

## **Manual for Preventing the Spread of Infection in Face-to-Face Classes (For Instructors)**

\*This English manual is auto-translated from the one originally published in Japanese.  
Please refer to the original “【教員用】対面授業実施における感染拡大予防マニュアル  
(2021年9月29日更新)” for confirmation.

**Kansai University**

## **Introduction.**

In response to the spread of the novel coronavirus, Kansai University established a task force meeting on novel coronavirus infection and considered measures to prevent the spread of the disease January 2020. This "Manual for Preventing the Spread of Infectious Diseases in Face-to-Face Classes" is a compilation of items to be kept in mind when conducting face-to-face classes.

All those who conduct face-to-face classes are requested to refer to this manual and pay close attention to the prevention of the spread of the new coronavirus.

In addition to this manual, please also check the guidelines and manuals established independently by each campus and facility, if any.

## **1 Basic points to prevent the spread of infection**

### **(1) Thorough ventilation**

- At each facility, open the window and ventilate at least twice an hour (at least once every 30 minutes, for a few minutes or so, with the window fully open) at all times or every hour. If it is difficult to keep windows open at all times due to weather or usage, try to open windows as far as possible or use ventilation equipment to ensure proper ventilation.
- Efforts should be made to open the doors at each facility. If opening the door interferes with the application, open the door at least twice per hour (at least once every 30 minutes, for a few minutes, and fully open the window) for ventilation.
- When using air conditioning, ensure that the above ventilation is provided.

### **(2) Maintain a distance from people.**

- Avoid person to person contact and maintain a physical distance of at least 2m (at least 1m).
- When having a conversation, avoid direct contact with people and take steps to prevent splashes.
- When seated, keep as much space between you and the passenger as possible by spacing out the seats.

### **(3) Wear a mask.**

- You must wear a mask on your commute to work, on campus and during classes.
- Masks may get dirty or lost, so please prepare a spare.
- Non-woven masks are recommended to prevent splashing. (Urethane masks are not

recommended because they can only collect about 50% of the droplet volume exhaled.)

- If a student has difficulty hearing while wearing a mask during a class, please use a microphone as needed. Please keep a distance of at least 2 meters from the students during the class.
- For students with hearing impairments and others who need to see the teacher's mouth, please consider as much as possible, such as by using an on-demand delivery class.
- From the point of view of preventing heat stroke, if you can maintain a sufficient distance (2m or more) from people in the open air, you may remove your mask ([The Key to Heat Stroke Prevention Behaviors in a New Lifestyle](#)). However, it is recommended that you wear a mask in public places.

#### **(4) Thoroughly wash your hands and disinfect**

- Alcohol disinfectant will be placed at the main gate and at the entrance to all buildings.
- The students are encouraged to wash their hands with soap and running water between home and campus, during breaks and before lunch, etc.
- However, since complete disinfection is not possible, please wash your hands.

#### **(5) Temperature measurement and health management**

- Please make sure to check your temperature at home before commuting to work to ensure you are in good health.
- If you are not feeling well, you will not be allowed to enter the campus.
- For more information, please refer to "3. What to do if there is a suspicion of infection" in this manual.

#### **(6) Application Installation**

- The Ministry of Health, Labour and Welfare (MHLW) currently recommends the new coronavirus contact confirmation application COCOA to ascertain the status of concentrated contact with infected persons. The Ministry of Health, Labour and Welfare (MHLW) recommends that [the new coronavirus contact confirmation application COCOA](#) be registered and used as an effective tool for preventing the spread of infection to others.
- If you are notified by COCOA of "contact confirmation with a positive person," please follow the contents of the notification.

## 2 Face-to-face class management

### (1) Points to keep in mind when conducting face-to-face classes

- When commuting to work, please avoid congested commuting times and take other precautions to prevent infection.
- If students do not have a mask, they can purchase one at the Co-op or elsewhere on campus.
- In face-to-face classes, the start time of the class may be slightly moved up or the end time of the class may be moved up in order to avoid 3-hour congestion during breaks. If such measures are to be taken, the students will be notified at a later date.
- A study area will be set up on campus where students can take remote classes and recharge their devices as follows. Please note that on some campuses, study spaces vary by day and period.

