

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

Information regarding to the novel coronavirus
[26th report: English version update on November 18]

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.

For the reason that it has been two weeks since Shiga Prefecture lowered the alert level from stage 2 (caution stage) to stage 1 (normal life stage) and the social situation seems stable, we reviewed some of the restrictions related to operations and activities on-campus.

Still both students and staff should keep in mind that this school is a medical university which has a hospital. Each member should have a high level of responsibility as a medical worker (including future prospects), and pay careful attention to each item listed in this information.

Furthermore, since the maintenance of the medical functions of our University Hospital is an important social responsibility, other measures and regulations are determined for the hospital, so please confirm e-mails and the homepage of the infection control department.

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

Also, “the physical management of family living with students and staff” and “hygiene management on-campus” are listed in [Important items (students and staff)]. Please be sure to pay careful attention.

[Topics (students and staff)]
(Main items revised in the 26th report)

[Behavioral guidelines (students and staff)]

◎ Eased restrictions on dining out in groups under certain conditions

[For students and staff]

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

→Eased restrictions

[For students]

6) Extracurricular activities

→Eased restrictions

[For staff]

4) Subsidiary business

→Eased restrictions

※ Please refer to each items below for details.

[Behavioral guidelines] (Updated on November 17)

○ 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 state 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).

○ **To hold or participate in events and gatherings that involve eating and drinking should be carefully considered whether it is necessary or not. If you hold or participate, you need**

to use a certified restaurant taking preventive measures. Furthermore, to prevent the spread of infection, you should limit 4 people or less for a table, not move from table to table, eat silently and finish in a short time.

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 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]

- All students and staff should wear a mask in principal.
- Wearing surgical mask is recommended instead of a cloth mask or urethane mask from 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.

[Important items (students and staff)]

1. Conception of 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, please 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

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, they will 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. Also, 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 allowed after 48 hours the fever goes down.

3. 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, please instruct to prohibit commuting to school and work, considering 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 the case that a positive person or a close contact person is discovered at a part-time job or an outside work place, a positive person or a close contact person is discovered at the place of work / school of a family living together, also yourself or a family living together is tested positive or a close contact person, or a family living together is a close

contact person judged by the government, please report the situation to the next contact promptly.

Faculty and Staff 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 Staff 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 both hqshogak@belle.shiga-med.ac.jp and stnetsu@belle.shiga-med.ac.jp

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

5) Upon receiving the report in 3), Health Administration Center will promptly judge and give instructions on commuting to school, work prohibition depending on the contact situation, so please follow it.

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."

<https://www.shiga-med.ac.jp/sites/default/files/2021-04/shugyou-shugaku-seigen-20210423.pdf>

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 main buildings of the university campus, there is a hand sanitizer near the entrance (1st floor). Please apply it on your hands and rub it 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]

1. Overseas travel, domestic business trips, and private trips during holidays (Updated on November 17)

1) Overseas travels (both business and private) during vacation **are recommended to be cancelled or postponed** including family members living together regardless of the level of infectious disease hazard information at the Ministry of Foreign Affairs.

2) In particular, travel to countries / regions with “Infectious Disease Hazard Information Level 2” or higher designated by the Ministry of Foreign Affairs is prohibited.

3) **Non-urgent domestic business trips of faculty and staff should be carefully considered whether it is necessary or not.**

4) **All students, faculty and staff (including family members living together) should carefully consider the current situation and decide whether to go on domestic private trips during holidays or not.**

5) Thorough consideration should be given to implement of domestic business trips.

* When traveling overseas, wait at home for two weeks after returning to Japan (commuting to school or work is prohibited), measuring the temperature twice a day, and if your physical condition changes, please contact the Returnee / Contact Counseling 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 should consider using the telecommuting system to conduct

research activities such as data organization and thesis writing at home.

※ 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. Contact with patients during research

1) Until the end of this year (December 31), 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) 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). (ICU / chemotherapy room is not permitted by the hospital. The hospital will decide whether or not to enter the hospital.)

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

* 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>

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 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 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.

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

5. Use of sports facilities on campus

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. Thorough measures and consideration for preventing the spread of infection are required.

Guidelines of Japan Sports Agency.

(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 hqgaku@belle.shiga-med.ac.jp

Student Division (graduate) 077-548-2095 hqgs@belle.shiga-med.ac.jp

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

1. Restrictions for undergraduate students from entering the University Hospital.

1) Until December 31, students are allowed to enter the University Hospital only in the following cases from the viewpoint of preventing the spread of infection. However, if an outbreak such as a cluster occurs in undergraduate students, all undergraduate students may be prohibited from entering the University Hospital at the discretion of the director of the hospital.

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 university. However, if an outbreak such as a cluster occurs in undergraduate students, entry to the university may be prohibited at the discretion of the president.

*[Relating to 1. i]

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

<https://www.shiga-med.ac.jp/sites/default/files/2021-04/shujutubu-shishin-20210407.pdf>

2. Orientation and medical examination

Detailed information will be given from Student Division.

3. Lectures (including exams)

- 1) Lectures (including exams) are conducted face-to-face after thorough measures and consideration for preventing the spread of infection.
- 2) Combining with remote format is usable 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 training (including exams) are conducted face-to-face after thorough measures and consideration for preventing the spread of infection.
- 2) Using remote format, face-to-face format with a small group (excluding at University Hospital), and a simulator can be an alternative measure as appropriate. 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/Practical training

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 or mixed type of participatory training and a tour type training, 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 will inform you if alternative measures of exercises/practice such as remote format or simulators will be used.

