

## **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  
(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 sitting in a seat, keep as much space between you and the passenger as possible.
- If you are seated in a seat, please leave an empty seat in front of you. If the use of an elevator is unavoidable, keep a distance of 1.5 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 ([The Key to Heat Stroke Prevention Behaviors in a New Lifestyle](#)). However, in busy areas, such as the street in front of Kansai University, it is recommended that you wear a mask.

#### **(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 conducting 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	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 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.
- In order to prevent the spread of the new coronavirus, if a student is absent from class due to any of the following reasons ① to ⑤, an "Notice of Absence (related to the new coronavirus infection)" 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 school building.
  - ① If a 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 center 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

- In order to issue an "Notice of Absence" in accordance with ① to ③ above, you must have a "Notification of Suspension of Attendance" issued by the Medical Center. Download the "Notification of Suspension of Attendance" form from the Medical Center's website, fill in the necessary information, and submit it to the Medical Center.
- A "Certificate of Vaccination" is required for the issuance of an absence report according to ④ and ⑤ above.
- You can download the "Notices of Absence (related to novel coronavirus infection)" form at the application office or from the "Notices of Absence" menu on the left side of the Information System. Please fill in the necessary information, and submit it to the application office together with the "Notification of Suspension of Attendance" or "Certificate of Vaccination" received at the Medical Center.

**【Application Office】**

Senriyama Campus	Class Support Station at each school building
Takatsuki Campus	Office of the Faculty of Informatics
Takatsuki Muse Campus	Muse Office
Sakai Campus	Sakai Campus Office

**(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 fever or cold symptoms (respiratory symptoms, malaise, etc.), download the "[Health Observation Form](#)" from [the Medical Center's website](#) and record your health condition.
- Record the "[Health Observation Form](#)" and take care at home until both ① and ② are met. If you have visited a hospital, please check two points: "Name of the hospital" and "From when should I go to school?" On the day you start attending school, prioritize the doctor's instructions, and follow the doctor's instructions to attend school. If the doctor did not instruct you on the day to go to school, you will be

suspended from attending until both ① and ② below are met.

- ① Until at least 8 days have passed since your first day of symptoms (counted as Day 0).
  - ② Until you have been completely symptom-free for at least 3 days without the use of fever-reducing medicine, etc. (with your first day without fever or symptoms counted as Day 0).
- Absences from classes during the period of suspension will be subject to the "Notices of Absence (related to novel coronavirus infection)". In order to process a Notices of Absence, you will need a "Suspension of Attendance" issued by the Medical Center. After the period of suspension of attendance has finished, please download the form from the website of the Medical Center, fill it out, and submit it to the Medical Center together with the health observation form by e-mail ([hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp)).
  - 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). Keep a record of your temperature and symptoms.
  - If the fever persists, keep a record of your temperature and symptoms, and whether or not you are taking any fever reducers or cough medicines.
  - If you have a persistent fever or following symptoms, consult with your doctor or local medical institution. Contact "[COVID-19 Consultation Centers](#)" as soon as possible at night, during holidays or if you're unsure where to consult.
- 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, be sure to avoid using public transportation and wear a mask.

**(2) If you are known to be infected or identified as a high-intensity contact of an infected person (Refer to the Flow at the End of Text)**

- If a new type of coronavirus is diagnosed in order for the university to monitor the infection situation, the student (or guardian) should contact the Medical Center Office (tel: 06-6368-1175, email address: [hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp)) immediately. The information from the report will not be disclosed to any third party.
- If you are determined to be a close contact after consultation, you or your guardian must contact the Medical Center promptly using [Contact Form](#) regarding the following items.
  - ① Student's ID number
  - ② Student's 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
- 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 according to Article 19 of the School Health and Safety Law.
- Students who are judged to be close contacts of person infected with COVID-19 must also be suspended from attending school and must not be able to come to school. The period of suspension of attendance is from the day when the health center contacts you as a close contact (even if the PCR test is negative) to the end of the stay-home period.
- Absences from classes during the period of suspension will be subject to the "Notices of Absence (related to COVID19)". In order to process a Notices of Absence, you will need a "Suspension of Attendance" issued by the Medical Center. After the period of suspension of attendance has been finished, please download the form from the



website of the Medical Center, fill it out, and submit it to the Medical Center by e-mail ([hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp)).

