

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

Information regarding to the novel coronavirus
(19th report; English version update on April 30th)

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.

A declaration of a state of emergency was issued by the government on the 25th of April 2021 for the surrounding prefectures and metropolis including Kyoto, Osaka, and Hyogo prefectures. Because of this as well as the raise in countermeasures from stage 2 (caution stage) to stage 3 (alert stage) on the 15th of April for Shiga prefecture, we are strengthening restrictions put on the activities, business, and principles of students and staff at our school.

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. These are [Important items (students and staff)], so please pay careful attention.

[Topics (students and staff)] (Main items revised from the 18th report)

[Behavioral guidelines (students and staff)]

- 1) Restrictions on movement → There is added information on movement restrictions to areas where a declaration of emergency and spread prevention was declared.
- 2) Restrictions on group meals → strengthening the restriction from self-refrain to prohibition.

[Vaccinations (students and staff)]

There is added information on basic policy and important notice for vaccination.

[Important items (students and staff)]

"1. Cancellations of school attendance" → There is added information on the handling of fevers brought on as a result of corona virus vaccinations. Also, regarding the restrictions of commuting for those who have contact with persons who got tested positive for the virus.

[For students and staffs]

"1. Domestic business trips or travel overseas during holiday periods" → Regarding domestic business trips and personal travel, there is added information on movement restrictions to related areas with declaration of emergency and spread prevention measures.

"5. The use of the physical education facilities" → The use of both physical education facilities indoors and outdoors will be further restricted.

[For students]

"6. Extra curricular activities" → All activities (indoor and outdoor, in and off campus activities excluding online activities) should be cancelled.

[For staff]

"1. Work from home" → Utilization of work from home will be revised from "need to be discussed" to "recommended".

※ Please see the below points for details on the revision.

[Behavioral guidelines] (Revised on the 27th of April)

- 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).
 - As a general rule, with the exception of individual and family eating out, any affairs that call for eating or drinking in groups is prohibited. 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) 】 (Added on the 27th of April)

- 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)] (Added on the 27th of April)

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 (COMIRNATY intramuscular injection)" (Added on the 27th of April)

<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 staff> (Revised on the 27th of April)

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 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 your 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 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.

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. 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

[For both students and staff] (Revised on the 27th of April)

1. Overseas travel and domestic business trips, including private trips during holidays
 - 1) Overseas travel including private trips during holidays must be cancelled or postponed regardless of the level of infectious disease risk information of the Ministry of Foreign Affairs.
 - 2) It is especially prohibited to travel to countries/regions that the Ministry of Foreign Affairs has rated a level 2 or higher in their infectious disease risk information.
 - 3) Unnecessary and unurgent domestic business trips of faculty members across prefectures should be cancelled or postponed.
 - 4) Regardless of students and staff (including family members living together), unnecessary and unurgent domestic trips during holidays to areas where a state of emergency or semi-emergency coronavirus measures was declared and the 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 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 June 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) 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 physical education facilities (Revised on the 27th of April)

- 1) Use of our school's indoor facilities is prohibited for both students and staff unless specially authorized by the president.

2) Use of the school's outdoor facilities is allowed by staff only, and only on the condition of no interpersonal contact.

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 June 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.

*Despite 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. About 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.

* Despite the above, all lectures are provided online until May 5th. More detailed

information will be given from Student division later.

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 to attend lectures, please contact Student Division.

* Despite 1 and 2, all lectures are provided online until May 5th. More detailed information will be given from Student division later.

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 a 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 alternative measures.

6. Extracurricular activities (Revised on the 27th of April)

- 1) Regardless of indoor or outdoor, in-school or out of school, extracurricular activities are prohibited until the declaration of emergency has been lifted in neighboring prefectures.
- 2) There are no restrictions on extracurricular activities using web or remote conditions.

※ It is prohibited to hold and participate 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. Regarding work from home

1) Application of a work-from-home is recommended for every department and division.

*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 June 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 (*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_iryou/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>

- 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 19th reports in Japanese and the 19th reports in English, the Japanese version is considered correct. If you have any questions, please ask International Center Tel:077-548-3538/ hqkouryu@belle.shiga-med.ac.jp
