

To: Students and faculty members
From: Shinji Uemoto, president
Ikko Tooyama, vice-president
International Center (ext. 3538)

Information regarding to the novel coronavirus
(17th report; English version update on January 19th)

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. However, Japanese government has declared state of emergency in Tokyo metropolitan area including Kanagawa, Chiba and Saitama prefectures on January 8th, and state of emergency in Kinki area including Osaka, Kobe and Kyoto prefecture as well as Aichi, Gifu, Tochigi and Fukuoka on January 14th. In addition, Shiga Prefecture requested cooperation such as refraining from going out unnecessarily and urgently based on the issuance of a state of emergency to neighboring prefectures on January 13th. In view of the situations, **we tighten some of the behavioral guidelines for students and faculty members and restrictions on various tasks and activities at our university.**

Students and faculty members will continue to keep in mind that SUMS is a medical university with an attached hospital and have a strong sense of responsibility as a medical person (including the future) and act in common with the following matters.

Since maintaining the medical function of the university hospital is an important social mission, the hospital has separately formulated detailed measures and precautions. Please check information on Website of the hospital and email from infection control unit.

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

In important items (students and faculty staffs), **we describe matters related to physical condition management of students, faculty and staff, family members living together, and matters related to hygiene management on campus.** Thus, please read them carefully.

[Topics (Students / Faculty / Staff)] Main items revised from 16th reports

[Behavioral guidelines]

Restrictions on going out → Added restrictions on movement to areas declared as an emergency.

[Important items]

"1. Regarding the concept of prohibition of commuting to school / work" → Updated the handling when family members are judged by the government to be close contacts with COVID-19 patients.

[For students and staffs]

"1. Overseas travel, domestic business trips, etc., including private trips during vacations" → Strengthened restrictions on overseas travel in principle. Added restrictions on movement to the place of origin of the state of emergency for domestic business trips and private trips.

[For students]

"5. Clinical / clinical training" → In principle, the training format has been changed to a tour type both on-campus and off-campus. When an emergency declaration is issued to Shiga Prefecture, clinical / clinical training outside the university may be canceled or postponed.

"6. Extracurricular activities, etc." → Strengthened restrictions on activities such as training camps, expeditions, tournament / match participation, concerts, live performances, and event holding (* excluding remote format).

[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.

Always be aware of the risk of infection caused by unnecessary and urgent outings to the places where there is a high possibility of infection such as **places where dense (sealed, dense, close) conditions overlap, places to contact with an unspecified number of people, and places where state of emergency is declared**. Be careful not to bring any infection into the institutions.

○ Regardless of student life, business or personal matters, please lead a daily life with thorough 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 : Points for preventing new coronavirus infection in cold weather)

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>

[Important items (Students / Faculty / Staff)] (Updated on January 19th, 2021)

1. Regarding the idea of prohibiting going to school or going to work (Updated on January 19th, 2021)

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

*In the laboratories (university only, excluding affiliated hospitals), undergraduate students who work are considered 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 go to work or attend school 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 go to work or go to school after 48 hours have passed since the fever was released.

<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 go 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 faculty members > (Updated on January 19th, 2021)

- 1) When a family member living in the same room suspects a new coronavirus at a medical institution, Dedicated e-mails to the head of the department, graduate students to academic

advisors, and undergraduate students to the Health Management Center (**stnetsu@belle.shiga-med.ac.jp**). Immediately report to each address.

2) The manager/supervisor/health management center who received the report

In addition to instructing to prohibit going to school and going to 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) If a positive person or a close contact person occurs at your part-time job, outside work, etc.; if a positive person or a close contact person occurs at company and school etc where your family works or studies; if you or your family contact with a positive person or a close contact person; If the family members living together are judged to be close contacts by the government, please report the details to followings;

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 advisor, 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**.

[2. Regarding 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

[Student/faculty and staff common relationships] (Updated on January 19th, 2021)

1. Overseas travel/domestic business trips, including private trips during vacations

- 1) Overseas travel and domestic business trips including private trips during vacation should be cancelled or postponed regardless of the level of infectious disease risk information of the Ministry of Foreign Affairs.
- 2) In particular, it is prohibited to travel to countries/regions that have Level 2 or higher of infectious disease risk information.
- 3) Unnecessary and unurgent domestic business trips of faculty members beyond prefectures **should be refrained**.
- 4) Regardless of students, faculty and staff (including family members living together), unnecessary and unurgent domestic private trips to areas where many infected persons have been confirmed, **should be refrained**.
- 5) Thoroughly implement measures and consideration to prevent the spread of infection when traveling abroad or domestic business trip.

※ Concerning overseas travel, you must stay in home for two weeks after coming back to Japan and manage your physical condition by measuring temperature twice a day. If your physical condition changes, please take appropriate measures such as contacting the returnee/contact person consultation center.

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 will consider using the telecommuting system to conduct research activities such as data organization and thesis writing at home.

※ If you employ student as a part-time job, the head in each laboratory should decides 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 **March 31st**, patient-contact research will be permitted only in the following cases from the viewpoint of preventing the spread of infection.