- In the event of an outbreak of an infected person during a class, if there is confirmed to be concentrated contact with the infected person, the person with concentrated contact will be identified and communicated to the students in an appropriate manner. For this purpose, please register the new coronavirus contact confirmation application, COCOA.
- 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 a close contact (Refer to the Flow at the End of Text)**

- If a family member or other person in your household is a close contact, take your temperature and monitor your condition every day. Even if you have no symptoms, there is a risk of spreading the infection, so even if you stay at home, please make efforts to prevent your family and others from becoming infected.
- 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 you were contacted by public health center about the family member or other person in your household being a close contact to the date when they are found to be negative. Attend class the day after they are found to be negative.
- If a family member or other person in your household who is a close contact becomes positive as a result of PCR testing, please follow the instructions of the public health center. When the person has been determined to be a close contact by public health center, please contact the Medical Center promptly by using the [contact form](#).

Absences from classes during the period of suspension will be subject to the "Notices of Absence (related to COVID19)". In order to process a Notices of Absence, you will need a "Suspension of Attendance" issued by the Medical Center. After the period of suspension of attendance has been finished, please download the form from the

website of the Medical Center, fill it out, and submit it to the Medical Center together with the health observation form by e-mail ([hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp)).

**(4) When contact confirmation notification is received via the novel coronavirus contact confirmation application (COCOA) (see flow 5) 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 "(2) If the classroom teacher has a fever or other symptoms."

**(5) 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)).

(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)

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

Receive a notice of becoming an infection

**Suspension of attendance at classes until healed.**  
Check the [\(Link\)](#) for procedures such as absence during 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

Suspension of attendance at classes until healed

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

Cure and become available to attend classes

- Please check the dates that can be attended by health centers.
- Individual contact with tuition officers is not required.

Enter "Notification of Suspension of Attendance" after healing and submit it to the Medical Center

- From the Medical Center website, create a document after downloading the "Notification of Suspension of Attendance[\(Link\)](#)".
- Email: Please submit to [hokekan@ml.kandai.jp](mailto:hokekan@ml.kandai.jp).

Proceed with the issuance of a notice of absence based on a "Notification of Suspension of Attendance" received at the Medical Center as a voucher

- Submit the "Notification of Suspension of Attendance" received at the Medical Center to the Class Support Station or campus office and issue a "Notices of Absence".

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.

## ② If you don't feel well

### 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

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

#### [Period of attendance suspension]

It is conditional on satisfying 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)

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

Upon completion of the suspension period, submit a "Notification of Suspension of Attendance[\(Link\)](#)" to Medical Center or each Campus Health Office and Health Center

# ③ In the case of becoming a “Close Contact”

Receive contact from the enriched contacts

**Stand by at home until two weeks have passed since the last contact. (attendance at classes suspended)**  
 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.


Stay at home if you are contacted by a public health center about being a close contact

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

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

(1) Student's ID number	(2) Student's 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

**Presence of infections**

Negative

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

Communication from health centers to medical institutions

**[Recovery Guidelines]**

- **Until the end of the period specified by the health center**
- **Suspension of attendance during the above period**

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

Upon completion of the suspension period, submit a "Notification of Suspension of Attendance([Link](#))" to Medical Center or each Campus Health Office and Health Center

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

Contacted about a family member or other person in your household being a close contact

**Stay at home from the date you were contacted about the family member or other person in your household being a close contact** (class attendance is suspended). Take your temperature and monitor your condition every day (check the [Link](#) for procedures such as absence during this period).

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

No

Yes

Follow instructions given by public health center

Has it been determined that you are a close contact?

No

Yes

You were contacted by public health center about being a close contact

- Follow instructions given by public health center
- If no special instructions are given, you can come to campus from the following day

Upon completion of the suspension period, submit a "Notification of Suspension of Attendance([Link](#))" to Medical Center or each Campus Health Office and Health Center

Contact [Link](#) to Medical Center

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

(1) Student's ID number	(2) Student's 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.

Proceed to flowchart ③ If you are a "close contact"

## ⑤ If you receive a notice of contact with someone who has tested positive via COCOA

### Receive COCOA contacts

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.

