To: Students and faculty members

From: Shinji Uemoto, president

Ikuo Tooyama, vice-president International Center (ext. 8741)

Information regarding to the novel coronavirus

[The 36th report: English version updated on April 6th.]

In accordance with the government's basic policy of balancing the prevention of the spread of infectious diseases, COVID-19, with socioeconomic activities, SUMS is trying to balance the prevention of infection spread with various operations and activities such as education, research, and medical treatments.

Taking into consideration the recent measures taken by the government from May 8, 2023, that the status of COVID-19 will be changed to category 5 under the Infectious Diseases Control Law, we have decided to generally ease the restrictions on student, faculty, and staff duties and activities and relating behavioral guidelines <u>from April 1.</u>

However, students, faculty, and staff should continue to act with caution as this school is a medical university with hospitals and each member should have a high level of responsibility as a medical worker and a social function maintainer. We should be united in our efforts to "prevent infection and prevent the spread of infection" by cooperating with each other. Please review all items listed in this report and take thorough measures in accordance with them.

In addition, the University Hospitals have their own measures and precautions. Please confirm e-mails and the homepage of the Infection Control Department for more information about them.

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

[Topics (students and staff)] (Main items revised in the 36th report)

The restrictions are relaxed in general, not just in the items listed below.

All items reviewed in the 36th Report are effective as of April 1, 2023.

[Behavioral guidelines (students and staff)]

[Wearing a mask (students and staff)]

[Dining in groups (students and staff)]

→Eased the restrictions

[Important items (students and staff)]

- 1) Conception of prohibiting commuting to school or work
 - →Eliminating the requirement to report daily body temperature, easing restrictions on commuting to school or work with a fever (37.5°C or higher), easing criteria for determining a contact person, eliminating the concept of contact persons of contact persons, etc.

[For students and staff]

- 1) Overseas travel, domestic business trips, and private trips during holidays
 - →Eased restrictions on both overseas and domestic travel

[For students]

- 1) Restrictions for undergraduate students from entering the University Hospitals
 - →Eased restrictions on entering the University Hospitals
- 5) Clinical/On-site clinical training
 - →Standardized on-campus training to be basically participatory

[For faculty and staff]

- 5) Acceptance of researchers from overseas
 - →Eased restrictions
- 6) Responding to media coverage
 - →Eased restrictions

[Others]

- 1) Acceptance of hospital training, tours, etc.
 - →Elimination of restrictions on contact with patients, and elimination of the "Declaration form" and "Health condition checklist for body temperature, symptoms, etc." for practical training, training, visits, etc. (no need to submit these forms)
- * Please refer to each items below for details.

[Behavioral guidelines] (Updated on March 31 and effective from April 1)

- o In places where contact with a large number of unknown people is likely or where 3C cannot be maintained, especially in areas where a large number of infected persons have been identified, caution should be exercised to prevent the carrying of infection into our facilities.
- o Irrespective of personal affairs, student life affairs, or business affairs, everyday activities should be carried out in consideration of measures to prevent the spread of infection.

[Vaccination (students and staff)]

- We recommend all students and staff to get vaccinated.
- Those students or staff who choose not to be vaccinated will have no disadvantages.
- However, please be aware that outside medical institutions may have different vaccination requirements.

[Wearing a mask (students and staff)] (Updated on March 31 and effective from April 1)

- All students and staff are required to wear a mask on campus and in the University
 <u>Hospital</u>, whether conversing or not. (However, it is not required when outside and no
 one is around, or when training/exercising.)
- Wearing surgical mask is recommended instead of a cloth mask or urethane mask <u>from</u> the viewpoint of preventing droplet transmission.
- However, if it is difficult to wear a surgical mask due to various circumstances (physical circumstances such as rough skin, financial circumstances, etc.), wearing other types of masks is permitted.

[Dining in groups (students and staff)] (Updated on March 31 and effective from April 1)

- While eating and drinking (or removing masks), both students and staff should keep as much distance as possible from others and to keep conversation to a minimum, whether on or off campus.
- When holding or participating in events that involve food and drink, measures to prevent the spread of infection should be considered, such as limiting the number of people at each table to about 4, ensuring that there is plenty of space, except when

- eating out alone or with family members.
- When eating out or meeting at a restaurant, it is recommended to use a certified restaurant where infection countermeasures have been taken.
- Dining out should not take a long time (2-3 hours maximum.)

