

[Supplementary explanation (March 2023)]

From the spring semester of 2023, we will shift from class management based on the “Manual for Preventing the Spread of Infection in Face-to-face Classes” to normal class implementation and management, and continue basic infection control measures (regular ventilation, hand washing, etc.) At the same time, we will further improve the environment for students to gather on campus and have face-to-face communication by raising awareness of infection prevention.

This manual will be withdrawn on April 1st.

- Basic infection control measures will continue. In particular, consideration should be given to ventilation in the classroom (ensure ventilation and thorough ventilation on a regular basis).
- Regarding the wearing of masks, both students and faculty members will leave it to their individual judgment. Unless it is necessary for the operation of the class, we will respect the independent choice of the individual when wearing or removing a mask.
- The epidemiological survey of the new coronavirus infection and the grasp of infected and close contacts will continue until May 7th on the "Report Form" on the Health Administration Center website.

[Overview] Manual for Preventing the Spread of Infection in Face-to-Face Classes (For Instructors)

V10 (updated November 30, 2022)

1. Basic points to prevent the spread of infection

Thorough ventilation

- Constant ventilation or at least twice an hour

Maintain distance from others

- Ideally 2 meters, but at least 1 meter
- Keep an open seat between yourself and others

Wear a mask

- Wear a mask when commuting and while on campus
- Non-woven masks are recommended

Thoroughly wash and disinfect your hands

- Thoroughly wash your hands with soap and running water
- Disinfect your hands

Temperature measurement and health management

- Perform a health check before leaving home
- Stay at home if you don't feel well

2. Face-to-face classes

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

- Wear a mask while conducting classes
 - Classes should be conducted with both students and teachers wearing masks
- Application for consideration of persons with underlying medical conditions
 - Check information "Notices" for further details
- Absence from class related to COVID-19
 - Absences related to COVID-19 are subject to the Notice of Absence
 - Provide class content to the absent student or leave consideration up to the person in charge

(2) Use of classrooms, gymnasiums, etc.

- Classroom distribution
 - In principle, classrooms are distributed based on less than exam capacity criteria
 - Conduct classes employing anti-infection measures based on the Checklist for Implementing Face-to-Face Classes
 - Practice infection prevention using the teacher's desk disinfection set as appropriate
- Practice in gymnasiums, grounds, etc.
 - Reduce the risk of infection to the extent possible by keeping groups small and maintaining distance

3. What to do if you think you may be infected

Note: Check the processes according to each situation at the end of this document.

If you have a fever or other symptoms

- Monitor health at home
- Depending on the symptoms, consult with a medical institution and take the proper steps

If infected with COVID-19

- Reporting to work is prohibited until recovered
- Immediately report status via the [Affected Individual / Tested Positive Report](#) on the Medical Center website



If confirmed as a close contact

- Stay at home from the day you were confirmed as a close contact
- Immediately report status via the ["Close Contact Report"](#)



If a student says they are not feeling well

- Instruct them to go home or go to the closest office
- Instruct them to refer to the [Manual for Preventing the Spread of Infection in Face-to-Face Classes \(For Students\)](#)

If a student has tested positive or is confirmed as a close contact

- Attendance is prohibited if a student is infected with COVID-19 or is confirmed as a close contact
- Excluding special circumstances, the teacher in charge must not notify others if a student has tested positive or is confirmed as a close contact
- Notice of Absence is submitted from the day attendance is permitted
- Provide class content during the period of absence or leave consideration up to the person in charge

[Reference] [Manual for Preventing the Spread of Infection in Face-to-Face Classes \(For Students\)](#)



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
(2022 年 11 月 30 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.
- If the use of an elevator is unavoidable, keep a distance of 1 to 2 meters between users, prohibit conversation while riding the elevator, and avoid enclosure, crowding, and closeness.

(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. Please refer to the Ministry of Health, Labour and Welfare's "[Wearing Masks Outdoors and Indoors](#)" to determine whether or not to wear masks indoors or outdoors, and make your own decisions as appropriate and flexibly as possible based on your own physical condition and surrounding conditions to prevent heat stroke and other health problems.

(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.

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	Building, Area	Self-study space
Senriyama	Bldg. 1, Area 1	Senri Hall A・B
	Bldg. 4, Area 2	BIG Hall 100
	Bldg. 4, Area 3	Socio AV Large Hall
	Bldg. 3, Area 4	Classroom 3401-3403
Takatsuki	Bldg. C / Bldg. E	BYOD room (TC206) Community room Study room
Takatsuki Muse	West Bldg.	Self-study room Open space on each floor
Sakai	Bldg. A / Bldg. 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 new coronavirus infection, 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 has tested positive for COVID-19
- ② If you have been determined to be a close contact and need to stay at home (Including cases where a family member or someone living with you is confirmed as a close contact)
- 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 has tested positive for COVID-19

- If a student, faculty staff or staff member of the university has tested positive for COVID-19, 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 has tested positive for COVID-19, the presence or absence of symptoms of the student or faculty member concerned ,

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 taken by a student who has contracted a new type of coronavirus infection 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, so we ask that you continue your lessons, etc. while taking measures to prevent the epidemic.
- If a student has contracted a new type of coronavirus infection or become a close 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 instructor 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.
- 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 instructor has tested positive for COVID-19 or is confirmed to be a close contact (Refer to the Flow at the End of Text)

- If you have tested positive for COVID-19, immediately contact the university via the ["Affected Individual / Tested Positive Report"](#) on the Medical Center website so that the university can identify infections.

