

# COVID-19 Infection Countermeasure Manual

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Saitama University



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## **1. Purpose of This Manual**

We created this manual to define the actions that executives, faculty and staff members—along with Saitama University students as well as researchers posted from other organizations and those working in university facilities (hereinafter referred to as “university members”) should take to avoid contracting COVID-19 or spreading it to others based on risk levels. University members should follow the School Health and Safety Act (Act No. 56 of 1958) as well as this manual if they contract COVID-19 or are suspected of having contracted the virus.

Measures for matters not covered by this manual will be decided as needed. The measures stipulated in this manual will be reviewed and revised according to the status of the COVID-19 infection in the Tokyo Metropolitan Area and other factors.

## **2. Saitama University Policies against COVID-19**

- Saitama University’s policies on countermeasures against COVID-19’s outset, spread, epidemics and fast-rising risk levels shall be as indicated from the next page onward.
- Decision guidelines for each risk level are rough guidelines; we will decide the applicable level comprehensively by considering other facts.
- Even if the decision guidelines change in accordance with the status of COVID-19 cases and the risk level on these guidelines weakens, higher-level countermeasures may be continued depending on how society responds to the virus.
- Even if the risk level decreases, classes being conducted online (including those set to be conducted online) will be conducted online until the end of the first semester, and grading criteria will remain the same.

# Saitama University Policies of Countermeasures for COVID-19

Risk level	Decision Guideline	Students			Faculty Members, Researchers, etc.	Faculty and Staff Members, Students			Meetings and Events	Clerical and Technical Staff	Affiliated Schools	Outsiders
		Classes	Research	Campus Entry and Extracurricular Activities		Domestic Business Trips	Decision Guideline	Overseas Travel and Dispatches				
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual	Conducted as usual
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	Conducted as usual, while carefully considering how to prevent the spread of infection	Conducted as usual, while carefully considering how to prevent the spread of infection	Conducted as usual, while carefully considering how to prevent the spread of infection	Conducted as usual, while carefully considering how to prevent the spread of infection	Refrain from business trips to prefectures and areas where infections were reported	When the Ministry of Foreign Affairs (MOFA)'s Travel Advice and Warning on Infectious Diseases issues an "Exercise caution" alert for the country or area of concern	Conducted as usual while carefully considering MOFA's Travel Advice and Warning on Infectious Diseases	Conducted as usual, while carefully considering how to prevent the spread of infection	Conducted as usual, while carefully considering how to prevent the spread of infection	Conducted as usual, while carefully considering how to prevent the spread of infection	Request visitors to wear a mask and observe proper hand hygiene
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	Conduct while taking measures to prevent the spread of the infection  Prepare to start online classes	Conduct while taking measures to prevent the spread of the infection	Conduct while taking measures to prevent the spread of the infection  Meetings of ten or more people on and off campus will be prohibited  Avoid coming to the university unless absolutely necessary, such as for classes	Conduct while taking measures to prevent the spread of the infection  Refrain from participating in symposiums, conferences, seminars, academic conferences, etc.	Same as Level 1	When MOFA's Travel Advice and Warning on Infectious Diseases issues an non-essential travel" alert for the country or area of concern	Prohibit new overseas travel  Instruct those in a country or area where infections are quickly spreading to return to Japan. Instruct those in other regions to take ample safety measures.	Conduct while taking measures to prevent the spread of the infection  Recommend staggered work hours	Significantly revise usual activities Also consider measures taken by the Saitama Prefecture Board of Education and the Saitama City Board of Education	Same as Level 1	

Level 3 Local outbreak (spreading stage)	Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area  Government declares a state of emergency  Saitama Prefecture implements state of emergency measures	Lecture-style classes will be conducted online  Face-to-face classes (experiments, practical training, physical training, etc.) will not be conducted while students are not allowed on campus	As a rule, research will be suspended. However this does not apply to students the director of the graduate school deems necessary because they: 1) support equipment management duties, the preservation and management of animals and/or 2) are doctoral course students conducting research and experiments.  Extracurricular activities on and off campus will be suspended	Entry prohibited, except for students the director of the graduate school deems necessary because they: 1) support equipment management duties, the preservation and management of animals and/or 2) are doctoral course students conducting research and experiments.  Extracurricular activities on and off campus will be suspended	Entry limited to a minimum number of people considered essential to maintaining research resources (preservation and management of animals, resupply of liquid nitrogen and helium, and take the safety measures necessary to continuing research activities)	Canceled	When MOFA's Travel Advice and Warning on Infectious Diseases issues an "Avoid all travel" alert for the country or area of concern (avoid travel warning)	Instruct all those in foreign countries to return to Japan	Cancel or reschedule large-scale events and meetings  Conduct gatherings online whenever possible	As a rule, telecommute  A minimum number of staff members commute based on the work continuation plan  Recommend staggered work hours	Close schools  Recommend telecommuting for faculty and staff members	Prohibit the entry of outsiders other than those considered essential by the university, such as postal workers, delivery personnel and construction crews
Level 4 Local outbreak (epidemic stage)	Infections discovered among students, faculty and staff members or other university members  Possibility of infection spreading within the university	Same as Level 3	Research will be suspended if the infection is spreading within the university  Same as Level 3 if there is no possibility of the infection spreading within the university	Entry prohibited  Extracurricular activities on and off campus will be suspended	Entry limited to a minimum number of people considered essential to maintaining research resources (preservation and management of animals, resupply of liquid nitrogen and helium, and take the safety measures necessary to continuing research activities)	Same as Level 3	When MOFA's Travel Advice and Warning on Infectious Diseases issues an "Evacuate and avoid all travel" alert for the country or area of concern (evacuation warning)	Same as Level 3	Online only	Part or all of the Okubo Campus will be closed  Some or all university members will telecommute for a certain period	Close schools  Some or all university members will telecommute for a certain period	Prohibit entry

Level 5 Local outbreak (pandemic stage)	Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response	Same as Level 3	Suspended	Same as Level 4	Same as Level 4	Same as Level 4	Same as Level 4	Same as Level 4	Same as Level 4	Same as Level 4
	Spread of infections among Saitama University's students and faculty and staff members									
	Possibility of a COVID-19 cluster on campus									



### 3. Students

- If symptoms appear that may indicate a COVID-19 infection
- If you were diagnosed as having a COVID-19 infection
- If it is determined that you had close contact with someone infected with COVID-19
  - If it is suspected that you had close contact with someone infected with COVID-19
  - If you may have come in close contact with a person who has come in close contact with someone infected with COVID-19, or you may have come in close contact with a suspected close contact
  - If you are identified as a person who came in contact with a person infected with COVID-19 (i.e., a person subject to health observation)
- Saitama University countermeasures for the above

Students	Saitama University countermeasures
<p><b>【Students】</b></p> <p>○ If symptoms appear that may indicate a COVID-19 infection</p> <p><b>1. Outbreak</b></p> <p><b>Please take the following actions if you have the symptoms of a common cold such as a fever, coughing or fatigue:</b></p> <ol style="list-style-type: none"> <li>1) Please check your body temperature <b>every morning. If you have a high fever, or if you don't have a high fever but have the symptoms of a common cold such as coughing or fatigue,</b> please do not come to the university; stay at home and follow actions 4 and beyond below.</li> <li>2) If you come to the university without checking your body temperature, please ask for a thermometer which is available at University Student Center or Health Service Center.</li> <li>3) If you have a high fever or if you notice symptoms while on campus, go home as soon as possible. Please do the same if it is during a seminar, experiment or practical after consulting with your instructor, and follow actions 4 and thereafter below.</li> <li>4) If your symptoms are light or you are virtually asymptomatic, please consult with a local medical institution or Health Service Center by phone and follow the instructions of a physician.</li> </ol> <ul style="list-style-type: none"> <li>- If you live in Saitama Prefecture Please call the Saitama Medical Examination and Consultation Center for advice and support. <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m.</li> </ul> </li> <li>- If you live in Saitama City Please call the Saitama City COVID-19 Winter Support Dial for advice and support. <ul style="list-style-type: none"> <li>• Saitama City COVID-19 Winter Support Dial Tel: 048-782-5225 Hours: Monday to Saturday, 9 a.m. to 5 p.m.</li> </ul> </li> </ul> <p>For general consultations about COVID-19, please call the Saitama Prefecture COVID-19 Resident Support Center.</p> <ul style="list-style-type: none"> <li>• Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round</li> </ul>	