[Important items (students and staff)]

1. Conception of prohibiting commuting to school or work

(Updated on March 31 and effective from April 1)

* From April 1, 2023, students, faculty, and staff will no longer be required to report their body temperature daily (including weekends and holidays) using the temperature check application, but are encouraged to continue to monitor their health condition by taking their temperature daily. However, the application for undergraduate students will continue to be provided as a self-check tool, so please use it as appropriate. (*Some classes may require you to use it at the direction of the faculty member in charge.)

("Shiga University of Medical Science Student Body Temperature Check App") https://fevercheck.shiga-med.ac.jp/student/

- * 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)
- * In the event that a faculty member is unable to attend work due to the temporary closure of his/her child's elementary school as a result of measures taken to prevent the spread of infection, he/she may be excused from the obligation to attend work to the extent that it does not interfere with his/her work duties.
- "Measures on attending work regarding the prevention of the spread of the novel coronavirus infection" (Temporary measures for granting leaves to employees)

 https://www.shiga-med.ac.jp/sites/default/files/2022-02/shokusenmen-20220216.pdf

(Only in Japanese)

- * Undergraduate students who work in laboratories (university only, excluding University Hospitals) are considered as faculty members, so please follow the items below regarding attending work.
- * [The following 1.2.]
- Flowchart for handling cases of fever of 37.5°C or higher, tested positive, or becoming close contacts, etc." (*Revised edition: Effective from April 1)

https://www.shiga-med.ac.jp/sites/default/files/2023-03/hatsunetsu-flowchart-20230328.pdf (Only in Japanese)

1. Cases of fever of 37.5°C or higher (students and staff)

- 1) If you have a fever of 37.5°C or higher, you will not be able to go to work or school. Undergraduate students need to report to the dedicated email address of the Health Management Center: stnetsu@belle.shiga-med.ac.jp. (If you are absent from the exam, please also contact the Student Division at 077-548-2068.) Graduate students (including non-regular students such as research students) need to report it to supervisor and faculty members need to report it to department/division heads.
- 2) The head/supervisor who received the report need to inform about the information on the fever and the measures taken by sending an email to the corona dedicated address: corona@belle.shiga-med.ac.jp
- 3) Commuting to school or work is prohibited for that day, so you should manage your physical condition by measuring your body temperature twice a day. (Commuting to school or work is allowed if there is no fever the next day.)
- Case of tested positive, or becoming close contacts (students and staff)
 (Updated on March 31 and effective from April 1)
- 1) When you are tested positive or become a close contact, the criteria is referred to in the "Regarding the restriction of commuting for those who are positive," staff members need to send an e-mails to the head of the department/division, graduate students should send it to the supervisor, and undergraduate students should contact the Health Administration Center (stnetsu@belle.shiga-med.ac.jp), immediately.
- 2) The head/supervisor/Center staff who received the report need to instruct the one not to commute to school and work, and immediately report the following information to the dedicated email address. corona@belle.shiga-med.ac.jp
 - -Name, Affiliation, Department, Year, etc.
 - -Status of the person (tested positive or close contacts, etc.)
 - -Last day to commute/attend school
- 3) Upon receiving the report in 2), the staff of the Health Administration Center and Infection Control Department will promptly judge and give instructions on commuting to school and work prohibition depending on the contact situation, so please follow them.

"Regarding the restriction of commuting for those who are positive"

http://www.shiga-med.ac.jp//sites/default/files/2022-09/yosei-shugyou-shugaku-seigen-20220908.pdf (Only in Japanese)

Regarding the restrictions of commuting for those who have contact with persons who tested positive for the virus" (Effective from April 1)

https://www.shiga-med.ac.jp/sites/default/files/2023-03/noko-shugyou-shugaku-seigen-20230328.pdf (Only in Japanese)

2. Disinfection on campus

- 1) In "Hygiene management manual for new coronavirus infectious diseases at school" (Ministry of Education, Culture, Sports, Science and Technology), it is recommended to disinfect the parts that you often touch (doorknobs, handrails, switches, etc.) at least once a day. Therefore, in laboratories, offices, each faculty member who uses it should disinfect the relevant area by such as wiping with a paper towel. (* Cleaning staff disinfect common areas such as elevator buttons, toilets, etc.)
- 2) In the buildings of the university campus, there is a hand sanitizer near the entrance (1st floor). Please use it as appropriate for the prevention measures. (Personnel Division: 077-548-2014)

MEXT: "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]

- 1. Overseas and domestic travel, including private trips during holidays

 (Updated on March 31 and effective from April 1)
- 1) Regarding official overseas travel (students' regular and semi-regular course activities, faculty and staff's official duties, including participation in academic conferences and training programs,) students and faculty/staff should decide whether or not to undertake, cancel, postpone, continue or return home in accordance with the "Overseas Risk Information Correspondence Criteria" established by the University based on the "Risk

Information" and "Infectious Disease Risk Information" posted on the MOFA's "Overseas Safety Information" website.

