ikko Tooyama, vice-president
International Center (ext. 8741)

Information regarding to the novel coronavirus
(21th report; English version updated on August 12)

According to the governmental basic policies for novel coronavirus infection (COVID-19) concerning the coexistence of socio-economic activity and infection-spread prevention measures, SUMS is trying to balance the prevention of infection spread with various operations and activities such as education, research, and clinics.

As the coronavirus alert level was raised from stage 3 to stage 4 in Shiga prefectures on August 6, 2021 and the stricter measures to prevent the spread of the virus were applied in eight prefectures including Shiga from August 8, we decided to tighten the restrictions related to various operations and activities until the stricter measures will be lifted.

Both students and staff should keep in mind that this school is a medical university with an affiliated hospital. Each member has a high level of responsibility as a medical worker (including future prospects), and pays careful attention to each point listed in this information.

Furthermore, the maintenance of the medical functions of our hospital has an important societal responsibility, which is why measures and points of caution are determined with detail, so please also confirm in any e-mails received and on the homepage of the infection control department.

(On-campus only) <http://ulysses.shiga-med.ac.jp/hqsafety/>

Also, items regarding the physical management of family living with students and staff and items regarding hygiene management within the school are listed in this article. Please refer to [Important items (students and staff)].

Topics (students and staff) (Main items revised in 21th report)

[For students and staff]

- 1) Overseas travel, domestic business trips, and private trips during vacation
→ Tightened restrictions such as prohibition of overseas travel, prohibition of domestic business trips in principle, and refraining from domestic private trips including homecoming.
- 2) Research activities
→ Tightened restrictions such as recommending working from home and considering teaching and giving students research guidance online.
- 4) Implementation of workshops, lectures
→ When the participants are mainly from outside the university, the face-to-face implementation should be canceled or postponed. The events should be limited to the remote plan.
- 5) Use of sports facilities on campus
→ Limited permission is given for use of outdoor facilities in non-contact (only practice / training by individuals).

[For students]

- 6) Extracurricular activities
→ Permitted under tightened and limited conditions.
- 7) Job hunting activities for undergraduate students
→ Review of hospital visits for students other than specific grades (5th and 6th grades of medical department and 4th grade of nursing department) from “unlimited” to “prohibited”.

[For staff]

- 1) Work from home
→ Revised from consideration of use to recommendation.
- 2) Staggered commuting
→ Revised from recommended to practice.
- 4) Subsidiary business
→ Cancel or postpone, with exceptions.
- 6) Responding to media coverage
→ Revised from consideration of non-face-to-face implement to recommendation.
In principle, face-to-face interviews in the affiliated hospital are prohibited.

※ For details, please refer to the contents of each of the following items.

[Behavioral guidelines]

- Avoid the Three C
 1. Closed spaces with poor ventilation.
 2. Crowded place with many people nearby.
 3. Close-contact settings such as close-range conversations.
- Places that have a high possibility of contacting with a large number of unknown people or places that clash with the 3 basic rules of avoiding (closeness, crowding, and tight spaces), especially areas with a declaration of emergency or spread prevention measures with a large number of confirmed cases of infection, should be paid considerable attention and not approached if unnecessary in order to prevent the carrying of infection into facilities.
- Irrespective of personal affairs, student life affairs, or business affairs, everyday activities should be carried out with full concern and adhering to the "New lifestyle" practicality example (Ministry of Health, Labor, and Welfare), and the "5 scenes of infection risk" (Cabinet Secretariat).
- Any affairs that call for eating or drinking in groups with the exception of individual and family eating out, shall be refrained. In the case where it can be unavoidable, measures such as keeping the number of participants to 3 or under, keeping the conversation to a minimum (while masks are removed for eating), and finishing as promptly as possible, should be adhered to prevent spread of infection;

Ministry of Health, Labor and Welfare : ("Practical examples of "new lifestyle")

https://corona.go.jp/proposal/pdf/cold_region_20201112.pdf

Cabinet Secretariat : Five scenes where the risk of infection increases)

https://corona.go.jp/proposal/pdf/5scenes_20201117.pdf

In order to prevent the spread of COVID-19 infection, please utilize the new coronavirus

contact confirmation app (COCOA) (Ministry of Health, Labor and Welfare) and Shiga Prefecture's new coronavirus countermeasure personal support (Moshi Support Shiga).

