

[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This manual will be withdrawn on April 1st.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 Students)

V11 (updated January 18, 2023)

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 attending face-to-face classes

- Reminders to prevent the spread of infection
 - Refrain from conversations on your way to school and avoid times that are usually crowded
- Self-study spaces for remote class participation
 - Differs depending on the campus, day, and time, so check the following manuals and notices
- Consideration of attendance for persons with underlying medical conditions
 - Check information "Notices" for further details
- Absence from class related to COVID-19
 - If a Notice of Absence must be issued, each student must make arrangements themselves
 - See the following manuals and processes for further details

(2) Use of classrooms, gymnasiums, etc.

- Classroom distribution
 - In principle, classrooms are distributed based on less than exam capacity criteria
 - Maintain distance when possible while seated
- 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

- Refrain from attending school and make sure to visit a medical institution.
- Download the ["Health Check Sheet"](#) from the [Medical Center website](#) and record details on your condition
- Fill in the [Health Observation Form](#)



If infected with COVID-19

- Attendance is prohibited until recovered
- 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
- Class attendance is prohibited
- Report status via the ["Close Contact Report"](#) on the Medical Center website



If a family member you live with is confirmed as a close contact

- Stay at home from the date a family member or someone you live with is confirmed as a close contact
- Class attendance is prohibited
- You may attend class from the following day after a close contact tests negative
- If you become a close contact due to a family member or someone you live with testing positive, use the above designated forms to report to the Medical Center

Manual for Preventing the Spread of Infection in Face-to-Face Classes (For Students)

*This English manual is auto-translated from the one originally published in Japanese.
Please refer to the original “【学生用】対面授業実施における感染拡大予防マニュアル
(2023 年 1 月 18 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 while commuting to and from school, 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.)
- For the purpose 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 of all buildings.
- Please make sure to disinfect your hands with soap and water before entering the library.
- However, since complete disinfection is not possible, please be sure to wash your hands.

(5) Temperature measurement and health management

- Please make sure to check your temperature and health at home before commuting to school.
- 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 attending face-to-face classes

- When commuting to school, please take precautions to prevent the spread of infection by refraining from talking and avoiding congested areas.
- In the case of face-to-face classes, the start time of classes may be slightly moved up or the end time of classes may be moved up in order to avoid the risk of overcrowding

during breaks.

- A study space will be provided on campus for students to take remote classes and to recharge their devices as follows Please note that on some campuses, study spaces vary depending on the day and period of the week.

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 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".
- When participating in off-campus training, fieldwork, etc., please follow the infection prevention manual established by the facility you will be using. In order to reduce the risk of the spread of infection, the scale and content of these activities may be changed, so please follow the instructions of the instructor.
- If a student is absent from class due to new coronavirus infection-related, an "Notice of Absence (COVID-19 Related)" will be issued for the time being. If you know in advance that you will be absent for a long period of time (two weeks or more), please consult with the respective campus office or the Class Support Station at each area.
 - ① If a student is diagnosed with a new type of coronavirus
 - ② If you have been confirmed as a close contact by a public health center and are instructed 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
- To issue a Notice of Absence, enter the required information in the "Absence Report

Application System" in the Information System, apply, and then complete the procedures at each issuing office. For absences related to COVID-19, see "Suspension Information Summary" on the final page of this document.

- In order to issue a Notice of Absence in accordance with ① to ③ above, you must register in the Report and report the final day of recuperation or staying at home. For details, see the [Medical Center](#) website. For step ③, you must submit documentation from the medical institution that provided the diagnosis and the "Health Check Sheet." Additionally, the "Vaccination Certificate" is required to issue a Notice of Absence according to steps ④ and ⑤ above.

(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).
- When you are seated during class, please keep the distance as much as possible and avoid face-to-face contact. If the class teacher instructs you to choose a seat, please follow the instructions.
- The classroom will be ventilated before, during and after classes, and as needed.
- When conducting classes that require practical training, skills practice, or speech, or activities that involve close contact, or talking to other students, please leave sufficient distance between you and the other students to minimize the risk of infection as much as possible.
- The classrooms with computers are partitioned to prevent droplet infection as there are no alternative classrooms.
- In order to prevent indirect contact infection, please wipe your desks and keyboards when you are seated in the classrooms with computers. The disinfection sheets must be disposed of by the user in the trash bin 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 your own mouse or headset to connect to the computer.