Students	Saitama University countermeasures
<p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</li> </ul> <p>For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health center.</p> <ul style="list-style-type: none"> <li>• COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round</li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <ul style="list-style-type: none"> <li>• University Health Service Center Tel: 048-854-5356</li> </ul> <p>5) If you have symptoms such as coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, or experience the loss of taste or smell or have light symptoms such as a fever or coughing but have a risk of becoming severely ill*, immediately call the service window in charge at the municipality that administers your residence and follow their instructions.</p> <p>* Elderly people; people with underlying conditions such as diabetes, heart failure, respiratory diseases (e.g., COPD); people on dialysis; people using immunosuppressive, anti-cancer or other drugs; and pregnant women.</p> <p>- If you live in Saitama Prefecture</p> <ul style="list-style-type: none"> <li>• Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (<a href="https://flu-search.pref.saitama.lg.jp">https://flu-search.pref.saitama.lg.jp</a>), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting.</li> </ul> <p>If you want to check out designated medical institutions without using this system, please call the Saitama Medical Examination and Consultation Center.</p> <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026</li> </ul>	

Students	Saitama University countermeasures
<p>Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m. year-round</p> <p>International students may call the Coronavirus Hotline for Foreign Residents for advice and support.</p> <ul style="list-style-type: none"> <li>• Saitama International Association           <p>Tel: 048-711-3025</p> <p>Hours: 24/7 year-round</p> <p>Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</p> </li> <li>- If you live in Tokyo           <p>Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center               <p>Tel: 03-5320-4592</p> <p>Hours: 24/7 year-round</p> </li> </ul> </li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>6) Call the university department or section you are affiliated and give the following information:</p> <ul style="list-style-type: none"> <li>(a) Your student number, name, age, address and phone number</li> <li>(b) Your current situation           <ul style="list-style-type: none"> <li>• Current symptoms, doctor's diagnosis, etc.</li> <li>If the doctor's diagnosis clearly indicates that your symptoms are unrelated to COVID-19, you are not subject to this manual.</li> </ul> </li> <li>(c) Whether you had contact with someone infected with COVID-19</li> <li>(d) Your international and domestic travel record for the past two weeks</li> <li>(e) Situation from the onset of symptoms to now           <ul style="list-style-type: none"> <li>• What symptoms do (did) you have, and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</li> <li>• When did you get a fever, and how high did your temperature rise</li> </ul> </li> <li>(f) Information about family members living with you</li> </ul>	

Students	Saitama University countermeasures
<ul style="list-style-type: none"> <li>• Situation of COVID-19 infection</li> </ul> <p>(g) Your activities during the two days prior to when symptoms appeared up to the present</p> <ul style="list-style-type: none"> <li>• Activities while on campus</li> </ul> <p>Your activities while at classes, extracurricular activities, meetings, and other places you visited, and whether you were wearing a mask; as well as the identities, names, and use of masks of those you came in close contact with (fifteen minutes of contact or longer within one meter during the two days prior to when symptoms appeared up to the present), etc.</p> <ul style="list-style-type: none"> <li>• Activities while off campus</li> </ul> <p>Places you visited and the identities and names of university members and other related persons you came into close contact with, etc.</p> <p>(h) If you consulted with your municipality, the results of that consultation</p> <p>(i) Contact information</p> <p>Faculty of Liberal Arts, Tel: 048-858-3044</p> <p>Faculty of Economics, Tel: 048-858-3286</p> <p>Faculty of Education, Tel: 048-858-3144</p> <p>Faculty of Science, Tel: 048-858-3345</p> <p>Faculty of Engineering, Tel: 048-858-3429</p> <p>Graduate School of Humanities and Social Sciences, Tel: 048-858-3320</p> <p>Graduate School of Education, Tel: 048-858-3144</p> <p>Graduate School of Science and Engineering, Tel: 048-858-3430</p> <p>Office of International Affairs, Tel: 048-858-3028</p> <p>7) Please continue to take your temperature twice a day (morning and evening) and record the results and your current symptoms.</p>	<ul style="list-style-type: none"> <li>• The department that receives your call will ensure that you are not be put at any disadvantage due to this situation, organize the information you provided according to the attached form, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, Student Services Division of the Student Affairs Department, the department dean, and the instructor you are affiliated with.</li> <li>• The General Affairs Division will swiftly report the current situation to the president, vice president (in charge of crisis management), and the executive director for student affairs.</li> <li>• If the university receives a report that falls under 4) of 1. above (light symptoms): At this point, measures taken are limited to monitoring the situation.</li> <li>• If the university receives a report that falls under 5) of 1. above: If the student was active on campus within seventy-two hours prior to receiving the report, the vice president (in charge of crisis management) will instruct the department with jurisdiction over the location where the student visited to close off the room and disinfect the common area. If necessary, the vice president (in charge of crisis management) will also ask the director, Technical Support Center for cooperation in the disinfection process. For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> </ul>

Students	Saitama University countermeasures
	<ul style="list-style-type: none"> <li>• If university members and other related persons came in close contact with someone infected with COVID-19</li> </ul> <p>The vice president will make the following requests to persons who have been in close contact and are awaiting results from the public health center (hereinafter referred to as “suspected close contacts”).</p> <p>For students</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-academic activities (i.e., other than taking classes or conducting research).</li> <li>• While you are attending classes or conducting research, you are requested to stay a sufficient distance away from others and refrain from talking.</li> <li>• The isolation period shall last until the public health center determines whether the students in question are close contacts.</li> </ul> <p>For faculty and staff members</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-work activities.</li> <li>• You are requested to stay a sufficient distance away from others while working.</li> <li>• The isolation period shall last until the public health center determines whether the faculty/staff members in question are close contacts.</li> </ul> <p>Furthermore, to prevent the spread of infection, the university will investigate the activity history of the suspected close contact, identify the university members and other related persons with whom the suspected close contact has had close contact, and request the following from those persons:</p> <p>For students</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-academic activities (i.e., other than taking classes or conducting research).</li> <li>• While you are attending classes or conducting research, you are requested to stay a sufficient distance away from others and refrain from talking.</li> <li>• The isolation period shall last until the public health center determines whether the students in question are close contacts.</li> </ul> <p>For faculty and staff members</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-work activities.</li> <li>• You are requested to stay a sufficient distance away from others while working.</li> </ul>



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<p>virtually asymptomatic, please consult with a local medical institution or Health Service Center by phone and follow the instructions of a physician.</p> <ul style="list-style-type: none"> <li>- If you live in Saitama Prefecture Please call the Saitama Medical Examination and Consultation Center for advice and support. <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m.</li> </ul> </li> <li>- If you live in Saitama City Please call the Saitama City COVID-19 Winter Support Dial for advice and support. <ul style="list-style-type: none"> <li>• Saitama City COVID-19 Winter Support Dial Tel: 048-782-5225 Hours: Monday to Saturday, 9 a.m. to 5 p.m.</li> </ul> </li> </ul> <p>For general consultations about COVID-19, please call the Saitama Prefecture COVID-19 Resident Support Center.</p> <ul style="list-style-type: none"> <li>• Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round</li> </ul> <ul style="list-style-type: none"> <li>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice. <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</li> </ul> </li> </ul> <p>For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health center.</p> <ul style="list-style-type: none"> <li>• COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round</li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <ul style="list-style-type: none"> <li>• University Health Service Center</li> </ul>	