- 2) Regarding private overseas travel, faculty and staff should carefully consider whether or not it is appropriate based on the "Overseas Risk Information Correspondence Criteria" established by the University. Meanwhile, students must follow the supervisor's direction as determined by the criteria. If it is difficult for the supervisor to determine, the matter should be discussed with the Director of International Affairs.
- 3) For domestic trips, including business trips, private trips such as returning home, both students and faculty/staff should decide whether or not it is appropriate, taking into consideration the situation of the spread of infectious diseases.
- 4) Thorough measures to prevent coronavirus infection should be taken when implementing overseas and domestic travels.
- Overseas Risk Information Correspondence Criteria"

 (Decided on March 28 and effective from April 1)

 https://www.shiga-med.ac.jp/sites/default/files/2023-03/kaigai-toko-seigen-kijun-

20230328.pdf (Only in Japanese)

* Before and after traveling overseas, please check the government's prevention measures and follow them. The details of the measures can be found on the website of the Ministry of Health, Labour and Welfare.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431 00209.html

* When traveling overseas, please submit relating documents such as "Notice of Overseas Travel" to Management Office of Medical Research (faculty/staff) and to Student Division (students).

(Management Office of Medical Research:

077-548-2896, risk@belle.shiga-med.ac.jp

Student Support Section, Student Division:

077-548-2072, hqshogak@belle.shiga-med.ac.jp)

- 2. Research activities (Updated on March 31 and effective from April 1)
- 1) Research activities should be carried out after thorough measures and consideration for preventing the spread of infection.
- 2) Faculty and staff may consider using the telecommuting system to conduct research activities such as data organization and thesis writing at home as needed.

- * If a department or laboratory employs or intends to employ students for part-time work, the head of the department or laboratory should decide whether or not they can work after considering measures to prevent the spread of infection.
- 3. Contact with patients during research

- 1) 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 evaluation treatment of clinical trials and advanced medical treatments.)
- (2) Medical research that includes medical practices other than medical treatment, which has been discussed and approved by the director in charge of medical care and of research.
- (3) Research that is done in areas permitted by clinical departments that conduct clinical training of undergraduate students in a participatory manner other than (1) and (2). If the research needs to be conducted in a building occupied by multiple departments, the permission to enter the building will be given by the Hospital.
- * If you are a graduate student with a limited research period, please consult with your supervisor about changing your research topic, etc.
- * Regarding to 1) (3), please follow the "guidelines for entering the operating room", when entering the operating room.
- https://www.shiga-med.ac.jp/sites/default/files/2021-04/shujutubu-shishin-20210407.pdf (Only in Japanese)
- 4. Implementation of workshops and lectures (Updated on March 31 and effective from April 1)
- 1) If the target audience is an unspecified number of people mainly from outside the university, the event may be considered to be held remotely regardless of the number of participants. A face-to-face event should be held after through measures and consideration for preventing the spread of infection. And the maximum number of participants will be set in accordance with the guidelines of Shiga Prefecture.
- 2) If the participants are mainly from on-campus, the event should be held after taking

measures to prevent the spread of infection, and the maximum number of participants will be set in accordance with the guidelines of Shiga Prefecture.

(Guidelines of Shiga Prefecture)

https://www.pref.shiga.lg.jp/ippan/bousai/sougo/313183.html

- 5. Use of sports facilities on campus (Updated on March 31 and effective from April 1)
- 1) The use of the all sports facilities on campus is permitted for both students and staff under the condition of following the guidelines of sports organizations. Consideration should be given to preventing the spread of infection.