- Additionally, if you have been confirmed as a close contact, immediately contact the university via the [“Close Contact Report”](#) on the Medical Center website. Reported information will not be disclosed to third parties.
- If you have contracted a novel coronavirus infection or have been confirmed to be a close contact, please follow the instructions from a physician, etc. Progress checks regarding health status will be conducted.
- In the case of a person who has become a person with whom the infected person has had a close contact, the day of onset of the infection (or the day of specimen collection if the infected person is asymptomatic (asymptomatic pathogen carrier)) or the day on which infection control measures were taken in the residence due to the onset of the infection, whichever is later, will be day 0 in the case of a person with a household infection, or in the case of any other infection, the day of contact with the infected person will be day 0. In the case of other infections, the patient is placed on home confinement for 5 days (released on the 6th day), starting from the day of contact with the infected person, whichever is later. Since there is a possibility that the patient may develop the disease even after the waiting period is over, please be sure to monitor the patient's health (check temperature, cough, and other symptoms) for 7 days from the day 0 above.
- However, according to the notification from the competent authorities, if the test using the antigen qualitative test kit ([antigen qualitative test kit must be approved by the pharmaceutical affairs bodies](#)) on the 2nd and 3rd day from the day 0 above is negative, the stay-at-home rule can be lifted from the 3rd day. However, the highest priority is placed on preventing the spread of infection on campus, so please adhere to the general waiting period as much as possible.
- The handling of the waiting period at home may vary depending on your local government. Please be sure to check with your local "New Coronas Screening Center" or public health center.
- The period of medical treatment due to infection (including the period of waiting at home until the positive test and the period from the end of medical treatment until the lifting of work restrictions), or the period of waiting at home when a person is confirmed 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 the end of medical treatment from the infection is the day your work restrictions are lifted.

(4) 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 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).

(5) If a student has tested positive for COVID-19 or is confirmed by a close contact (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 confirmed to be in close contact with an infected person will also be suspended from attending school. The period of suspension in cases when an individual is confirmed to be a close contact (including cases with a negative PCR test) shall be in line with the period established by the competent authorities (from the date the individual is confirmed as a close contact until the waiting at home period ends).
- To help prevent the spread of COVID-19, absence from classes due to the following reasons will be reported as a "Notice of Absence" for the time being. Necessary items

or a "Vaccination Certificate" must be sent to the Medical Center to issue a Notice of Absence according to steps ① to ⑤ below. Refer to the [Manual for Preventing the Spread of Infection in Face-to-Face Classes \(For Students\)](#) for detailed instructions.

- ① If the student has tested positive for COVID-19
- ② If you have been determined to be a close contact and need to stay at home (Including cases where a family member or someone living with you is confirmed as a close contact)
- 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

(6) 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.

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).

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(Updated March 9, 2021)

(Updated September 29, 2021)

(Updated March 28, 2022)

(Updated August 2, 2022)

(Updated November 30, 2022)

① If you don't feel well

For faculty
and staff

Poor Physical Conditions

Avoid non-urgent outings and conduct health observations at home.

Consult with your doctor or local medical institution*

Suspect of infection

None

Yes

PCR-test, etc.

Presence of infections

Negative

Positive

Proceed to flowchart ② "If you've tested positive for COVID-19".

* 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	072-228-0239
Osaka City Health Center	06-6647-0641

Behavior in accordance with instructions from a physician, etc.

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

Behavior in accordance with instructions from a physician, etc.

[The period of monitoring your at home]
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.

② If you've tested positive for COVID-19

If you've tested positive for
COVID-19

Stop coming to work until the completion of medical treatment.

You will receive special paid leave for this period.

Contact to Medical Center

If you have tested positive for COVID-19, immediately contact the university via the [Affected Individual / Tested Positive Report](#) on the Medical Center website.



Stop coming to work until the end of medical treatment.

- Be sure to follow the instructions from a physician, etc. for medical care.

You can return to work after the end of medical treatment.

- Check with a physician, etc. about what day your work restrictions will be lifted.
- Report the day that your work restrictions will be lifted to your dean.
- please continue to refrain from coming to campus for work until the day your work restrictions are lifted.

If you have been issued a medical certificate or other documentation from a public institution in Notices, submit copies to your direct manager.

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

"Special paid leave" will be given for the period of waiting at home until the end of medical treatment.

③ In the case of becoming a “Close Contact”

For faculty
and staff

Become a close contact

Stay at home from the day you were confirmed as a close contact

Contact to Medical Center

If you have been confirmed as a close contact, immediately contact the university via the [Close Contact Report](#) on the Medical Center website.



PCR-test, etc.

Presence of infections

Positive

Proceed to flowchart ② “If you've tested positive for COVID-19”.

Stay at home for the specified period(“Special paid leave” will be given during this period). If you are confirmed as a close contact, you will generally have to wait for five days. However, if you test negative using a [specified antigen test kit](#), the waiting time may be reduced. For details, refer to page 7 of the Manual.

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

Negative

[Recovery Guidelines]

- Until the end of the specified period
- Special paid leave will be given for the period above