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<p>Tel: 048-854-5356</p> <p>(2) If you have symptoms such as coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, or experience the loss of taste or smell or have light symptoms such as a fever or coughing but have a risk of becoming severely ill, immediately call the service window in charge at the municipality that administers your residence and follow their instructions.</p> <p>- If you live in Saitama Prefecture Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (<a href="https://flu-search.pref.saitama.lg.jp">https://flu-search.pref.saitama.lg.jp</a>), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting. If you want to check out designated medical institutions without using this system, please call the Saitama Medical Examination and Consultation Center.</p> <p>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m. •</p> <p>International students may call the Coronavirus Hotline for Foreign Residents for advice and support.</p> <p>• Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</p> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <p>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</p> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>(3) Call the appropriate number listed in (i), 6), 1. above and notify them of the</p>	<p>• The department that receives your call will organize the information you provided, and</p>

Students	Saitama University countermeasures
<p>following:</p> <p>(a) Your student number and name</p> <p>(b) Your current situation</p> <ul style="list-style-type: none"> <li>• Symptoms, doctor's diagnosis, etc.</li> </ul> <p><b>3. Four days or more after your symptoms appeared</b></p> <p><b>1) Please take the following actions if you are free from all symptoms, including fever, coughing and fatigue, and do not need medication:</b></p> <p>(1) If your symptoms are improving, return to the university once you meet all three of the following conditions:</p> <ul style="list-style-type: none"> <li>• You have not had a fever for at least three days without the use of medication.</li> <li>• Symptoms other than a fever—such as coughing and difficulty breathing—have improved.</li> <li>• One week has passed since your symptoms first appeared.</li> </ul> <p>If you were diagnosed with other infectious diseases, however, such as influenza, please return to the university</p>	<p>swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, Student Services Division of the Student Affairs Department, the department dean, and the instructor you are affiliated with.</p> <ul style="list-style-type: none"> <li>• The General Affairs Division will swiftly report the current situation to the president, vice president (in charge of crisis management), and the executive director for student affairs.</li> <li>• If the university receives a report that falls under (1), 2), 2. above (light symptoms): At this point, measures taken are limited to monitoring the situation.</li> <li>• If the university receives a report that falls under (2), 2), 2. above: If the student was active on campus within seventy-two hours prior to receiving the report, the vice president (in charge of crisis management) will instruct the department with jurisdiction over the location where the student visited to close off the room and disinfect the common area. If necessary, the vice president (in charge of crisis management) will also ask the director, Technical Support Center for cooperation in the disinfection process. For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p>



Students	Saitama University countermeasures
<p>• Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</p> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <p>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</p> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>(2) Call the appropriate number listed in (i), 6), 1. above and notify them of the following:</p> <p>(a) Your student number and name (b) Your current symptoms and situation</p> <p>○ Please take the following actions if you are diagnosed with a COVID-19 infection:</p> <p>(1) Do not come to the university until you are fully healed.</p> <p>(2) You are also prohibited from coming to the university if there is no clear diagnosis for the COVID-19 virus and you remain under observation.</p> <p>(3) Follow the instructions of medical institutions and concentrate on treatment.</p> <p>(4) (If you are able to contact the university) Call the appropriate number listed in (i), 6), 1. above and notify them of the following:</p>	<p>• The department that receives your call will organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, Student Services Division of the Student Affairs Department, the department dean, and the instructor you are affiliated with.</p> <p>• The General Affairs Division will swiftly report the current situation to the president, vice president (in charge of crisis management), and the executive director for student affairs..</p> <p>(At this point, measures taken are limited to monitoring the situation.) Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p> <p>• The department that receives your call will organize the information you provide, and</p>

Students	Saitama University countermeasures
<p>(a) Your student number, name, age, address and phone number</p> <p>(b) Situation from the onset of symptoms to now</p> <ul style="list-style-type: none"> <li>• What symptoms do (did) you have, and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</li> <li>• When did you get a fever, and how high did your temperature rise</li> </ul> <p>(c) Your activities during the two days prior to when symptoms appeared up to the present</p> <ul style="list-style-type: none"> <li>• Activities while on campus Your activities while at classes, extracurricular activities, meetings, and other places you visited, and whether you were wearing a mask; as well as the identities, names, and use of masks of those you came in close contact with (fifteen minutes of contact or longer within one meter during the two days prior to when symptoms appeared up to the present), etc.</li> <li>• Activities while off campus Places you visited and the identities and names of university members and other related persons you came into close contact with, etc.</li> </ul> <p>(d) Names of public health centers with jurisdiction</p>	<p>report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, Student Services Division of the Student Affairs Department, the department dean, and the instructors you are affiliated with.</p> <p>If a person is suspected to have come in close contact with another person having COVID-19, contact the person in question and confirm when and how they came into contact as well as their current condition, and report those results.</p> <ul style="list-style-type: none"> <li>• The General Affairs Division will swiftly report the current situation to the president, vice president (in charge of crisis management), and the executive director for student affairs.</li> </ul> <p>○ If you were not on campus prior to or after the onset of your symptoms, and were not in close contact with a university faculty or staff member → No special measures are necessary if there are no cases of infection in the local community, or if all routes of infection in the local community are known and there is little interaction with university members and other related persons.</p> <p>○ If you were on campus prior to or after the onset of your symptoms, or if a university faculty or staff member who was in close contact with you came on campus → The following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p> <ol style="list-style-type: none"> <li>(1) Disinfect all related areas For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> <li>(2) Laboratories and other facilities will be closed for a certain period.</li> <li>(3) Those designated as having been in close contact with an infected person will be prohibited from entering the campus for a certain period. They will be asked to stay home and refrain from interacting with people for a certain period.</li> </ol> <p>○ If multiple cases of infections occur within the university, the following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p> <ol style="list-style-type: none"> <li>(1) Disinfect all related areas For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> </ol>

Students	Saitama University countermeasures
	<p>(2) The campus will be closed for a certain period.</p> <p>(3) Laboratories and other facilities will be closed for a certain period.</p> <p>(4) Those designated as having been in close contact with an infected person will be prohibited from entering the campus for a certain period. They will be asked to stay home and refrain from interacting with people for a certain period.</p> <p>○ Release of information</p> <p>In general, the following information will be released:</p> <p>(1) Age group and status of the infected person at the university</p> <p>(2) Movement and behavior history</p> <p>(3) Presence of those who came in close contact</p> <p>(4) Measures taken by the university</p> <p>The information disclosed and other matters will be decided after discussions with the Saitama Prefecture government section in charge of health management if necessary. Your personal information and that of other infected individuals will be protected.</p> <p>○ If a close contact or suspected close contact is identified, the university will investigate and identify whether anyone came in close contact with these persons, and request them to do the following:</p> <p>For students</p> <ul style="list-style-type: none"> <li>▪ As a precaution, you are requested to refrain from activities other than schoolwork.</li> <li>▪ While attending classes or conducting research, you are requested to stay a sufficient distance away from others.</li> <li>▪ The isolation period shall last until the PCR test results of the close contact are out, or until the results of the suspected close contact are out.</li> </ul> <p>For faculty and staff members</p> <ul style="list-style-type: none"> <li>▪ You are requested to refrain from non-work activities.</li> <li>▪ You are requested to stay a sufficient distance away from others while working.</li> <li>▪ The isolation period shall last until the PCR test results of the close contact are out, or until the results of the suspected close contact are out.</li> </ul> <p>○ If a person designated by the public health center as a contact person (i.e., a person subject to health observation) is identified, the university will requests them the following:</p> <p>For students</p> <ul style="list-style-type: none"> <li>▪ As a precaution, you are requested to refrain from activities other than</li> </ul>