Campus	School building / building	Self-study space
Senriyama	1st school building (Building No.1)	Senri Hall A / B
	2nd school building (Building No.4)	BIG Hall 100
	3rd school building (Building No.4)	Socio AV Large Hall
	4th school building (Building No.3)	Classroom 3401-3403
Takatsuki	Building E	Community room Study room
Takatsuki Muse	West Building	Self-study room Open space on each floor
Sakai	Building A / Building B	It will be posted on campus as it changes from day to day.

- Students or classroom teacher with underlying medical conditions will be given as much consideration as possible by requesting an application for consideration. For details, please check the Information System "Notices".
- For international students who are unable to enter Japan at the start of classes, students with underlying medical conditions that could lead to serious illnesses due to infection with the new coronavirus, and classroom instructors, consideration will be given to each student's individual circumstances to the greatest extent possible.

- When conducting practical training and fieldwork off campus, follow the infection prevention manual established by the facility you are using. If the scale or content of the training or fieldwork can be changed as necessary, reduce the risk of infection spread as much as possible by employing a small number of people and avoiding movement during busy times.
- In order to prevent the spread of the new coronavirus infection, if a student is absent from class due to any of the following reasons, he or she will be treated as a "Notices of Absence" for the time being: Students who are absent due to the following ① to ⑤ will submit an "Absence Report (related to a new type of coronavirus infection)" to the class teacher to request consideration. Please provide learning content and take care of deadlines for various submissions for them.
  - ① If the student is infected with a new type of coronavirus
  - ② When a person is determined to be a person with a high level of contact by the health department and is instructed to stay home.
  - ③ If the student has symptoms such as fever, respiratory symptoms or fatigue.
  - ④ Vaccination date
  - ⑤ In case of adverse reactions or other symptoms after vaccination

## **(2) Classroom use**

- In conducting face-to-face lessons, in principle, the classroom will pay dividends based on the standard of "examination capacity (number of people who can sit at regular intervals) or less" (The Ministry of Education, Culture, Sports, Science and Technology's ["Hygiene Management Manual for Infectious Diseases of New Coronaviruses in Schools - 'A New Way of Life in Schools' -"](#) can be used as a reference for flexibility).
- Please check it at the beginning of each period, and take infection prevention measures with students before conducting face-to-face classes.
- Please ensure that students are seated as far away from each other as possible and that they are not facing each other. When students are seated, please ensure that they are as far apart as possible and that they are not facing each other.
- Class teachers must take care of the health of their students. If you notice a student who is not feeling well during a class, or if a student asks you to do so, please refer to section 3(4) "When a Student Complains of Illness" in this manual.
- Disinfection sets (disinfection spray, paper towels, plastic gloves, and trash bags) are available in the instructor's waiting room and each classroom for disinfection of microphones, AV control switches, etc. Classroom teachers should disinfect the

equipment before and after use, if necessary. Paper towel and plastic glove waste generated during the disinfection process must be disposed of in the trash bags included in the disinfection kit and thrown in the nearest trash bin.

- Classes that require practical exercises, skills training, and speech should be conducted in small groups, at a sufficient distance, and with the use of face shields, depending on the situation, to reduce the risk of spreading infection as much as possible. For activities that require frequent contact at close range and face-to-face interaction, use small groups of students, leave sufficient distance between students, and use face shields as appropriate to the situation to minimize the risk of spreading infection as much as possible.
- As there are no alternative classrooms, the classrooms with computers are partitioned to prevent droplet infection.
- In order to prevent indirect contact infection, students should be instructed to wipe their desks and keyboards when they are seated. Students must be instructed to dispose of the used disinfection sheets in the trash cans located in the hallway.
- When using classrooms with computers, please wash your hands and wear a mask when entering and leaving the room. You can also use a mouse, headset or other items brought by the class teacher to connect to the computer.