Ministry of Health, Labor and Welfare : the new coronavirus contact confirmation app
(COCOA)

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

Shiga Prefecture : Moshi Support Shiga

<https://www.pref.shiga.lg.jp/ippan/kurashi/ict/312529.html>

【Vaccination (students and staff)】

- We recommend all students and staff get vaccinated.
- Those students or staff who do not choose to be vaccinated will not suffer and disadvantages.
- However, be aware that it is assumed that medical practice/on-site practical training (student), or side business (staff) carried out at outside medical institutions may carry with them separate vaccination requirements.

[Important items (students and staff)]

1. Prohibiting commuting to school or work

* If faculty and staff are prohibited from going to work, they can get paid leave (special leave) during that period (Personnel Section Personnel Section: 077-548-2014)

* Undergraduate students who work in laboratories (university only, excluding affiliated hospitals) are considered as faculty members.

<1. Faculty and graduate students>

1) Everyday including weekend and holidays, please measure the body temperature when waking up and report your temperature using the "Shiga University of Medical Science Staff Body Temperature Check App".

<https://fevercheck.shiga-med.ac.jp/login.php>

2) As a general rule, if you have a fever of 37.5°C or higher, you will not be able to go to work or go to school. In addition, graduate students (including non-regular students such as research students) need to report it to their instructor. Faculty members need to report it to their manager.


3) The manager/instructor who received the report is informed about the information on the fever and the measures taken. And, the manager/instructor must promptly report to the dedicated email address. corona@belle.shiga-med.ac.jp

4) Do not commute to school or work for 48 hours after the fever has been resolved, and thoroughly manage your physical condition by measuring the temperature twice a day. The temperature measurement results are reported using the "Shiga University of Medical science Staff Body Temperature Check App".

5) You can commute to school or work after 48 hours have passed since the fever was released.

[Relating to 1.4]

In case that you have a fever of more than 37.5 degree within 3 days after vaccination, you can exceptionally commute to school or work without delay if your fever is down without taking an antipyretic on and after the next day of fever-up.

_Infection control department: "Regarding fever after Novel coronavirus vaccination"

<2. Undergraduate students>

1) Everyday including weekend and holidays, please measure the body temperature when waking up and report your temperature using the "Shiga University of Medical Science Student Body Temperature Check App" until 8:30 a.m.

<https://fevercheck.shiga-med.ac.jp/login.php>

(In addition, students who take clinical training must write self-management checklist for body temperature, symptoms, etc. during clinical training period).

2) When you get warning showing “do not go to school today, recuperate at home, and report to the dedicated email address of the Health Management Center; stnetsu@belle.shiga-med.ac.jp by 9:30. (If you are absent from the exam, please also

contact the Student Affairs Division at 077-548-2068.)

3) When the health management center will receive the report, please promptly inform about the information on the fever and the details of the instructed measures to the dedicated email address. corona@belle.shiga-med.ac.jp

4) Do not attend to school for 48 hours after the fever has been resolved, and thoroughly manage the physical condition by measuring the temperature twice a day. In addition, please report results of your temperature measurements to the dedicated email address of the Health Management Center. stnetsu@belle.shiga-med.ac.jp

5) Commuting to school is only possible 48 hours after the fever is released.

<3. For both students and staff>

1) When a family member living together is suspected to be infected with a new coronavirus at a medical institution, send an e-mails to the head of the department, if you are a graduate students, send it to the academic supervisor, and if you are an undergraduate students, contact with the Health Management Center (stnetsu@belle.shiga-med.ac.jp). Make sure to report to each address immediately.