Students	Saitama University countermeasures
<p>○ Please take the following actions if it is determined that you had close contact with someone having the COVID-19 virus:</p> <p>(1) In general, stay away from the university for two weeks, starting from the last day you had close contact with an infected person.</p> <p>(2) Follow the instructions of the section in charge of health management of the municipality administering your residence, such as staying at home.</p> <p>(3) Call the appropriate number listed in (i), 6), 1. above and notify them of the following:</p> <p>(a) Your student number, name, age, address and phone number</p> <p>(b) Your symptoms and condition</p> <p>(c) When, where and how you came in close contact with the infected person</p> <p>(d) Your international and domestic travel record for the past two weeks</p> <p>(e) Situation from the onset of symptoms to now</p> <ul style="list-style-type: none"> <li>• What symptoms do (did) you have, and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</li> <li>• When did you get a fever, and how high did the temperature rise?</li> </ul> <p>(f) Information about family members living with you</p> <ul style="list-style-type: none"> <li>• Status of COVID-19 infection spread</li> </ul> <p>(g) Your activities during the two days prior to when symptoms appeared up to the present</p> <p>(h) Activities while on campus Your activities while at classes, extracurricular activities, meetings, and other places you visited, and whether you were wearing a mask; as well as the identities, names, and use of masks of those you came in close contact with (fifteen minutes of contact or longer within one meter during the two days prior to when symptoms appeared up to the present), etc.</p> <p>(i) Activities while off campus Places you visited and the identities and names of university members and other</p>	<p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p> <ul style="list-style-type: none"> <li>• When you come to the service window, staff members will provide advice on a variety of subjects and explain measures that the university will conduct from that point on.</li> </ul> <ul style="list-style-type: none"> <li>• The department that receives your call will ensure that you are not be put at any disadvantage due to this situation, organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, Student Services Division of the Student Affairs Department, the department dean, and the instructor you are affiliated with.</li> <li>• The General Affairs Division will swiftly report the current situation to the president, vice president (in charge of crisis management), and the executive director for student affairs.</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p> <p>○ If you did not enter the campus after the close contact, and if there are no persons who had close contact with an infected person among university members and other related persons → No special measures are necessary if there are no cases of infection in the local community, or if all routes of infection in the local community are known and there is little interaction with university members and other related persons</p> <p>○ If you entered the campus after the close contact, or if other university members and other related persons who had close contact with an infected person entered the campus → The following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p>



Students	Saitama University countermeasures
<p>related persons you came into close contact with, etc.</p> <p>(j) Names of public health centers with jurisdiction</p> <p>(4) Follow one of the above patterns depending on how your condition changes.</p> <p>○ If you have suspected close contacts with someone infected by COVID-19, please take the following actions until the public health center makes its determination:</p> <p>(1) As a precaution, please refrain from non-academic activities such as those other than taking classes or conducting research.</p> <p>(2) While attending classes or conducting research, stay a sufficient distance away from others and refrain from talking.</p> <p>○ If the university discovers that you may have come in close contact with a person who has come in close contact with someone infected with COVID-19, or that you may have come in close contact with a suspected close contact, please act as follows during the period specified by the university:</p> <p>(1) As a precaution, please refrain from non-academic activities such as those other than taking classes or conducting research.</p> <p>(2) While attending classes or conducting research, stay a sufficient distance away from others and refrain from talking.</p> <p>○ If you are identified by a public health center as a person who came in contact with a person infected with COVID-19 (i.e., a person subject to health observation), please take the following actions for the period designated by the public health center:</p> <p>(1) Carefully perform daily health checks as instructed by the public health center.</p> <p>(2) If you notice any symptoms that concern you, be sure to contact the public health center immediately.</p> <p>(3) As a precaution, please refrain from non-academic activities such as those other than taking classes or conducting research.</p> <p>(4) While attending classes or conducting research, stay a sufficient distance away from others and refrain from talking.</p>	<p>(1) <b>Disinfect all related areas</b> For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</p> <p>(2) Laboratories and other facilities will be closed for a certain period.</p>

#### 4. Faculty and Staff Members

- If symptoms appear that may indicate a COVID-19 infection
- If you were diagnosed as having a COVID-19 infection
- If it is determined that you had close contact with someone infected with COVID-19
- If it is suspected that you had close contact with someone infected with COVID-19
- If you may have come in close contact with a person who has come in close contact with someone infected with COVID-19, or you may have come in close contact with a suspected close contact
- If you are identified as a person who came in contact with a person infected with COVID-19 (i.e., a person subject to health observation)
- Saitama University countermeasures for the above

Faculty and staff members	Saitama University countermeasures
<p><b>Faculty and staff members</b></p> <p>○ If symptoms appear that may indicate a COVID-19 infection</p> <p><b>1. Outbreak</b></p> <p>Please take the following actions if you have the symptoms of a common cold such as a fever, coughing or fatigue:</p> <ol style="list-style-type: none"> <li>(1) Please check your body temperature every morning. If you have a high fever, or if you don't have a high fever but have the symptoms of a common cold such as coughing or fatigue, do not come to work; please stay at home.</li> <li>(2) If you notice symptoms while at work, please go home as soon as possible.</li> <li>(3) Take a special paid leave.</li> <li>(4) If you are currently conducting online classes and your symptoms are light enough that you do not need to take a special paid leave, please continue to hold your classes. If it is difficult to continue to teach online classes because your symptoms are worsening, please cancel the course and take a special paid leave to focus on treatment and recovery.</li> <li>(5) To prevent the spread of infection, faculty members conducting face-to-face classes at the university must take a special paid leave, cancel courses and focus on treatment and recovery.</li> <li>(6) If your symptoms are light or you are virtually asymptomatic, please consult with a local medical institution by phone and follow the instructions of a physician. Refer to the matters that you must report to the university as listed in (8) below when speaking to your doctor.</li> </ol> <p>- If you live in Saitama Prefecture Please call the Saitama Medical Examination and Consultation Center for advice and support.</p> <p>· Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m.</p> <p>- If you live in Saitama City Please call the Saitama City COVID-19 Winter Support Dial for advice and</p>	

Faculty and staff members	Saitama University countermeasures
<p>support.</p> <ul style="list-style-type: none"> <li>• Saitama City COVID-19 Winter Support Dial Tel: 048-782-5225 Hours: Monday to Saturday, 9 a.m. to 5 p.m. For general consultations about COVID-19, please call the Saitama Prefecture COVID-19 Resident Support Center.</li> <li>• Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round</li> </ul> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health center.</li> <li>• COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round</li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <ul style="list-style-type: none"> <li>• University Health Service Center Tel: 048-854-5356</li> </ul> <p>(7) If you have symptoms such as coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, or experience the loss of taste or smell or have light symptoms such as a fever or coughing but have a risk of becoming severely ill*, immediately call the service window in charge at the municipality that administers your residence and follow their instructions.</p> <p>* Elderly people; people with underlying conditions such as diabetes, heart failure, respiratory diseases (e.g., COPD); people</p>	

Faculty and staff members	Saitama University countermeasures
<p>on dialysis; people using immunosuppressive, anti-cancer or other drugs; and pregnant women.</p> <p>- If you live in Saitama Prefecture</p> <ul style="list-style-type: none"> <li>• Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (<a href="https://flu-search.pref.saitama.lg.jp">https://flu-search.pref.saitama.lg.jp</a>), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting.</li> </ul> <p>If you want to check out designated medical institutions without using this system, please call the Saitama Medical Examination and Consultation Center.</p> <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m. year-round</li> </ul> <p>Foreign faculty and staff members may call the Coronavirus Hotline for Foreign Residents for advice and support.</p> <ul style="list-style-type: none"> <li>• Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</li> </ul> <p>- If you live in Tokyo</p> <p>Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>(8) Call the university department or section you are affiliated and give the following information:</p> <p>(a) Your name</p>	