(3) Use of gymnasiums, grounds, etc.

- When conducting physical education practice in gymnasiums, grounds, etc., reduce

the risk of spreading infection as much as possible, and conduct classes with as few students as possible and at a sufficient distance from each other.

- When conducting physical education skills training indoors, all doors and windows must be opened to allow for ventilation. Please cooperate with us in opening the windows, etc.
- Please do not reuse equipment between students unnecessarily.
- The number of students changing in the changing rooms and the use of lockers are limited. 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 you have symptoms such as fever (Refer to the Flow at the End of Text)

- If you have a fever or cold symptoms (respiratory symptoms, fatigue, etc.), immediately notify the university via the "[Health Observation Form](#)" on the [Medical Center](#) website, then download and fill in the "[Health Check Sheet](#)".
- If you feel unwell, refrain from attending school and make sure to visit a medical institution. When receiving a diagnosis, make sure to check when it is OK to attend school. The suspension period is from the onset of symptoms to the day before a doctor's diagnosis grants approval to attend school.
- Please contact "COVID-19 Consultation Centers" as soon as possible at night, during holidays or if you're unsure where to consult.

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

- Absence from classes during the suspension period are subject to "Notice of Absence (COVID-19 Related)." As part of the Notice of Absence procedure, on the final day of your suspension, send the "Health Check Sheet" used during your suspension and any documents from the medical institution (copies of paperwork such as receipts that show the name of the institution and diagnosis date) as attachments via the "Health Observation Form". After a check by the Medical Center, apply via the "Absence Report Application System" and complete procedures at each campus office.
- If you feel sick or suspect you may have an infection during class, please notify the class teacher immediately.

- If you have a fever or cough on campus or feel unwell, please wear a mask and return home as soon as possible using your daily commuting methods. However, if you feel unsteady or sluggish and find it difficult to return home by yourself, please inform the Medical Center and ask your parents or guardians to pick you up if possible, or take a taxi (at your own expense).
- After returning home, please stay at home and recuperate at home (keep a record of your temperature and symptoms). Also report your condition to your guardian.
- 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, be sure to avoid using public transportation and wear a mask.

(2) If you are diagnosed with a novel coronavirus infection or 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 (you or your guardian) via the "[Affected Individual 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.
- Students who are diagnosed 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 according to Article 19 of the School Health and Safety Law.
- Students that are confirmed as close contacts are also suspended and not allowed to attend school. The suspension period (including negative PCR tests) is the length of time designated by the competent authorities. (From the date one is confirmed as a close contact until the final day of staying at home).
- In the case of a person who has become a person with whom there is a strong contact, in the case of infection within the household, 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 when infection control measures are taken in the residence due to the onset of the infection, whichever is later, will be Day 0. In the case of other infections, the patient must stay at home for 5 days (to be released on the 6th day), starting from the day of contact with the infected person, whichever is later. In addition, since there is a possibility that the patient may develop the disease

even after the waiting period is over, health observation (temperature check and confirmation of symptoms such as coughing) must be conducted for 7 days from the day 0 above.

- However, in accordance with 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 principle waiting period as much as possible.
- The handling of the waiting period at home may vary depending on your local government. Please make sure to check with your local "New Coronas Screening Center" or public health center.
- Absence from classes during the suspension period are subject to "Notice of Absence (COVID-19 Related)." As part of the Notice of Absence procedure, report the final date of the suspension period using the "[Report Form at the End of Medical Treatment or Self-quarantine](#)", apply using the "Absence Report Application System" in the Information System and complete procedures at each campus office.
- In the event that a student or faculty member is found to be infected, measures such as temporary suspension will be taken after confirming the presence or absence of symptoms of the infected person, the type of activity on campus, the number of contacts, the status of spread of infection in the community, the route of infection, and other factors with the public authorities, and after comprehensive consideration of these points, the need for temporary suspension in accordance with Article 20 of the School Health and Safety Law. The Company will make a decision on this matter after full consultation with the public authorities. The details of the measures taken will be posted on the website and other media as soon as possible.