4) Restrictions on access to the University Hospital, please see [Students] 1.

Restrictions for undergraduate students from entering the University Hospital.

5) Clinical / clinical training at cooperating medical institutions outside the university should be conducted in face-to-face format as possible depending on the situation of the cooperating institutes, and also an alternative measure should be considered such as face-to-face (on-campus) with a small number of people, the use of remote format or simulators.

* Regardless of 1), 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.

* Regardless of 1), the clinical training will be changed to a observation 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 a state of emergency or quasi-emergency will be issued in any of the 5 prefectures in the Kinki region other than Shiga prefecture and neighboring 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. Also e) if an outbreak such as a cluster occurs in undergraduate students, clinical / clinical training may be canceled or postponed at the discretion of the director of the hospital.

*Regardless of 5), when a state of emergency is issued to Shiga Prefecture, off-campus clinical / clinical training may be cancelled or postponed. In case of cancellation or postponement, alternative measures will be implemented.

6. Extracurricular activities (Updated on November 17)

1) Following the guidelines of each sport organization or Japan Sports Agency, extracurricular activities are permitted under the condition of thorough measures and consideration to prevent the spread of infection. The permission of counselor or supervisor in each club is also needed. More detailed information will be given from Student Division.

2) However, until December 31, the permitted activities are limited to “UNIVAS guidelines (9.6, 2021 the 5th report)” phase 2 -5 shown in "Table 2. Example of gradual resumption plan of sports activities". Student Division informs the details.

3) Activities such as training camps, expeditions, tournament / match participation, concerts, live performances may be permitted amid the period until December 31 with the careful consideration to the social situation. Student Division informs the details.

4) Regardless of 1)-3), there are no particular restrictions on remote format 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/>

* To hold and participate in events and dinners with food and drink should be carefully considered if it is necessary, except eating out alone or with family. If you hold or participate them, you need to use a certified restaurant taking preventive measures. Furthermore, to prevent the spread of infection, you should limit 4 people or less for a table, not move from table to table, eat silently and finish in a short time.

(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) There are no particular restrictions on job hunting activities (participating in employment briefing sessions, hospital tours, employment examinations / interviews, procedures after employment appointments, etc.) of the students in specific grades (5th and 6th grades of medical department and 3rd and 4th grade of nursing department) and visiting hospitals of the students other than specific grades, under the condition that measures and consideration for preventing the spread of infection are thorough.

[For faculty and staff]

1. Work from home

1) Application of a work from home should be considered 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 the head will make a decision on the applicants and applicable days.

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 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

1) Unless there is a business problem, time difference commuting is recommended 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 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 (Undated on November 17)

1) Side jobs outside of SUMS are not restricted on condition of thorough measures and consideration to prevent the spread of the coronavirus to both the outside organization and SUMS. (Personnel Division: 077-548-2014)

5. Acceptance of researchers from overseas

1) 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, to use a non-face-to-face format such as Web tools and telephones, regardless of the media should be considered.

2) When responding to interviews in face-to-face, take thorough measures and consideration to prevent the spread of infection.

3) However, face-to-face interviews in the University Hospital should be carefully considered respectively whether or not to respond 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

1) Acceptance of practical training and tours at the University Hospital is permitted on the condition that the measures and consideration for preventing the spread of infection are thorough. It should be within the range that does not exceed the restrictions on the implementation of clinical / clinical training for undergraduate students at the time of acceptance.

2) See the table below for examples of training / tours that restrict contact with patients during training / tours and allow acceptance.

* See [Student Relations] 1. and 5. for restrictions on the implementation of clinical / clinical training for our students at the time of this report.

2. Outside doctors, dentists, nurses, medical staff

1) Acceptance of practical training and tours at the University Hospital is permitted only if provided measures and consideration are taken to prevent the spread of infection.

2) See the table below for examples of training / tours that restrict contact with patients during training / tours and allow acceptance.

3. For all outside medical students and doctors, dentists, nurses, medical staff

1) As a general rule, acceptance of practical training that can implement alternative measures for non-contact patients by face-to-face with a small number of people, such as by using a simulator, is permitted on the campus of the University but not at the University Hospital.

4. Examples of training / tours that restrict contact with patients during training / tours and allow acceptance

(Appendix)

| | | | |
|---|--|---|--|
| [Others] 1. Acceptance of hospital training, tours, etc. "Examples of training / tours that restrict contact with patients during training / tours and allow acceptance" | | | |
| | Clinical / clinical training [Observational type] | Clinical / clinical training [[Participatory type] | |

| | Practical training / tours in clinical departments / departments, etc. | Practical training / tours in clinical departments / departments, etc. | Allow acceptance Examples of practical training and tours |
|--|--|--|---|
| Doctor / dentist / Nurse / medical staff (Including medical interns) | permitted to contact patients | permitted to contact patients | Taking a specialized training program Acquisition / continuation / renewal of specialist qualification Nurse specific training Graduate school training courses Hospital tour, etc. |
| Outside medical students | no contact to patients | permitted to contact patients | Pharmacy student clinical training Nursing student clinical training, etc. |

Note) Regarding hospital tours related to employment of medical students outside the university, contacting patients is not allowed even in clinical departments / departments where clinical / clinical training is conducted in a [participatory type].

[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-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>

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