Faculty and staff members	Saitama University countermeasures
<p>(b) Your current situation Current symptoms, doctor's diagnosis, etc. If the doctor's diagnosis clearly indicates that your symptoms are unrelated to COVID-19, you are not subject to this manual.</p> <p>(c) Whether you had contact with someone infected with COVID-19</p> <p>(d) Your international and domestic travel record for the past two weeks</p> <p>(e) Situation from the onset of symptoms to now</p> <ul style="list-style-type: none"> <li>• What symptoms do (did) you have, and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</li> <li>• When did you get a fever, and how high did your temperature rise</li> </ul> <p>(f) Information about family members living with you</p> <ul style="list-style-type: none"> <li>• Situation of COVID-19 infection</li> </ul> <p>(g) Your activities during the two days prior to when symptoms appeared up to the present</p> <ul style="list-style-type: none"> <li>• Activities while on campus Your activities while at classes, extracurricular activities, meetings, and other places you visited, and whether you were wearing a mask; as well as the identities, names, and use of masks of those you came in close contact with (fifteen minutes of contact or longer within one meter during the two days prior to when symptoms appeared up to the present), etc.</li> <li>• Activities while off campus Places you visited and the identities and names of university members and other related persons you came into close contact with, etc.</li> </ul> <p>(h) If you consulted with your municipality, the results of that consultation</p> <p>(i) Contact information (example) Member of an undergraduate</p>	

Faculty and staff members	Saitama University countermeasures
<p>department or graduate school, Tel: 048-829-7044 (Department Support Section)</p> <p>Member of the Education and Student Services Bureau, Tel: 048-858-9023 (Education Planning Division)</p> <p>Member of the Research and Development Bureau, Tel: 048-858-3010 (Research Promotion Division)</p> <p>Member of the International Office, Tel: 048-858-3908 (Office of International Affairs)</p> <p>Member of the affiliated schools, Tel: 048-829-7044 (Department Support Section)</p> <p>(9) Please continue to take your temperature twice a day (morning and evening) and record the results and your current symptoms.</p>	<ul style="list-style-type: none"> <li>• The department that receives your call will ensure that you are not be put at any disadvantage due to this situation, organize the information you provided according to the attached form, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</li> <li>• The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management) and Director-General, Administration Bureau.</li> <li>• If the university receives a report that falls under 6) of 1 above (light symptoms): At this point, measures taken are limited to monitoring the situation.</li> <li>• If the university receives a report that falls under 7) of 1 above: If the student was active on campus within seventy-two hours prior to receiving the report, the vice president (in charge of crisis management) will instruct the department with jurisdiction over the location where the student visited to close off the room and disinfect the common area. If necessary, the vice president (in charge of crisis management) will also ask the director, Technical Support Center for cooperation in the disinfection process. For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> </ul>

Faculty and staff members	Saitama University countermeasures
	<ul style="list-style-type: none"> <li>• If university members and other related persons came in close contact with someone infected with COVID-19 The vice president will make the following requests to persons who have been in close contact and are awaiting results from the public health center (hereinafter referred to as “suspected close contacts”).</li> </ul> <p>For students</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-academic activities (i.e., other than taking classes or conducting research).</li> <li>• While you are attending classes or conducting research, you are requested to stay a sufficient distance away from others and refrain from talking.</li> <li>• The isolation period shall last until the public health center determines whether the students in question are close contacts.</li> </ul> <p>For faculty and staff members</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-work activities.</li> <li>• You are requested to stay a sufficient distance away from others while working.</li> <li>• The isolation period shall last until the public health center determines whether the faculty/staff members in question are close contacts.</li> </ul> <p>Furthermore, to prevent the spread of infection, the university will investigate the activity history of the suspected close contact, identify the university members and other related persons with whom the suspected close contact has had close contact, and request the following from those persons:</p> <p>For students</p> <ul style="list-style-type: none"> <li>• You are requested to refrain from non-academic activities (i.e., other than taking classes or conducting research).</li> <li>• While you are attending classes or conducting research, you are requested to stay a sufficient</li> </ul>





Faculty and staff members	Saitama University countermeasures
<p>(1) If your symptoms are light or you are virtually asymptomatic, please consult with a local medical institution or Health Service Center by phone and follow the instructions of a physician.</p> <p>- If you live in Saitama Prefecture Please call the Saitama Medical Examination and Consultation Center for advice and support.</p> <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m.</li> </ul> <p>- If you live in Saitama City Please call the Saitama City COVID-19 Winter Support Dial for advice and support.</p> <ul style="list-style-type: none"> <li>• Saitama City COVID-19 Winter Support Dial Tel: 048-782-5225 Hours: Monday to Saturday, 9 a.m. to 5 p.m.</li> </ul> <p>For general consultations about COVID-19, please call the Saitama Prefecture COVID-19 Resident Support Center.</p> <ul style="list-style-type: none"> <li>• Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round</li> </ul> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</li> </ul> <p>For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health center.</p> <ul style="list-style-type: none"> <li>• COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round</li> </ul>	<ul style="list-style-type: none"> <li>• The department that receives your call will organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</li> <li>• The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management) and Director-General, Administration Bureau. (Measures taken are limited to monitoring the situation.)</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p>

Faculty and staff members	Saitama University countermeasures
<p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <ul style="list-style-type: none"> <li>• University Health Service Center Tel: 048-854-5356</li> </ul> <p>(2) If you have symptoms such as coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, or experience the loss of taste or smell or have light symptoms such as a fever or coughing but have a risk of becoming severely ill, immediately call the service window in charge at the municipality that administers your residence and follow their instructions.</p> <p>- If you live in Saitama Prefecture Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (<a href="https://flu-search.pref.saitama.lg.jp">https://flu-search.pref.saitama.lg.jp</a>), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting. If you want to check out designated medical institutions without using this system, please call the Saitama Medical Examination and Consultation Center.</p> <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m. Foreign faculty and staff members may call the Coronavirus Hotline for Foreign Residents for advice and support.</li> <li>• Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</li> </ul> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center</li> </ul>	

Faculty and staff members	Saitama University countermeasures
<p data-bbox="379 302 598 331">Tel: 03-5320-4592</p> <p data-bbox="379 333 667 362">Hours: 24/7 year-round</p> <p data-bbox="339 398 810 555">If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p data-bbox="284 557 810 618">(3) Please continue to take special paid leave.</p> <p data-bbox="284 620 810 777">(4) Call the appropriate number listed in (i), (8), 1. above and notify them of the following:  (a) Your name  (b) Your symptoms and condition</p> <p data-bbox="240 1964 810 1993"><b>3. Four days or more after your symptoms</b></p>	<p data-bbox="839 1908 1353 2004">• The department that receives your call will organize the information you provided, and swiftly report your</p>



Faculty and staff members	Saitama University countermeasures
<p>- If you live in Saitama Prefecture Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (<a href="https://flu-search.pref.saitama.lg.jp">https://flu-search.pref.saitama.lg.jp</a>), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting. If you want to check out designated medical institutions without using this system, please call the Saitama Medical Examination and Consultation Center.</p> <ul style="list-style-type: none"> <li>• Saitama Medical Examination and Consultation Center Tel: 048-762-8026 Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m. Foreign faculty and staff members may call the Coronavirus Hotline for Foreign Residents for advice and support.</li> <li>• Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple Japanese</li> </ul> <p>- If you live in Tokyo Please call the Tokyo Fever Consultation Center for advice and support. If you have a family doctor, please call him/her for advice.</p> <ul style="list-style-type: none"> <li>• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round</li> </ul> <p>If you live outside of Saitama Prefecture and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>(2) Please continue to take special paid leave.</p> <p>(3) Call the appropriate number listed in (i), (8), 1. above and notify them of the</p>	<ul style="list-style-type: none"> <li>• The department that receives your call will organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</li> <li>• The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management). (Measures taken are limited to monitoring the situation.)</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p>