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

Presence of infections

Positive

Communication from health centers to medical institutions

Notification from the health center to the person

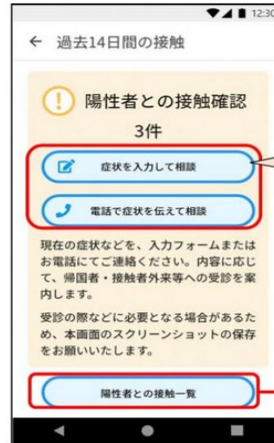
Contact [\(Link\)](#) for Infections Discovered to Medical Center

If you identify a new coronaviral 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.

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

Upon completion of the suspension period, submit a "Notification of Suspension of Attendance [\(Link\)](#)" to Medical Center or each Campus Health Office and Health Center

As a general rule, if there are no problems with temperature checks and health checks, you may attend classes. However, contact the nearest consultation desk, such as a health center, and if you receive instructions such as waiting for a home, please follow the instructions.



症状等に応じて、帰国者・接触者外来等への受診を案内

過去14日間の接触 一覧

以下の日に陽性者との接触が確認されました。

2020/8/1	1件
2020/8/2	2件

※接触の可能性が同一の者であるかどうかは、システムでも判別しませんので、同一の者でも一日単位で件数が表示されます。

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

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

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

When there are specific instructions such as home waiting

# Summary of Responses Regarding Suspension of Attendance Related with New Coronavirus Infections

Requirements for suspension of attendance	If you have been diagnosed with a new coronavirus infection	If you are contacted by a health center that you are a Close Contact	Contacted about a family member or other person in your household being a close contact	If you have fever or cold symptoms
<b>Period of suspension</b>	Until the cure is achieved (until the end of stay at home or hotel instructed by a doctor or a health center)	(including if the PCR-test is negative) <b>The period of out-of-school suspension is from the day when the health center contacts you as a close contact (even if the PCR test is negative) to the end of the stay-home period.</b>	From the date you were contacted about the family member or other person in your household being a close contact to the date when they are found to be negative.	It is required that both ① and ② are met. ①Until at least 8 days have passed since your first day of symptoms (counted as Day 0). ②Until you have been completely symptom-free for at least 3 days without the use of fever-reducing medicine, etc. (with your first day without fever or symptoms counted as Day 0). Hospital visits are not mandatory, but if you have visits, check the “name of the disease” and “when to attend school”. The start date of school is the order of the physician. Follow the instructions of your doctor to attend school. If you are unable to receive instructions on the day of school attendance from your doctor, follow the period of cessation of attendance as described in ①&② above.
<b>Health Observations during the Suspension Period</b>	Follow the instructions of the health center to provide medical treatment.	Follow the instructions of the health center to wait at home.	Take your temperature and monitor your condition every day.	Download the “ <a href="#">Health Observation Form</a> ” from <a href="#">Medical Center's website</a> to collect body condition records.
<b>Precautions during Health Observations</b>	Follow the instructions of the health center.	Follow the instructions of the health center. ※ Please contact Medical Center as soon as you know the PCR-test results.	If a family member or other person in your household who is a close contact has positive as a result of PCR testing, please follow the instructions of the public health center. When you have been determined to be a close contact by public health center, please contact the Medical Center promptly by using the <a href="#">contact form</a> .	<b>Consult with your doctor or local medical institution, and follow the instructions provided by them. Contact “COVID-19 Consultation Centers” at night, during holidays or if you’re unsure where to consult.</b> ※ If you are diagnosed as a COVID-19 positive by PCR-test, contact Medical Center by telephone.
<b>Notification forms required for school attendance</b>	Suspension of Attendance due to new coronavirus infection or Close Contact		Suspension of Attendance form when a family member or other person in your household becomes a close contact	Suspension of Attendance due to fever or cold symptoms
<b>Submission address and method of submission of the above notification form</b>	Submitted by mail to Medical Center or each campus Health Office or Health Center after the Suspension Period			

※ The above is the handling as of April 15, 2021. In the future, if the competent government agency, etc. has issued a new guideline, etc., it may be changed based on the contents of the new guideline, etc.