### **(3) Use of gymnasiums, grounds, etc.**

- When conducting physical education skills training in gymnasiums, grounds, etc., try to reduce the risk of spreading infection as much as possible while keeping the number of students in small groups and at a sufficient distance from each other. Try to avoid activities that involve a lot of crowding, close contact, and facing each other.
- Do not exercise indoors, where many students are gathered together and breathing is intense.
- Please do not use any equipment or materials unnecessarily among the students.
- When changing clothes, please limit the number of people entering the changing rooms and the use of lockers. When using the facilities, please follow the instructions in the manuals and other documents provided by the university.
- Other necessary measures will be taken in accordance with the "[Guidelines for Preventing the Spread of Infection Towards the Reopening of Sports Facilities](#)" and [the guidelines of the Sports Agency and sports-related organizations](#).

## **3 Measures to be taken in case of suspected infection**

### **(1) If a student or faculty member of the University is infected**

- If it is confirmed that a student, faculty staff or staff member of the university has been infected with a new type of coronavirus, the university will respond in cooperation with public institutions in accordance with the "Measures to be taken if an Infected Person Occurs in the Case of an Infected Educational Staff, Student or Student of the University".
- In the event that a student, faculty or a staff member is confirmed to be infected, the presence or absence of symptoms of the infected person, the type of activity on campus, the number of contacts, the status of the spread of infection in the community, the route of infection, etc. will be confirmed with the public organization, and the necessity for temporary suspension in accordance with Article 20 of the School Health and Safety Law will be discussed with the public organization in a comprehensive manner. The Company will determine whether or not to implement the program, the scale of the program, and the period of time, after full consultation with the public institutions. Information on how to respond will be posted on the website and elsewhere as soon as possible.
- A teacher in charge of a subject that a student has identified as infected will be notified promptly when requesting a change in the treatment of the subject. We will not notify anyone in charge of a subject that has been judged to have no potential for spread of the epidemic at the health center, so we ask that you continue your lessons, etc. while taking measures to prevent the epidemic.
- If a student becomes infected or becomes a rich contact, it is decided to report it to the Medical Center Office. After the suspension period of attendance, a "Notice of Absence" is submitted to the supervisor. Prior to submission of the "Notice of Absence", if an individual communication such as absence, etc. is received from an infected student or a student who has become a close contact person to the homeroom teacher, please also confirm whether or not the report has been made to the Medical Center Office.

**(2) If the classroom teacher has a fever or other symptoms (Refer to the Flow at the End of Text)**

- If you have a persistent fever or following symptoms, consult with your doctor or local medical institution by phone, and follow the instructions provided by them. Please contact "[COVID-19 Consultation Centers](#)" as soon as possible at night, during holidays or if you're unsure where to consult. Also, from the viewpoint of preventing infection on campus, please stay at home and refrain from entering the campus.
- ① If you have any of the following strong symptoms: breathlessness (dyspnea),

severe lethargy (malaise), or high fever

- ② Patients who are prone to severe illness\* and have relatively mild cold symptoms such as fever and cough

\*Elderly people, people with underlying diseases such as diabetes, heart failure, respiratory diseases (COPD, etc.). Those who are on dialysis or using immunosuppressive drugs or anti-cancer drugs.

- ③ Pregnant women with relatively mild symptoms of a cold such as fever and cough

\*Consult us as soon as possible to be sure.

- ④ If you have relatively mild cold symptoms such as fever and cough that lasts for more than 4 days, other than ① to ③ above (consult with us immediately if you have strong symptoms or have been taking antipyretics)

- As a result of consultation, if you are being suspected that you are infected with COVID-19, you will be referred to a specialized medical institution. Please follow the instructions of your doctor or medical institution and when you visit the clinic, please be sure to avoid using public transportation and wear a mask.
- For the period of medical treatment from the day you started staying at home to the day of visit to a medical institution and after the day after the consultation date, you shall take annual paid leave, etc., except in the following case (3).

**(3) If the class teacher is found to be infected or is identified as a concentrated contact of an infected person (Refer to the Flow at the End of Text)**

- In order for the university to grasp the infection status, if you are diagnosed as positive for COVID-19, you should promptly contact the Medical Center office (TEL 06-6368-1175, email address [hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp)). If you are determined to be a close contact after consultation, you need to contact the Health Care Center promptly using [Contact Form](#). The information provided by the contact report will not be disclosed to third parties.
- Please follow the instructions provided by public health center, if you are determined to be a close contact or positive for COVID-19. A progress check will be made regarding your health condition.
- The period of treatment due to infection (including the period of waiting at home until the positive test and the period from the time of healing until the lifting of work restrictions), or the period of waiting at home when a person is determined to be a close contact, will be treated as special paid leave. So if you have a medical certificate or a certificate from a public institution, please submit a copy of the certificate to your dean.