Faculty and staff members	Saitama University countermeasures
<p>following:</p> <p>(a) Your name</p> <p>(b) Your symptoms and condition</p>	
<p>○ Please take the following actions if you are diagnosed with a COVID-19 infection:</p> <p>(1) You are prohibited from coming to work until you have fully recovered.</p> <p>(2) You are also prohibited from coming to work if there is no clear diagnosis for the COVID-19 virus and you remain under observation.</p> <p>(3) Follow the instructions of medical institutions and concentrate on treatment.</p> <p>(4) Please continue to take special paid leave.</p> <p>(5) Call the appropriate number listed in (i), (8), 1. above and notify them of the following:</p> <p>(a) Your name</p> <p>(b) Situation from the onset of symptoms to now</p> <ul style="list-style-type: none"> <li>• What symptoms do (did) you have, and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</li> <li>• When did you get a fever, and how high did your temperature rise</li> </ul> <p>(c) Your activities during the two days prior to when symptoms appeared up to the present</p> <ul style="list-style-type: none"> <li>• Activities while on campus</li> </ul> <p>Your activities while at classes, extracurricular activities,</p>	





Faculty and staff members	Saitama University countermeasures
	<p>○ If you were not on campus prior to or after the onset of your symptoms, and were not in close contact with a university member or other related person→ No special measures are necessary if there are no cases of infection in the local community, or if all routes of infection in the local community are known and there is little interaction with university members and other related persons.</p> <p>○ If you were on campus prior to or after the onset of your symptoms, or if a university member or other related person who was in close contact with you came on campus → The following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p> <p>(1) Disinfect all related areas For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</p> <p>(2) The rooms concerned will be closed for a certain period.</p> <p>(3) Those designated as having been in close contact with an infected person will be prohibited from entering the campus for a certain period. They will be asked to stay home and refrain from interacting with people for a certain period.</p> <p>○ If multiple cases of infections occur within the university, the following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p> <p>(1) Disinfect all related areas For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</p> <p>(2) The campus will be closed for a certain period.</p> <p>(3) The rooms concerned will be closed</p>

Faculty and staff members	Saitama University countermeasures
<p>(6) Reporting progress</p> <p>(a) If possible, please report your progress after being diagnosed with COVID-19 to the appropriate number listed in (i), (8), 1. above.</p> <p>(b) Continue to follow the instructions of your physician and concentrate on treatment and recovery.</p> <p>(7) If you are fully healed</p>	<p>for a certain period.</p> <p>(4) Those designated as having been in close contact with an infected person will be prohibited from entering the campus for a certain period. They will be asked to stay home and refrain from interacting with people for a certain period.</p> <p>○ Release of information</p> <p>In general, the following information will be released:</p> <p>(1) Age group and status of the infected person at the university</p> <p>(2) Movement and behavior history</p> <p>(3) Presence of those who came in close contact</p> <p>(4) Measures taken by the university</p> <p>The information disclosed and other matters will be decided after discussions with the Saitama Prefecture government section in charge of health management if necessary. Your personal information and that of other infected individuals will be protected.</p> <p>○ If a close contact or suspected close contact is identified, the university will investigate and identify whether anyone came in close contact with these persons, and request them to do the following:</p> <p>For students</p> <ul style="list-style-type: none"> <li>▪ As a precaution, you are requested to refrain from activities other than schoolwork.</li> <li>▪ While attending classes or conducting research, you are requested to stay a sufficient distance away from others.</li> <li>▪ The isolation period shall last until the PCR test results of the close contact are out, or until the results of the suspected close contact are out.</li> </ul> <p>For faculty and staff members</p> <ul style="list-style-type: none"> <li>▪ You are requested to refrain from non-work activities.</li> <li>▪ You are requested to stay a sufficient distance away from others while working.</li> <li>▪ The isolation period shall last</li> </ul>

Faculty and staff members	Saitama University countermeasures
<p>(a) Stay at home and continue to follow your physician's instructions until he/she declares that you have recovered.</p> <p>(b) Please call to report your condition to the appropriate number listed in (i), (8), 1. above.</p> <p>(c) Return to work after your physician approves. When you return, please come to the service window listed in (i), (8), 1. If you are a faculty or staff member of an affiliated school, please call the service window listed in (i), (8), 1. above.</p> <p>○ Please take the following actions if it is determined that you had close contact with someone having the COVID-19 virus:</p> <p>(1) In general, stay away from the university for two weeks, starting from the last day you had close contact with an infected person.</p> <p>(2) Follow the instructions of the Saitama Prefecture government section in charge of health management, such as staying at home.</p> <p>(3) Take a special paid leave.</p> <p>(4) Call the appropriate number listed in (i), (8), 1. above and notify them of the following:</p> <p>(a) Your name</p> <p>(b) Your symptoms and condition</p> <p>(c) When, where and how you came in close contact with the infected person</p> <p>(d) Your international and domestic travel record for the past two weeks</p> <p>(e) Situation from the onset of symptoms to now</p> <ul style="list-style-type: none"> <li>What symptoms do (did) you have,</li> </ul>	<p>until the PCR test results of the close contact are out, or until the results of the suspected close contact are out.</p> <p>○ If a person designated by the public health center as a contact person (i.e., a person subject to health observation) is identified, the university will requests them the following:</p> <p><b>For students</b></p> <ul style="list-style-type: none"> <li>As a precaution, you are requested to refrain from activities other than schoolwork.</li> <li>While attending classes or conducting research, you are requested to stay a sufficient distance away from others.</li> <li>The isolation period shall be determined by the public health center.</li> </ul> <p><b>For faculty and staff members</b></p> <ul style="list-style-type: none"> <li>You are requested to refrain from non-work activities.</li> <li>You are requested to stay a sufficient distance away from others while working.</li> <li>The isolation period shall be determined by the public health center.</li> </ul> <p><b>Note:</b> From the perspective of protecting personal information, the personnel handling the above information will be kept to a minimum.</p> <ul style="list-style-type: none"> <li>The department that receives your call will organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</li> <li>The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management) and Director-General, Administration Bureau.</li> </ul> <p>(Monitoring the situation)</p> <p><b>Note:</b> From the perspective of protecting personal information, the personnel</p>

Faculty and staff members	Saitama University countermeasures
<p>and from when (coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell)</p> <ul style="list-style-type: none"> <li>• When did you get a fever, and how high did your temperature rise</li> </ul> <p>(f) Information about family members living with you</p> <ul style="list-style-type: none"> <li>• Status of COVID-19 infection spread</li> </ul> <p>(g) Your activities during the two days prior to when symptoms appeared up to the present</p> <ul style="list-style-type: none"> <li>• Activities while on campus</li> </ul> <p>Your activities while at classes, extracurricular activities, meetings, and other places you visited, and whether you were wearing a mask; as well as the identities, names, and use of masks of those you came in close contact with (fifteen minutes of contact or longer within one meter during the two days prior to when symptoms appeared up to the present), etc.</p> <ul style="list-style-type: none"> <li>• Activities while off campus</li> </ul> <p>Places you visited and the identities and names of university members and other related persons you came into close contact with, etc.</p> <p>(h) Names of public health centers with jurisdiction</p> <p><b>(5) Follow one of the above patterns depending on how your condition changes.</b></p> <p>○ If you have suspected close contacts with someone infected by COVID-19, please take the following actions until the public health center makes its determination:</p> <ol style="list-style-type: none"> <li>(1) As a precaution, please refrain from non-work activities.</li> <li>(2) Please stay a sufficient distance away from others while working.</li> </ol> <p>○ If the university discovers that you may have come in close contact with a person who has come in close contact with someone infected with COVID-19, or that you may have come in close contact with a suspected</p>	<p>handling your information will be kept to a minimum.</p> <ul style="list-style-type: none"> <li>• The department that receives your call will organize the information you provided, and swiftly report your situation to the Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</li> <li>• The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management and Director-General, Administration Bureau). (Monitoring the situation)</li> <li>• When you come to the service window, staff members will provide advice on a variety of subjects and explain measures that the university will conduct from that point on.</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p> <ul style="list-style-type: none"> <li>• The department that receives your call will ensure that you are not be put at any disadvantage due to this situation, organize the information you provided, and swiftly report your situation to the</li> </ul>