(Japan Sports Agency: Guidelines for Prevention of the Spread of New Coronavirus in Sports)

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

[For students]

<Contact address for consultation>

Lectures / Practices / Exams

Student Division (undergraduate) 077-548-2068 <u>hqgaku@belle.shiga-med.ac.jp</u> Student Division (graduate) 077-548-2095 <u>hqgs@belle.shiga-med.ac.jp</u> Study support / general student life

Student Division (student support) 077-548-2072 hqshogak@belle.shiga-med.ac.jp Health

Health Administration Center 077-548-2087 hqheadm@belle.shiga-med.ac.jp English support

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

- Restrictions for undergraduate students from entering the University Hospital
 (Updated on March 31 and effective from April 1)
- 1) Undergraduate students are allowed to enter the University Hospitals after consideration given to preventing the spread of infection. <u>In principle</u>, there are no <u>restrictions</u>. However, during clinical/on-site clinical training, the hospital may, at the

discretion of each department or division, restrict the training area (the Hospital will decide whether or not to allow students to enter the building where multiple departments are housing.) In case that a cluster or other outbreak of infection occurs among undergraduates, all undergraduate students may be prohibited from entering the University Hospitals at the discretion of the director of the Hospital.

- 2) Infection spread prevention measures should be implemented when undergraduate students enter the University. However, if a cluster or other outbreak occurs among undergraduates, entry to the University may be prohibited at the discretion of the President.
- *[Relating to 1.]

Please follow the "guidelines for entering the operating room" when you enter the operating room.

https://www.shiga-med.ac.jp/sites/default/files/2021-04/shujutubu-shishin-20210407.pdf (Only in Japanese)

- 2. Orientation and Health check-up (Updated on March 31 and effective from April 1)
- 1) Orientations and health check-up will be implemented after consideration given to preventing the spread of infection.
- 3. Lectures (including exams) (Updated on March 31 and effective from April 1)
- 1) Lectures (including exams) are conducted face-to-face format after consideration given to preventing the spread of infection.
- 2) Remote format may be used as appropriate. Details will be notified by the Student Division.
- * To students who have difficulty commuting to school, online lectures and other appropriate support will be provided.
- 4. Exercises/practices (including exams)

- 1) Exercises and practical trainings (including exams) are conducted face-to-face format after consideration given to preventing the spread of infection.
- 2) Remote format, or face-to-face format with simulators in a small group may be used as appropriate for an alternative measure. Details will be notified by the Student Division.

- * To students who have difficulty commuting to school, online exercises/practical trainings and other appropriate support will be provided.
- 5. Clinical/On-site clinical training (Updated on March 31 and effective from April 1)
- 1) In the University Hospitals (including National Hospital Organization Higashi-ohmi General Medical Center, JCHO Shiga Hospital and Kohka Public Hospital), the training format will be participatory type after consideration given to preventing the spread of infection.
- 2) For restrictions on entering to the University Hospitals, please refer to the item, [For students] 1. Restrictions for undergraduate students from entering the University Hospital.
- 3) Clinical/On-site clinical training at cooperating medical institutions outside the university will be conducted in a face-to-face format as much as possible depending on the situation of the cooperating institutions; however, if the situation changes, alternative measures should be considered such as face-to-face (on-campus) format with simulators in a small group or adaptation of remote format.
- * Regardless of 1), the clinical training may be changed to tour type only, cancelled or postponed at the discretion of the hospital director depending on the situation of the spread of infection, etc.
- *Regardless of 5), depending on the situation of the spread of infection, off-campus clinical/on-site clinical training may be cancelled or postponed. In case of cancellation or postponement, alternative measures will be implemented.
- 6. Extracurricular activities (Updated on March 31 and effective from April 1)
- 1) Following the guidelines of each sport organization or Japan Sports Agency, extracurricular activities are permitted under the condition of consideration to prevent the spread of infection. The permission of counselor or supervisor in each club is needed. More detailed information will be given from Student Division.
- 2) However, considering the current situation, the permitted activities are limited to "UNIVAS guidelines (March 13, 2023 edition)" phase 2-5 shown in "Table 2. Example of gradual resumption plan of sports activities". Student Division informs the details.
- 3) Training camps, expeditions, tournament/match participation, concerts, live performances will be handled as follows. Student Division informs the details.
 - (1) For the activities in Phase 5 of the activity level defined by the University, notification system is applied.

- (2) For the activities in Phase 2-4 of the activity level defined by the University, permit system is applied, with consideration to the situation of infection spread.
- 4) Regardless of 1)-3), there are no particular restrictions on remote format activities.
- ★ [Relating to 2] The restrictions will be relaxed or tightened within the range from Phase 2 (small group practice) to Phase 5 (team practice including full contact) for both indoors and outdoors, on and off campus only after taking into consideration the situation of the spread of infection. Details will be notified by the Student Division.