- 1) Research that involves medical practice (including clinical trials and advanced medical treatments).
- 2) **Research permitted by Director of the University Hospital and Director of Research in SUMS.**
- 3) 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) In a case that Unspecified number of participants come from on and off campus, web meeting should be employed.
- 2) In a case that participants are only SUMS members, please follow guidelines of Shiga prefecture. (<https://www.pref.shiga.lg.jp/ippan/bousai/sougo/313183.html>)

5. About the use of gymnasium

When the gymnasium in SUMS is used by students and faculty members, please follow guidelines of each sport federation or Japan Sports Agency.

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

[Students]

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

Until **March 31st**, students are allowed to enter the University hospital only in the following cases from the viewpoint of preventing the spread of infection.

- 1) 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.)
- 2) When performing necessary procedures for student life.
- 3) When you visit clinic or admit the University hospital as a patient.

*The ban on admission to the operating room will be lifted after the guidelines for admission to the operating room have been formulated, and the timing of the ban will be announced separately.

2. Orientation and medical examination

Student division will inform you.

3. About lectures (including exams)

- 1) SUMS is now planning to employ lectures not only web class but also lecture room in the second semester.
- 2) Student division will inform you the details.

※For students who have difficulty commuting to school, we will take appropriate measures such as delivering lectures online.

4. Exercises/practices (including exams)

- 1) Exercises/practices (including examinations) 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 to attend lectures, please contact Student Division.

5. Clinical/Practical training (Updated on January 19th, 2021)

- 1) In principle, we conduct a tour-type exercise after thoroughly implementing measures and consideration for preventing the spread of infection.
- 2) Student division may inform you alternative measures instead of exercises/practice.
- 3) Restrictions on admission to the University hospital, please see [Students] Restrictions on Undergraduate Access to Universities and Hospitals.
- 4) Off-campus clinical/on-site training depends on the situation of the cooperating hospitals and clinics, and principally, we conduct a tour-type exercise after thoroughly implementing measures and consideration for preventing the spread of infection.

*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.

6. Extracurricular activities (Updated on January 19th, 2021)

- 1) According to guidelines of each sport federation or Japan Sports Agency (https://www.mext.go.jp/sports/b_menu/sports/mcatetop01/list/detail/jsa_00021.html), extracurricular activities must be employed on condition that thorough measures and consideration are given to prevent the spread of infection. The permission of counselor or supervisor in each club is needed. When you want to do extracurricular activities, please consult Student Division.
- 2) Until March 31st, 2021, activities have been restricted within Phase 3 shown in "Table 2. Example of gradual resumption plan of sports activities" in "UNIVAS University Guidelines for Resuming Sports Activities" (<https://www.univas.jp/article/13995/>).
- 3) Activities such as training camps, expedition, participation in competitions/matches, concerts, live performances, and event holdings are prohibited until March 31st, 2021, both indoors and outdoors.
- 4) There are no restrictions on extracurricular activities using web or remote conditions.

※ Shiga University of Medical Science asks students to refrain holding and participating in events and dinners with food and drink excluding 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 : Points for preventing new coronavirus infection in cold weather)

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

7. About job hunting activities for undergraduate students

Students in the final grade (6th grade in faculty of medicine and 4th grade in faculty of nursing) are allowed to do Job hunting activities on the condition that thorough measures and consideration are taken to prevent the spread of infection. Students in the other grade are also allowed to visit hospital on the condition that the permission of the hospital is obtained and thorough measures are taken to prevent the spread of infection. Please consult Student Division.

<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. About working from home

1) Consider using telecommuting system in each department.

※ *Because of the need to maintain medical functions in the University hospital, faculty and staff who are engaged in work that is difficult to apply at home, such as face-to-face work at the affiliated hospital or patient medical care work, are not required to consider using the system.

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 Section (077-548-2014).

2. Flexible work times and the time difference commuting

- 1) Except when there is a business problem, we recommend time difference communication to staffs who use public transportation (JR/bus)
- 2) If you want to apply time difference communication, please consult the head of department or Personnel Section (077-548-2014).

3. About risk allowance

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 Section (077-548-2018).

4. About side jobs

- 1) SUMS asks faculty members to refrain side jobs outside SUMS until March 31st, 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 (*Recommended for non-face-to-face format such as Web distribution)

- 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. About correspondence of news coverage

- 1) Regardless of media types, we recommend web system for interviews from media.
- 2) When conducting interviews in the University campus, implement thorough measures and consideration for preventing the spread of infection.

3) When media enter the hospital, special permission is required.

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] (*Please check accordingly.)

- 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_iryoku/covid19-kikokusyassessyokusya.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>

- Meeting of Directors of National Medical Directors (for faculty members of university medical schools and affiliated hospitals)

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

- National Medical Director Hospital Directors' Meeting

To you who are)

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

Note: If there is a difference between the 17 reports in Japanese and the 17 reports in English, the 17 reports in Japanese are considered correct. If you have any questions, please ask International Center Tel:077-548-3538/ hqkouryu@belle.shiga-med.ac.jp