Faculty and staff members	Saitama University countermeasures
<p>close contact, please act as follows during the period specified by the university:</p> <ul style="list-style-type: none"> <li>(1) As a precaution, please refrain from non-work activities.</li> <li>(2) Please stay a sufficient distance away from others while working.</li> </ul> <p>○ If you are identified by a public health center as a person who came in contact with a person infected with COVID-19 (i.e., a person subject to health observation), please take the following actions for the period designated by the public health center:</p> <ul style="list-style-type: none"> <li>(1) Carefully perform daily health checks as instructed by the public health center.</li> <li>(2) If you notice any symptoms that concern you, be sure to contact the public health center immediately.</li> <li>(3) As a precaution, please refrain from non-work activities such as those other than holding classes.</li> <li>(4) Please stay a sufficient distance away from others while working.</li> </ul>	<p>Saitama University countermeasures</p> <p>Health Service Center, General Affairs Division of the General Affairs Department, and the department dean.</p> <ul style="list-style-type: none"> <li>• The General Affairs Division will swiftly report the current situation to the president and vice president (in charge of crisis management and Director-General, Administration Bureau).</li> </ul> <p>Note: From the perspective of protecting personal information, the personnel handling your information will be kept to a minimum.</p> <p>○ If you did not enter the campus after the close contact, and if there are no persons who had close contact with an infected person among university members and other related persons → No special measures are necessary if there are no cases of infection in the local community, or if all routes of infection in the local community are known and there is little interaction with university members and other related persons</p> <p>○ If you entered the campus after the close contact, or if other university members and other related persons who had close contact with an infected person entered the campus → The following measures will be taken after consultation with the Saitama Prefecture government section in charge of health management:</p> <ul style="list-style-type: none"> <li>(1) Disinfect all related areas For disinfection methods, please refer to “16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact.”</li> <li>(2) The rooms concerned will be closed for a certain period.</li> </ul>

## 5. Classes (students and faculty members)

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Classes conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Enforcing coughing etiquette and hand hygiene</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Do not create confined spaces Fully open windows on two sides of all lecture rooms for a few minutes twice or more per hour to create adequate airflow.</li> <li>Do not form crowds Keep a distance of one meter or more between people.</li> <li>Avoid close-in conversations If you cannot avoid having a face-to-face conversation, have all parties maintain an ample distance and wear masks.</li> <li>Keep the doors of lecture rooms and buildings open. That will ensure there is no need to touch doors or doorknobs when entering and exiting.</li> <li>To allow tracing to identify who came into close contact when an infection occurs, record where each student sat during classes.</li> <li>Each department, graduate school or the Education Planning Division will maintain and store seating records.</li> <li>Prepare to start online classes</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>All courses (lectures and seminars) will be conducted online. Even if the infection situation improves and the risk level decreases during the semester, courses will be held online until the first semester ends.</li> <li>Online classes will be conducted in a real-time or on-demand format through Zoom or WebClass.</li> <li>Major formats of real-time classes Interactive lectures, group discussions, chats</li> <li>Major formats of on-demand classes Audio content and viewable class materials, video content, recorded videos of standard lectures</li> <li>Face-to-face sessions such as experiments, practical training, and physical training are canceled until students are allowed back on campus. These classes will be restarted with the department dean's approval if the Saitama Prefecture government lifts state of emergency measures.</li> </ul>

Level 4 Local outbreak (epidemic stage)	Infections discovered among students, faculty and staff members or other university members Possibility of infection spreading within the university	• Same as Level 3
Level 5 Local outbreak (pandemic stage)	Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response  Spread of infections among Saitama University's students and faculty and staff members  Possibility of a COVID-19 cluster on campus	• Same as Level 3

## 6. Research (students)

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Research conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Enforcing coughing etiquette and hand hygiene</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Do not create confined spaces Fully open windows on two sides of all study rooms and laboratories for a few minutes twice or more per hour to create adequate airflow.</li> <li>Do not form crowds Keep a distance of one meter or more between people.</li> <li>Avoid close-in conversations If you cannot avoid having a face-to-face conversation, have all parties maintain an ample distance and wear masks.</li> <li>Keep the doors of study rooms, laboratories and buildings open. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).</li> <li>To allow tracing to identify who came into close contact when an infection occurs in the university, record who was in the same room during research activities</li> <li>The instructor will keep records</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>As a rule, experiments and the like will be suspended. However, this does not apply if the following conditions are met and the director of the graduate school deems continuation of an experiment necessary:               <ol style="list-style-type: none"> <li>To help to preserve and manage animals used for experiments</li> <li>To help to maintain and manage equipment used to resupply liquid nitrogen or liquid helium</li> <li>To help to maintain and manage chemicals used in research related to poisonous and deleterious substances, etc.</li> <li>To help to operate, maintain and manage basic infrastructure used in research (experimental devices, equipment, information systems, etc.)</li> <li>To support various safety measures necessary to continue research activities</li> <li>To conduct experiments and the like run by students in a masters or doctoral course scheduled to finish in September, and by students in the</li> </ol> </li> </ul>



		doctoral course scheduled to finish next March
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection spreading within the university</p>	<ul style="list-style-type: none"> <li>• Experiments and the like will be suspended if the infection is spreading within the university</li> <li>• Same as Level 3 if there is no possibility of the infection spreading within the university</li> </ul>
Level 5 Local outbreak (pandemic stage)	<p>Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response</p> <p>Spread of infections among Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	<ul style="list-style-type: none"> <li>• All experiments and the like will be suspended</li> </ul>

## 7. Campus Entry and Extracurricular Activities (students)

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>• Campus entry and extracurricular activities conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>• Enforcing coughing etiquette and hand hygiene</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>• Do not create confined spaces Fully open the windows on two sides of all clubrooms for a few minutes twice or more per hour to create adequate airflow.</li> <li>• Do not form crowds Keep a distance of one meter or more between people.</li> <li>• Avoid close-in conversations If you cannot avoid having a face-to-face conversation, have all parties maintain an ample distance and wear masks.</li> <li>• Keep the doors of clubrooms and buildings open. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).</li> <li>• Meetings of ten or more people on and off campus will be prohibited</li> <li>• Avoid coming to the university unless absolutely necessary, such as for classes</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>• Entry to the Okubo Campus will be prohibited for the period the university designates. However, entry will be permitted for (1) the time necessary to conduct activities that meet the conditions listed in the Level 3 countermeasures for research (students) and (2) graduate school students who need to borrow library materials and have been approved by the director of graduate school you affiliated.</li> <li>• Extracurricular activities on and off campus will be suspended</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection</p>	<ul style="list-style-type: none"> <li>• Entry to the Okubo Campus will be prohibited for the period the university designates</li> <li>• Extracurricular activities on and off campus will be suspended</li> </ul>

	spreading within the university	
Level 5 Local outbreak (pandemic stage)	<p>Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response</p> <p>Spread of infections among Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	<ul style="list-style-type: none"> <li>• Same as Level 4</li> </ul>

Note: Even if the decision guidelines change in accordance with the status of COVID-19 cases and the risk level on these guidelines weakens, higher-level countermeasures may be continued depending on how society responds to the virus. At the time this manual was created (May 2020), Level 3 countermeasures were, as a rule, to be taken while online classes are conducted even if the risk level decreases from 3 to 2. However, if public countermeasures for COVID-19 are loosened, Level 2 countermeasures will be observed accordingly.