(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/

- * When eating and drinking (unmasked), please try to keep as much distance as possible from others, whether on or off campus, and keep conversation to a minimum. Also, unless you are eating out alone or with your family, please think carefully about hosting and attending events that involve food and drink, and please take thorough measures to prevent the spread of infection, such as limiting the number of people at each table to about 4, making sure there is plenty of space, and limiting the time to 2-3 hours. In addition, when dining or meeting at a restaurant, it is recommended that you use a certified restaurant that has taken infection control measures.
- 7. Job hunting activities for undergraduate students

(Updated on March 31 and effective from April 1)

1) There are no particular restrictions on job hunting activities (participating in employment information sessions, hospital tours, employment examinations/interviews, procedures after employment appointments, etc.) for students in specific grades (5th and 6th grades of medical school and 3rd and 4th grades of nursing school,) and there are also no restrictions on visiting hospitals for students other than those in specific grades, under the condition that consideration is given to the prevention of the spread of infection.

[For faculty and staff]

- 1. Work from home (Updated on March 31 and effective from April 1)
- 1) Application of a work from home may be considered in each department and division. (Personnel Division 077-548-2014)
- 2) In utilizing the telecommuting system, please consult the head of department and the head will make a decision on the applicants and applicable days.
- 3) In selecting an applicable person, the department head should take into account the place of residence, the presence or absence of special reasons (maternity, basic illness, etc.), and the importance and necessity of the work in charge, and make a decision on the basis of comprehensive considerations.
- 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 2020, 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 (Updated on March 31 and effective from April 1)
- 1) Time difference commuting may be applicable to staff who use public transportation (JR/bus).
- 2) Before applying the staggered commuting system, the head and the staff should consult and flexibly set the working hours prescribed by the "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).
- * [Relating to 1)]

Please refer to "Provision of Risk Allowance for Medical Personnel Involved in the Novel Coronavirus (temporary arrangement)" *Available only in Japanese and oncampus

https://sumsdoc.shiga-med.ac.jp/ASTRUX2/ID guest.aspx?did= 130992

4. Subsidiary business (Updated on March 31 and effective from April 1)

- 1) Side jobs outside of SUMS are allowed with no restrictions under the condition that consideration is given to the prevention of the spread of infection, both to the destination and to the University upon return. (Personnel Division: 077-548-2014)
- 5. Acceptance of researchers from overseas

(Updated on March 31 and effective from April 1)

- 1) If any department plans to host researchers from overseas, please handle it with consideration for preventing the spread of infection.
- 2) Please refer to the following website for information on the current immigration control measures for incoming researchers entering Japan.

(Ministry of Health, Labour and Welfare)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431 00209.html

- 6. Responding to media coverage (Updated on March 31 and effective from April 1)
- 1) When responding to media coverage, please handle it with consideration for preventing the spread of infection.
- 2) However, face-to-face interviews in the University Hospitals should be carefully considered respectively whether or not to respond, by examining the content of the interviews. (General Affairs & Planning Division: 077-548-2012).

[Others]

1. Acceptance of hospital training, tours, etc.

- 1. Outside medical students (Updated on March 31 and effective from April 1)
- 1) Acceptance of practical training and tours at the University Hospitals is permitted on the condition that consideration is given to preventing the spread of infection. It should be within the limits that do not exceed the restrictions in place at the time of acceptance for the conduct of clinical/on-site clinical training for undergraduate students of this University.

- * For the restrictions on clinical/on-site clinical training for undergraduate students of this University, please refer to the item [For students] "1. Restrictions for undergraduate students from entering the University Hospital" and "5. Clinical/On-site clinical training."
- * During training, you should monitor your own body temperature. However, if you develop a fever (37.5°C or higher) or if there is a cluster or other infectious outbreak at the University, the clinical/on-site clinical training will be canceled. In this case, please report immediately to your host department/section and follow their instructions.
- 2. Outside doctors, dentists, nurses, medical staff

(Updated on March 31 and effective from April 1)

- 1) Acceptance of practical training and tours at the University Hospitals is permitted with the condition of consideration is given to the prevention of the spread of infection.
- 3. [For all] Outside medical students and doctors, dentists, nurses, medical staff
- 1) As a general rule, acceptance of practical training that can be conducted using alternative means of non-contact with patients and face-to-face with a small number of people, such as use of a simulator, is permitted as long as it is on the university campus (not in the university hospital.)

[Related Information Home Page]

(* Please confirm as appropriate.)

Cabinet Secretariat (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 (Correspondence to 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 (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 (Contact for information and consultation on COVID-19)

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

Shiga prefecture homepage https://www.pref.shiga.lg.jp/

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