2) The manager/supervisor/health management center who received the report
In addition to instructing to prohibit commuting to school and work, the symptoms and contact status of the person and the family living together. Immediately report the information to your dedicated email address. corona@belle.shiga-med.ac.jp

3) In cases where there has been a person tested positive or has come into significant contact with the virus at a part-time job or outside work place, or there has been a similar occurrence at the workplace or school of someone sharing residence, or you yourself are such a person and have been confirmed as much by a government administration, advise of you situation through the following contact.;

Faculty and Staffs in the university hospital; please report to your boss, infection control unit (0770548-2895) and e-mail to ict@belle.shiga-med.ac.jp.

Faculty and Staffs outside the university hospital; please report to your boss, the Health Management Center (0770548-2089) and e-mail to stnetsu@belle.shiga-med.ac.jp.

Graduated students: please report to your supervisor, the Health Management Center (0770548-2089) and e-mail to stnetsu@belle.shiga-med.ac.jp.


Undergraduate students: please report to Student division (077-548-2072) or e-mail to hqshogak@belle.shiga-med.ac.jp. In addition, please send e-mail to stnetsu@belle.shiga-med.ac.jp, too.

4) Upon receiving the report in 3), the department manager, academic supervisor, and student section will promptly report the situation to the dedicated e-mail address: corona@belle.shiga-med.ac.jp.

5) Supervisor, boss, and staffs in student section who receive the reports above, will promptly report the situation to the dedicated e-mail address: corona@belle.shiga-med.ac.jp.

6) If it has been decided by government authority that a family member or someone sharing residence is a person who has come into serious contact, remain at home for at least four days as of the date of said decision.

[relating to 3.5]

_Infection control department: "Regarding the restrictions of commuting for those who have contact with persons who tested positive for the virus." (Added on the 27th of April)

[2. Disinfection on campus]

1) "Hygiene management manual for novel coronavirus infectious diseases at school" (Ministry of Education, Culture, Sports, Science and Technology), where it is often touched (door knobs, handrails, switches, etc.). For this reason, disinfection once or more times a day is recommended, so laboratories, offices, etc. For example, use a cloth or a paper towel soaked with disinfectant to wipe the area. Please disinfect the place where the faculty member is working. (* Cleaning workers disinfect sharing elevator buttons, toilets, etc.)

2) In the main buildings of the university campus, there is a hand sanitizer near the

entrance (1st floor). Please put it on your hands and rub it in well as a preventive measure against infection. (If you have any questions, please contact Personnel Section: 077-548-2014)

"Hygiene management manual for novel coronavirus infectious diseases at school"
https://www.mext.go.jp/a_menu/coronavirus/mext_00029.html

[For students and staff] (revised on August 11)

1. Overseas travel, domestic business trips, and private trips during holidays

- 1) All overseas travels (both business and private) during vacation are prohibited including family members living together regardless of the level of infectious disease hazard information at the Ministry of Foreign Affairs.
- 2) In principle, domestic business trips of faculty and staff are prohibited unless it is truly unavoidable, such as meetings by public institutions or important meetings at major academic societies.
- 3) All students, faculty and staff (including family members living together) should self-restraint in domestic private trips and going out (including homecoming) during holidays.
- 4) Thorough consideration should be given to implement of domestic business trips.

2. Research activities

- 1) Research activities should be carried out after thorough measures and consideration for preventing the spread of infection.
- 2) Faculty and staff are recommended using the telecommuting system to conduct research activities such as data organization and thesis writing at home.
- 3) For academic research guidance (advanced research review, data analysis, discussion on thesis, etc.), consider conducting it in a remote format.

※ If you employ students as a part-time job, the head in each laboratory should decide whether or not you can hire, after carefully taking measures and measures to prevent the spread of infection.