(3) If a family member or other person in your household is confirmed to be a close contact

(Refer to the

Flow at the End of Text)

- If a family member or someone you live with is confirmed as a close contact, stay at home starting that day.
- Class attendance will be suspended until the safety of close contacts is confirmed by the results of PCR testing. The period of suspension is from the date when the family member or other person in your household are confirmed to be a close contact to the date when they are found to be negative.

- If a family member or someone you live with has been confirmed as a close contact and you will be absent from class, contact the university immediately via the "[Close Contact Report](#)" on the Medical Center website. Attend class from the following day if a close contact tests negative.
- If a close contact such as a family member or someone living with you has a positive PCR test result, register in the "[Close Contact Report](#)" on the Medical Center website again.
- Absence from classes during the suspension period are subject to "Notice of Absence (COVID-19 Related)." As part of the Notice of Absence procedure, report the final date of the suspension period using the "[Report Form at the End of Medical Treatment or Self-quarantine](#)", apply using the "Absence Report Application System," and complete procedures at each campus office.

(4) 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).

(Aug. 6, 2020, first published)

(Updated September 17, 2020)

(Updated October 27, 2020)

(Updated on November 17, 2020)

(Updated on March 9, 2021)

(Updated on April 15, 2021)

(Updated September 29, 2021)

(Updated March 28, 2022)

(Updated August 2, 2022)

(Updated November 30, 2022)

(Updated January 18, 2023)

① If you don't feel well

Poor Physical Conditions

- Refrain from attending school and make sure to visit a medical institution.
- Record your health by downloading the ["Health Check Sheet"](#) from the Medical Center website.
- Fill in the [Health Observation Form](#)



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.

[Period of attendance suspension]

To the day before a doctor grants approval to attend classes

"Notice of Absence" during suspension issued

- ❑ On the final day of suspension, report via the [Health Observation Form](#) with the "Health Check Sheet" used during your suspension and any documents from the medical institution (copies of paperwork such as receipts that show the name of the institution and diagnosis date) as attachments.
- ❑ After confirmed by the Medical Center, issue the Notice of Absence from the [Absence Report Application System](#) in the Information System, and then complete the necessary procedures at each campus office

Apply using the ["Absence Report Application System"](#) and complete the Notice of Absence procedures at each campus office

Senriyama Campus	Class Support Station at Area 2
Takatsuki Campus	Office of the Faculty of Informatics
Takatsuki Muse Campus	Muse Office
Sakai Campus	Sakai Campus Office

② If you've tested positive for COVID-19

If you've tested positive for COVID-19

Suspension of attendance at classes until healed.

Check the ([Link](#)) for procedures such as absence during this period.

Contact to Medical Center

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



Suspension of attendance at classes until healed

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

Cure and become available to attend classes

- Please check the dates that can be attended by physicians, etc.
- Individual contact with tuition officers is not required.

After recuperating, report that your period of suspension has ended using the Medical Center "[Report Form at the End of Medical Treatment or Self-quarantine](#)".



- If you need to complete Notice of Absence procedures during your suspension period, enter the necessary information in the "[Report Form at the End of Medical Treatment or Self-quarantine](#)".

Apply using the "[Absence Report Application System](#)" and complete the Notice of Absence procedures at each campus office