- The day you can go to work after you are cured from the infection is the day your work restrictions are lifted.

**(4) When contact confirmation notification is received via the novel coronavirus contact confirmation application (COCOA) (see flow 4) at the end of the document)**

- If you receive a contact confirmation notification with a positive person on COCOA, please follow the navigation within COCOA to enter your information. Specifically, save a screenshot of the "Confirm contact with positive person" screen and follow the navigation to enter information such as whether you have fever or cold symptoms, and whether any family members or friends have been infected or had fever within the past two weeks.
- Contact the nearest consultation office (public health center, etc.) and receive instructions. If you are instructed to take the PCR test, be sure to do so, and if the result is positive, call the Medical Center, Health Office, or Health Center on each campus.
- If there are no instructions from the counseling office (health center, etc.), as a general rule, if there is no problem with the temperature check at home before commuting, except for person with poor physical condition, please attend classes as usual.
- If you are not feeling well, please follow the instructions in "(1) If the classroom teacher has a fever or other symptoms."

**(5) When a student reports that he or she is not feeling well (Refer to the Manual for Students)**

- If you notice a student who is not feeling well in class, or if a student asks you to do so, please instruct him/her to go to the nearest office. The nearest administrative office will take care of the situation as follows. If the condition is severe, such as not being able to move, the Medical Center will make a house call.
  - ① Check the student's student ID number and name.
  - ② Instruct the guardian to contact him or her.
  - ③ If the student's health condition worsens as shown in 3(2) ① to ④ during or after returning home, tell them to contact the "Consultation Center for Returnees and Contact Persons".
  - ④ After returning home, tell them to avoid going out unnecessarily or hurriedly and to recuperate at home except by going to a medical institution.
  - ⑤ If the patient continues to feel unwell after returning home, instruct the patient to see his/her family doctor or a local GP.
  - ⑥ Advise the student to seek medical advice regarding the date of resumption of schooling after the symptoms have disappeared.

- ⑦ Instruct the student to wear a mask and return home.
- ⑧ Send the student home by public transportation.
- ⑨ If the student's symptoms are severe and it is judged that he or she will not be able to return home by public transportation, send the student home by car or taxi (at the student's own expense).

**(6) If the student is found to be infected or is identified by a concentrated contact of an infected person (Refer to the Manual for Students)**

- Students who are confirmed to have contracted a new coronavirus infection will be hospitalized or receive medical treatment at home. The new coronavirus infection is classified as a Class 1 infection under Paragraph 2 of Article 18 of the Enforcement Regulations of the School Health and Safety Law, and attendance will be suspended under Article 19 of the School Health and Safety Law.
- Students who are determined to be in close contact with an infected person will also be suspended from attending school. If a student is determined to be a person in close contact with an infected person, he or she will be suspended from attending school for the duration of the suspension, and must follow the instructions of the official authorities.
- In order to prevent the spread of the new coronavirus, absences from classes due to the following reasons will be reported as "Notices of Absence" for the time being. In order to issue an Notices of Absence in accordance with ① to ③ below, you must have a "Notification of Suspension of Attendance" issued by the Medical Center. Please refer to the "[Manual for Preventing the Spread of Infectious Diseases in Face-to-Face Classes \(for Students\)](#)" for detailed procedures.
  - ① If a student is infected with the new coronavirus
  - ② When a person is determined to be a person with a high level of contact by the health department and is instructed to stay home.
  - ③ If the student has symptoms such as fever, respiratory symptoms or fatigue.
  - ④ Vaccination date
  - ⑤ In case of adverse reactions or other symptoms after vaccination

**(7) Disinfection of the campus**

- If it is known that a student or faculty member has been infected, we will disinfect the room where the infected person worked, as well as equipment and goods, in cooperation with the health center.