3. Regarding contact with patients during research

Until September 30th 2021, patient-contact research will be permitted only in the following cases from the viewpoint of preventing the spread of infection.

- i) Research that involves medical practice (including clinical trials and advanced medical treatments).
- ii) Research permitted by Director of the University Hospital and Director of Research in SUMS.
- iii) Research employed in specific areas permitted by the University hospital and each department (ICU and chemotherapy room are not allowed by the hospital. The hospital decides whether to enter the ward where multiple departments live together.)

* If you are a graduate student with a limited research period, please consult with your supervisor.

* When entering the operating room, please follow the guidelines for entering the operating room.

4. Implementation of workshops and lectures

1) If the target audience is an unspecified number of people mainly from outside the university, the event should be held remotely regardless of the number of participants. The face-to-face event should be canceled or postponed.

2) In a case that participants of the events are only SUMS members, please follow guidelines of Shiga prefecture. As appropriate, consider implementing them online.

(<https://www.pref.shiga.lg.jp/ippan/bousai/sougo/313183.html>)

5. Use of sports facilities on campus

- 1) The use of the indoor sports facilities on campus is prohibited, regardless of whether it is a student or faculty member, unless the president specifically permits it (ceremonies, etc.).
- 2) The use of the outdoor sports facilities on campus is permitted only in situations of non-personal contact (when practicing / training, etc. by individuals).

※Regardless of 2), if a state of emergency is issued to Shiga Prefecture, the use of the university's outdoor sports facilities will be totally prohibited.

Guidelines of Japan Sports Agency.

(https://www.mext.go.jp/sports/b_menu/sports/mcatetop01/list/detail/jsa_00021.html)

[For students]

1. Restrictions for undergraduate students from entering the affiliated hospital.

1) Until September 30th 2021, students are allowed to enter the University hospital only in the following cases from the viewpoint of preventing the spread of infection.

- i) Clinical practice employed in specific areas permitted by the University hospital and each department (ICU and chemotherapy room are not allowed by the hospital. The hospital decides whether to enter the ward where multiple departments live together.)
- ii) When performing necessary procedures for student life.
- iii) When you visit clinic or admit the University hospital as a patient.

2) Infection spread prevention measures should be fully implemented when undergraduate students enter the school.

*[Relating to 1. i]

Follow the “Guidelines for admission to the operating room” when you enter the operating room.

* Regardless of 2, it is prohibited for undergraduate students to enter the school until May

5th. More detailed information will be given from Student Division later.

2. Orientation and medical examination

Detailed information will be given from Student Division.

3. Lectures (including exams)

Lectures and exams are provided on a face-to-face basis, appropriately combining online system. Student Division will inform you the details.

* Online lectures and other appropriate support will be provided to students who have difficulty commuting to school.

*If a state of emergency is issued to Shiga Prefecture, we will consider changing to a remote format only.

4. Exercises/practices (including exams)

1) Exercises/practices (including exams) are conducted in web class or in lecture rooms after thoroughly implementing measures/considerations related to the spread of infection.

2) Student division may inform you alternative measures instead of exercises/practice.

※ If you have difficulty attending lectures, please contact Student Division.

※ Regardless of 2), if a state of emergency is issued to Shiga Prefecture, we will consider changing to implementing only remote alternative measures.

5. Clinical/Practical training

1) In the University Hospital (including National Hospital Organization Higashi-ohmi General Medical Center, JCHO Shiga Hospital and Kohka Public Hospital), the training format has been changed to participatory training or mixed type of participatory training and a tour type training from a tour type after thoroughly implementing measures and consideration for preventing the spread of infection, depending on the situation of each clinical department / department, etc.

2) However, participatory training in an area where multiple departments live together is limited to cases where all related departments allow participatory training.

3) Student division may inform you alternative measures instead of exercises/practice.