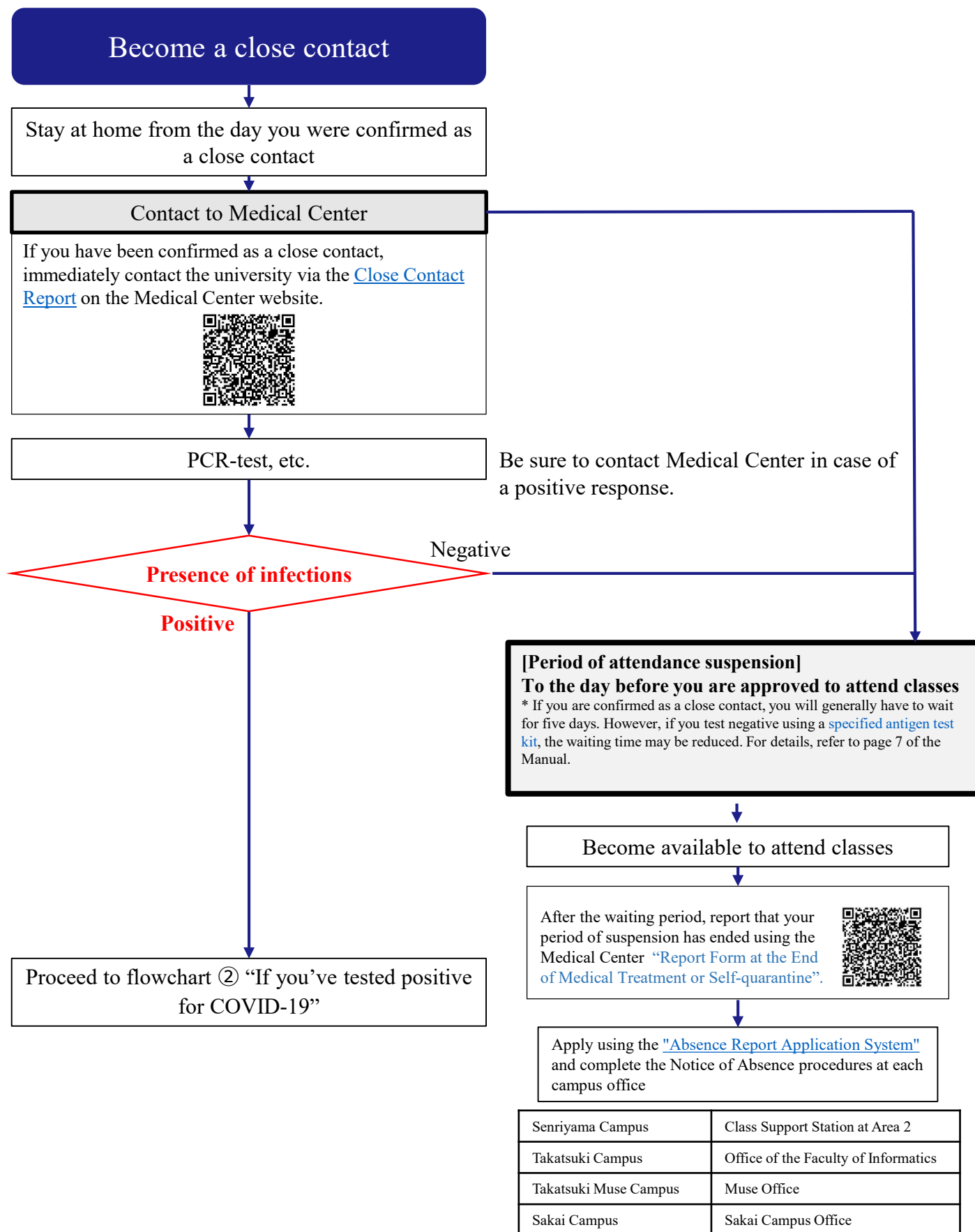
[Application Office]

Senriyama Campus	Class Support Station at Area 2
Takatsuki Campus	Office of the Faculty of Informatics
Takatsuki Muse Campus	Muse Office
Sakai Campus	Sakai Campus Office

Submitting a "Notices of Absence" to the Instructor in charge of each class

- Submit a "Notices of Absence" to each class manager and confirm the handling of the content of the classes that were absent.

③ In the case of becoming a “Close Contact”



④ If a family member or other person in your household is a close contact

If a family member or other person in your household is a close contact

Stay at home from the date the family member or other person in your household is confirmed to be a close contact (class attendance is suspended).

Contact to Medical Center

If a family member you live with has been confirmed as a close contact and you will be absent from class, contact the university via the [Close Contact Report](#) on the Medical Center website.



Has the family member or other person in your household been infected?

Yes

No

Proceed to flowchart ③ In the case of becoming a "Close Contact" *

* Note that if you have been confirmed as a close contact, follow procedures and register again using the [Close Contact Report](#).