#### **4 Inquiries about this case**

- If you have any inquiries or questions about this case, please contact the Secretariat of the Headquarters for the Control of the Novel Coronavirus Infection ([fall2020@ml.kandai.jp](mailto:fall2020@ml.kandai.jp)).

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(Updated October 27, 2020)

(Updated November 17, 2020)

(Updated January 14, 2021)

(Updated March 9, 2021)

(Updated September 29, 2021)

# ① If you've been confirmed as COVID-19 positive

For faculty  
and staff

Receive a notice of becoming an infection

**Stop coming to work until you recover.**  
You will receive special paid leave for this period.

Contact [\(Link\)](#) for Infections Discovered to Medical Center

If you are diagnosed with COVID-19 (including if you have specific instructions, such as waiting at home), promptly contact Medical Center or Health Office or Health Center at each campus.

Medical Center (Senriyama Campus)	06-6368-1175
Health Office, Takatsuki Campus	072-690-2170
Muse Campus Health Center	072-684-4120
Health Office, Sakai Campus	072-229-5090

Stop coming to work while you recover

- Be sure to follow the instructions from the health center for medical care.

You can return to work after recovering

- Check with the public health center about what day your work restrictions will be lifted.
- Report the day that your work restrictions will be lifted to your dean and Medical Center.
- Even if you have already recovered, please continue to refrain from coming to campus for work until the day your work restrictions are lifted.

Apply for special paid leave when you return to work

- Complete the procedures according to your dean's instructions. (No procedures are required for full-time university faculty)

# ② If you don't feel well

For faculty and staff

For symptoms other than those listed on the left

## Poor Physical Conditions

- ① Strong problems such as distress, ② malaise, ③ high heat, and ④ signs of a relatively light cold,
- Easy-to-become serious\*<sup>1</sup>, maternal → early
  - Other than the above\*<sup>2</sup>
- sure if there are to continue for 4 days or more

Consult with your doctor or local medical institution\*<sup>3</sup>

Suspect of infection

Yes

Referral to Medical Institution: Examination according to the instructions for → visit

Suspect of infection

Yes

PCR-test, etc.

Presence of infections

Positive

Communication from health centers to medical institutions

Notification from the health center to the person

Contact [\(Link\)](#) for Infections Discovered to Medical Center

If you identify a new coronaviral infectious disease, promptly contact Medical Center or Health Office or Health Center at each campus.

Medical Center (Senriyama Campus)	06-6368-1175
Health Office, Takatsuki Campus	072-690-2170
Muse Campus Health Center	072-684-4120
Health Office, Sakai Campus	072-229-5090

“Special paid leave” will be given for the period spent waiting at home to determine the presence or absence of covid-19 infection. The next steps will follow the ① “infected person” flow chart.

Avoid nonurgent outings and conduct health observations at home.  
Record your health by downloading the Health Observation Form [\(Link\)](#) from the Medical Center website.  
Check the [\(Link\)](#) for procedures such as absence during this period.

\*<sup>1</sup> Elderly patients, patients with underlying diseases such as diabetes mellitus and heart failure, patients receiving dialysis, and patients using immunosuppressants or anticancer drugs.

\*<sup>2</sup> Immediately if you think it is a strong problem or if you continue to drink antipyretic agents.

\*<sup>3</sup> Contact the numbers below at night, during holidays or if you're unsure where to consult.

<COVID-19 Consultation Centers>

Suita City Health Center 06-7178-1370, Takatsuki City Health Center 072-661-9335  
Sakai City Health Center 072-228-239, Osaka City Health Center 06-6647-641

Follow the instructions provided by your doctor, etc.

How to undergo an examination should be examined according to the instructions.

Behavior in accordance with instructions from medical institutions

Be sure to contact the Medical Center in case of a positive response

Behavior in accordance with instructions from medical institutions

### The period of monitoring your health at home

In principle, this period should cover both ① and ② below.

① Until eight days have elapsed, at least after the occurrence of the disease.

② Until all disappearance and at least three days have passed without taking antipyretic agents, etc. (with your first day without fever or symptoms counted as Day 0)

\*Through the day before you can return to work if a doctor has determined that you can return to work.

### How missed workdays are handled

After the period of monitoring your health at home has finished, submit the health monitoring form and medical certificate. The doctors at Medical Center will hold a hearing after checking the submitted documents. “Special paid leave” will be given for the period spent monitoring your health at home based on these results.