4) Restrictions on admission to the University hospital, please see [Students] Restrictions on Undergraduate Access to Universities and Hospitals.

5) Off-campus clinical/on-site training depends on the situation of the cooperating hospitals and clinics, and if possible, we conduct a participatory training after thoroughly implementing measures and consideration for preventing the spread of infection. We also consider alternative measures such as remote format and face-to-face format with a small number of people using a simulator.

* Concerning midwifery clinical training, it is necessary to experience a certain number of assistances for normal delivery according to legal regulations. Thus, exceptionally, we conduct a participatory exercise after thoroughly implementing measures and consideration for preventing the spread of infection.

* The clinical training will be changed to a tour type only by the discretion of the hospital director when the following situations will be occurred; a) When stage III (alert stage) will be declared in Shiga prefecture; b) When an emergency of declaration or stronger measures to prevent the spread of COVID-19 will be issued in any of the 2 prefectures and 3 prefectures in the Kinki region other than Shiga prefecture and adjacent prefectures (Fukui prefecture, Gifu prefecture, Mie prefecture); c) When our faculty and staff will be positive for COVID-19 infection; d) When a student in clinical training course will be positive for COVID-19 infection.

* When the state of emergency will be issued to Shiga Prefecture, clinical training including off-campus training may be suspended or postponed. If it is canceled or postponed, we will consider implementing remote alternative measures.

6. Extracurricular activities

1) Organizational activities by extracurricular activity groups are prohibited both indoors

and outdoors and inside and outside the university until the stricter measures to prevent the spread of the virus issued to Shiga Prefecture are lifted.

2) However, personal activities within the range equivalent to Phase 1 shown in "Table 2 example of a gradual resumption plan for sports activities" in the "UNIVAS University Guidelines for Resuming Sports Activities, 4th edition" such as individual practice outdoors and at home are permitted on condition that measures and consideration are given to prevent the spread of infection.

3) Regardless of 1) and 2), there are no particular restrictions on remote activities.

Japan Sports Agency

https://www.mext.go.jp/sports/b_menu/sports/mcatetop01/list/detail/jsa_00021.html

Univas

<https://www.univas.jp/project/safety/guideline/>

* Regardless of 2), if a state of emergency is issued to Shiga Prefecture, extracurricular activities are totally prohibited both indoors and outdoors and inside and outside the university.

※ It should be refrained to hold and participate in events and dinners with food and drink unless eating out alone or with family. If it is unavoidable to hold/participate, keep the number of participants to 3 or less, refrain from conversation during meals (*while wearing a mask), and finish in a short time. Thoroughly implement measures and consideration for preventing the spread of infection, according to following guidelines and advices;

Ministry of Health, Labor and Welfare : ("Practical examples of "new lifestyle")

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html

Cabinet Secretariat : Five scenes where the risk of infection increases

https://corona.go.jp/proposal/pdf/5scenes_20201117.pdf

7. Job hunting activities for undergraduate students

- 1) Job hunting activities (participating in employment briefing sessions, hospital tours, employment examinations / interviews, procedures after employment appointments, etc.) for students in specific grades (5th and 6th grades of medical department and 4th grade of nursing department) , there are no particular restrictions on the condition that measures and consideration for preventing the spread of infection are thorough.
- 2) Students other than specific grades (5th and 6th grades of medical department and 4th grade of nursing department) are prohibited from visiting hospitals, etc.

<Student Counseling Contact>

(Lecture/practice related)

Student Support Section, Student Division,

Tel:077-548-2068/ hqgaku@belle.shiga-med.ac.jp

Graduate School Education Support Section, Student Division

Tel:077-548-2095/ hqgs@belle.shiga-med.ac.jp

(Study support/student life in general)

Student Support Section, Student Division

Tel:077-548-2072/ hqshogak@belle.shiga-med.ac.jp

(Health consultation related)

Health Administration Center Tel:077-548-2087/ hqheadm@belle.shiga-med.ac.jp

(English available)

International Center Tel:077-548-3538/ hqkouryu@belle.shiga-med.ac.jp

[Faculty members]

1. Work from home

1) Application of a work-from-home should be recommended in every department and division. (Personnel Division 077-548-2014)

* At the University hospital, faculty and staff who are engaged in work that is difficult to apply at home, and who are not asked to consider using the remote system because of the need to maintain medical functions.