Become available to attend classes from the following day

After the waiting period, report that your period of suspension has ended using the Medical Center "[Report Form at the End of Medical Treatment or Self-quarantine](#)".



Apply using the "[Absence Report Application System](#)" and complete the Notice of Absence procedures at each campus office.

Summary of Responses Regarding Suspension of Attendance Related with New Coronavirus Infections (*1)

Requirements for suspension of attendance	If you have tested positive for COVID-19	If you are confirmed to be a close contact(*3)	If family member you live with is confirmed as a close contact	If you have fever or cold symptoms(*4) (*5)
How to contact the university(*2)	Register in the Affected Individual / Tested Positive Report	Register in the Close Contact Report		Register in the Health Observation Form
Period of suspension	Until the end of medical treatment (until the end of medical treatment at home or hotel instructed by a physician, etc.)	(including if the PCR-test is negative) From the day when you are confirmed to be a close contact (even if the PCR test is negative) to the end of the stay-home period.	From the date the family member or other person in your household is confirmed to be a close contact to the date when they are found to be negative.	Refrain from attending school and make sure to visit a medical institution. When receiving a diagnosis, make sure to check when it is OK to attend school. The suspension period is from the onset of symptoms to the day before a doctor's diagnosis grants approval to attend school.
Health Observations during the Suspension Period	Follow the instructions of a physician etc. to provide medical treatment.	Stay at home for the period designated by the competent authorities.	Take your temperature and monitor your condition every day.	Download the "Health Check Sheet" from Medical Center's website to collect body condition records.
Precautions during Health Observations	Follow the instructions of a physician, etc.	Negative PCR test or no test > Continue waiting at home Positive PCR test > Register in the Affected Individual Report	Negative PCR test of family living with you > You may attend school Positive PCR test of family living with you > Register again in the Close Contact Report	Follow the instructions of the doctor who diagnosed you.
Procedures related to suspension	On the final day of suspension, make sure to report the final date in the contact form. If classes (issuing Notices of Absence) or examinations (application for make-up exams) are required, please carefully read and follow the "Attendance suspension procedures in case of a COVID-19 infection, suspected COVID-19 infection, or infection established in the School Health and Safety Act"			On the final day of recuperation, make sure to report the final date in the Health Observation Form. When doing so, please submit the "Health Check Sheet" and a photo of the certificate (For school infections (influenza, etc.), submit the "Infection Treatment and Certificate of Permission to Attend School" or "Medical Certificate" issued by the medical institution, and for non-school infections, a receipt, etc., that shows the name of the medical institution and examination date). The content of the submitted documents will be checked. If classes (issuing Notices of Absence) or examinations (application for make-up exams) are required, please carefully read and follow the "Attendance suspension procedures in case of a COVID-19 infection, suspected COVID-19 infection, or infection established in the School Health and Safety Act"

*1. The above is the handling as of January, 18 2023. In the future, if the competent government agency, etc. has issued a new guideline, etc., it may be changed based on the contents.

*2. If you meet the requirements for suspension, make sure to register in the Report before the end of recuperation or waiting at home. The Medical Center will check the registered information. In some cases, they may contact you directly by phone to confirm details of the registered information.

*3. See the Medical Center website (https://www.kansai-u.ac.jp/hokekan/covid_002.html#title2) for information on procedures if you are confirmed as a close contact.

*4. If you are unable to find a nearby medical institution for diagnosis right away, please use a COVID-19 antigen test kit (only kits approved by Pharmaceutical Affairs) and complete a self-check. Even if you test negative, please wait at home for three days, with the day your fever breaks counted as day zero (you may attend school from day four), as you may have an infectious disease other than COVID-19. Note that the above does not apply if your recovery period exceeds seven days (eight days or more) with the day your symptoms occur as day zero, or if you apply multiple times.

*5. For details on suspension procedures "when you are unable to find a nearby medical institution for diagnosis right away", see "Attendance suspension procedures in case of a COVID-19 infection, suspected COVID-19 infection, or infection established in the School Health and Safety Act" on the Medical Center website.