# ③ In the case of becoming a "Close Contact"

Receive contact from the enriched contacts

The period instructed by the health center, etc. is on a home waiting list.

Contact [\(Link\)](#) to Medical Center

**Stand by at home until two weeks have passed since the last contact.**  
 (Special paid leave will be given for the period above.)  
 \*You will also stay home in the following cases.  
 (Two weeks after either being a close contact or entering Japan from a foreign country)

- ① If you were contacted about a family member in your household being a close contact
- ② If you or a family member in your household entered Japan from a region with a level 3 warning on infectious diseases issued by MOFA and from which the Japanese government has stopped or restricted entry into Japan

After completing the following sections of the designated form, please contact the Medical Center.

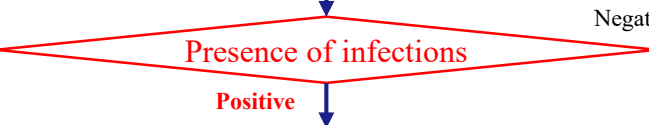
(1) Department	(2) Name
(3) Day on which the health center contacted as a Close Contact	(4) Name of the health center in which the contact was made
(5) PCR-test date	(6) Relationship of the contact to Kansai University

Medical Center : please use the contact form [\(Link\)](#) or read the QR code.



PCR-test, etc. in accordance with instructions from health centers, etc.

Be sure to contact the Medical Center in case of a positive response



Conduct according to instructions from medical institutions, health centers, etc.

Communication from health centers to medical institutions

Notification from the health center to the person

**[Recovery Guidelines]**

- **Until the end of the period specified by the health center**
- **Special paid leave will be given for the period above**

Contact [\(Link\)](#) for Infections Discovered to Medical Center

If you identify a new coronaviral infectious disease, promptly contact Medical Center or Health Office or Health Center at each campus.

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Health Office, Takatsuki Campus	072-690-2170
Muse Campus Health Center	072-684-4120
Health Office, Sakai Campus	072-229-5090

"Special paid leave" will be given for the period spent waiting at home to determine the presence or absence of covid-19 infection. The next steps will follow the ① "infected person" flow chart.

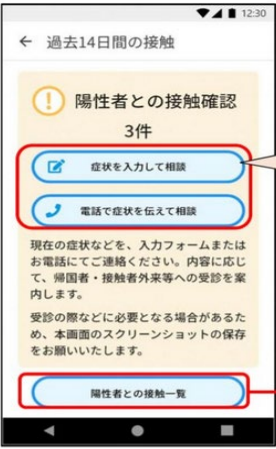
# ④ If you receive a notice of contact with someone who has tested positive via COCOA

For faculty and staff

Receive COCOA contacts

In general, you may come to work if your body temperature and health check are normal, but please first contact the nearest consultation center such as a public health center and stay at home if instructed to do so.

Store screen shots on the "Contact Confirmation with Positive Persons" screen (may be required when receiving an examination)



Entering information in accordance with COCOA navigation

- Are there heating or cold-related problems?
- Are there persons with infections, fever, or cold-related problems occurring within two weeks among families, friends, etc.?

Contact if the nearest consultation desk (health centers, etc.) is confirmed and follow the instructions.

Suita City Health Center 06-7178-1370, Takatsuki City Health Center 072-661-9335  
Sakai City Health Center 072-228-239, Osaka City Health Center 06-6647-641

PCR-test, etc. in accordance with instructions from health centers, etc.

**Be sure to contact the Medical Center in case of a positive response**

Presence of infections

Negative

Positive

Conduct according to instructions from medical institutions, health centers, etc.

Communication from health centers to medical institutions

When there are specific instructions such as home waiting

Notification from the health center to the person

Contact [\(Link\)](#) for Infections Discovered to Medical Center

If you identify a new coronaviral contagious disease (including if you have specific instructions, such as waiting at home), promptly contact Medical Center or Health Office or Health Center at each campus.

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“Special paid leave” will be given for the period spent waiting at home to determine the presence or absence of covid-19 infection. The next steps will follow the ① “infected person” flow chart.