2) In utilizing the telecommuting system, please consult the head of department and discuss well with each other.

3) When selecting a target person, the head of department should consider the place of residence, the presence or absence of special reasons (maternal, basic illness, etc.), and the importance and necessity of the work in charge.

4) When carrying out duties at home, keep in mind that it is profoundly prohibited to take personal information out of the university.

*Since July, when using the telecommuting system, it is obligatory to submit a "progress report". Details have already been notified by the Personnel Division.

2. Staggered commuting

1) Unless there is a business problem, please practice time difference commuting to staff who use public transportation (JR/bus)

2) Before applying the staggered commuting system, the manager and faculty members consult and set work hours prescribed "early departure and late arrival work invoice". Personnel Division (077-548-2014).

3. Risk allowance

1) To doctors, nurses, medical technical staff, etc. who are engaged in the work of directly contacting the COVID-19 patients (including the specimen), a work allowance of 4,000 yen will be paid per working day. For the details, please ask Personnel Division (077-548-2018).

4. Subsidiary business

1) Faculty are asked to cancel or postpone to implement side jobs outside SUMS until September 30th, 2021, except for following jobs:

- Committee members of public institutions
- Medical examination at hospital and clinic
- Classes at university and school
- Lectures at other organizations (Non-face-to-face practice is recommended)

2) Be sure to thoroughly implement measures and considerations regarding infection prevention.

5. Acceptance of researchers from overseas

Concerning researchers from overseas, please consult or discuss with the other party the cancellation or postponement.

6. Responding to media coverage

- 1) Regarding coverage from the media, it is recommended to use a non-face-to-face format such as Web tools and telephones, regardless of the media.
- 2) When responding to interviews in face-to-face, take thorough measures and consideration to prevent the spread of infection.
- 3) However, as a general rule, face-to-face interviews in the affiliated hospital are prohibited.

Concerning news coverage, please consult public relations in General Affairs & Planning Division (077-548-2012).

[Others]

1. About acceptance of hospital training, tours, etc.
Please ask the University hospital.

[Related Information Home Page]

Cabinet Secretariat (about correspondence of new coronavirus infectious disease)
<https://corona.go.jp/>

Ministry of Foreign Affairs Overseas Safety Website
<http://www.anzen.mofa.go.jp> (PC version, smartphone version)
<http://m.anzen.mofa.go.jp/mbtop.asp> (mobile version)

Ministry of Education, Culture, Sports, Science and Technology (about correspondence measures against infectious diseases related to the new coronavirus)

https://www.mext.go.jp/a_menu/coronavirus/index.html

Ministry of Health, Labor and Welfare (about new coronavirus infection)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html

Ministry of Health, Labor and Welfare (to prevent new coronavirus)

<https://www.mhlw.go.jp/content/000628620.pdf>

Ministry of Health, Labor and Welfare (Consultation about COVID-19)

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

Shiga prefecture homepage

<https://www.pref.shiga.lg.jp/>

National University Association (about the new coronavirus)

<https://www.janu.jp/news/files/20200420-wnew-irai.pdf>

Associate of Japan Medical Colleges

https://www.ajmc.jp/pdf/20200409_01.pdf

https://www.ajmc.jp/pdf/20200409_02.pdf

Note: In the event of discrepancy between the English version and the Japanese version of the Terms, the Japanese-language version shall prevail. If you have any questions, please ask International Center Tel:077-548-3538/ hqkouryu@belle.shiga-med.ac.jp