## 8. Research (faculty, researchers, etc.)

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Research conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Enforcing coughing etiquette and hand hygiene</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Do not create confined spaces Fully open windows on two sides of all offices and laboratories for a few minutes twice or more per hour to create adequate airflow.</li> <li>Do not form crowds Keep a distance of one meter or more between people.</li> <li>Avoid close-in conversations If you cannot avoid having a face-to-face conversation, have all parties maintain an ample distance and wear masks.</li> <li>Keep the doors of offices, laboratories, and buildings open. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).</li> <li>Refrain from hosting and participating in symposiums, conferences, seminars and academic conferences both on and off campus</li> <li>Recommend conducting discussions online</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<p>In addition to Level 2 countermeasures:</p> <ul style="list-style-type: none"> <li>Entry to laboratories and offices will be limited to a minimum amount of people—subject to the approval of the instructor in charge of the laboratory or office—considered essential to continuing ongoing experiments and research.</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection spreading within the university</p>	<ul style="list-style-type: none"> <li>As a rule, experiments will be suspended. However, this does not apply in the following instances: <ul style="list-style-type: none"> <li>(a) Preservation and management of animals used for research</li> <li>(b) Maintenance and management of equipment used to resupply liquid nitrogen or liquid helium</li> <li>(c) Maintenance and management of chemicals used in research on poisonous and deleterious substances, etc.</li> <li>(d) Operation, maintenance and management of basic</li> </ul> </li> </ul>

		<p>infrastructure used in research (experimental devices, equipment, information systems, etc.)</p> <p>(e) Various safety measures necessary to continue research activities</p>
<p>Level 5 Local outbreak (pandemic stage)</p>	<p>Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response</p> <p>Spread of infections among Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	<ul style="list-style-type: none"> <li>• Same as Level 4</li> </ul>

## 9. Domestic Business Trips (faculty and staff members)

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	• Domestic business trips conducted as usual
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	• Refrain from business trips to prefectures and areas where infections were reported
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	• Same as Level 1
Level 3 Local outbreak (spreading stage)	Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area  Government declares a state of emergency  Saitama Prefecture implements state of emergency measures	• All business trips will be canceled
Level 4 Local outbreak (epidemic stage)	Infections discovered among students, faculty and staff members or other university members  Possibility of infection spreading within the university	• Same as Level 3
Level 5 Local outbreak (pandemic stage)	Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response  Spread of infections among Saitama University's students and faculty and staff members  Possibility of a COVID-19 cluster on campus	• Same as Level 3

#### 10. Overseas Travel and Dispatches (faculty and staff members, students)

Risk level	Decision guideline	Countermeasures
Level 0		<ul style="list-style-type: none"> <li>Overseas travel and dispatches conducted as usual</li> </ul>
Level 1	When the Ministry of Foreign Affairs (MOFA)'s Travel Advice and Warning on Infectious Diseases issues an "Exercise caution" alert for the country or area of concern	<ul style="list-style-type: none"> <li>Conducted as usual while carefully considering MOFA's Travel Advice and Warning on Infectious Diseases</li> </ul>
Level 2	When MOFA's Travel Advice and Warning on Infectious Diseases issues an "Avoid non-essential travel" alert for the country or area of concern	<ul style="list-style-type: none"> <li>Prohibit new overseas travel</li> <li>Instruct those in a country or area where infections are quickly spreading to return to Japan. Instruct those in other regions to take ample safety measures.</li> </ul>
Level 3	When MOFA's Travel Advice and Warning on Infectious Diseases issues an "Avoid all travel" alert for the country or area of concern (avoid travel warning)	<ul style="list-style-type: none"> <li>Instruct all those in foreign countries to return to Japan</li> </ul>
Level 4	When MOFA's Travel Advice and Warning on Infectious Diseases issues an "Evacuate and avoid all travel" alert for the country or area of concern (evacuation warning)	<ul style="list-style-type: none"> <li>Same as level 3</li> </ul>

## 11. Meetings and Events

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>• Meetings and events conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>• Scale down the event</li> <li>• Enforce coughing etiquette and hand hygiene</li> <li>• Do not create confined spaces Fully open windows on two sides of the venue for a few minutes twice or more per hour to create adequate airflow</li> <li>• Do not form crowds Keep a distance of one meter or more between people.</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<p>In addition to Level 1 countermeasures</p> <ul style="list-style-type: none"> <li>• Keep the doors of all venues and buildings open so there is no need to touch doors and doorknobs when entering and exiting</li> <li>• To trace those who came into close contact when an infection occurs, record where each participant sat during meetings and ceremonies</li> <li>• The section in charge will maintain and store seating records</li> <li>• Recommend conducting meetings online</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>• Cancel or reschedule large scale events and meetings</li> <li>• Conduct meetings online as much as possible</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection spreading within the university</p>	<ul style="list-style-type: none"> <li>• Meetings can only be conducted online</li> </ul>
Level 5 Local outbreak (pandemic stage)	Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response	<ul style="list-style-type: none"> <li>• Same as Level 4</li> </ul>



	<p>Spread of infections among Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	
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## 12. Clerical and Technical Staff

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Enforce coughing etiquette and hand hygiene</li> <li>Do not create confined spaces Fully open windows on two sides of workplaces for a few minutes twice or more per hour to create adequate airflow</li> <li>Do not form crowds Keep a distance of one meter or more between people.</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<p>In addition to Level 1 countermeasures:</p> <ul style="list-style-type: none"> <li>Staggering work hours (between 6:30 a.m. and 7:15 p.m.) is recommended</li> <li>Keep the doors of rooms and buildings open. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<p>In addition to Level 2 countermeasures:</p> <ul style="list-style-type: none"> <li>Telecommuting is recommended whenever possible</li> <li>Keep staff members that need to commute to the university to a minimum, based on the work continuation plan</li> <li>Take creative measures to reduce crowding, such as by using meeting rooms, etc. as offices</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection spreading within the university</p>	<ul style="list-style-type: none"> <li>Countermeasures will be decided based on extensive discussions with the Saitama Prefecture government section in charge of health management. Depending on the situation, however, all or some faculty and staff members will telecommute for a certain period.</li> </ul>
Level 5 Local outbreak (pandemic stage)	<p>Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response</p> <p>Spread of infections among</p>	<ul style="list-style-type: none"> <li>Countermeasures will be decided based on extensive discussions with the Saitama Prefecture government section in charge of health management. Depending on the situation, however, part or all of the Okubo Campus will be closed.</li> <li>Some or all faculty and staff members will telecommute. The period will be determined based on discussions with the Saitama Prefecture government.</li> </ul>

	<p>Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	
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### 13. Affiliated Schools

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Enforce coughing etiquette and hand hygiene</li> <li>Do not create confined spaces Fully open windows on two sides of classrooms, etc. for a few minutes twice or more per hour to create adequate airflow</li> <li>Do not form crowds Keep two meters or more away from other people</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Significantly revise normal activities</li> <li>Consider measures taken by the Saitama Prefecture Board of Education and the Saitama City Board of Education</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>Schools will be closed for a period based on state of emergency declarations and state of emergency measures</li> <li>Faculty and staff members will telecommute whenever possible</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among nursery school children, students, faculty and staff members, etc.</p> <p>Possibility of infection spreading within the affiliated schools</p>	<ul style="list-style-type: none"> <li>Schools will be closed for a period based on state of emergency declarations and state of emergency measures.</li> <li>Countermeasures will be decided based on extensive discussions with the Saitama Prefecture government section in charge of health management. Depending on the situation, however, some or all faculty and staff members of affiliated schools will telecommute for a certain period.</li> </ul>
Level 5 Local outbreak (pandemic stage)	Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response	<ul style="list-style-type: none"> <li>Countermeasures will be decided based on extensive discussions with the Saitama Prefecture government section in charge of health management. Depending on the situation, however, some or all affiliated school facilities will be closed.</li> <li>Some or all faculty and staff members of affiliated schools will telecommute. The period will be determined based on discussions with the Saitama</li> </ul>

	<p>Spread of infections among nursery school children, students, faculty and staff members</p> <p>Possibility of a COVID-19 cluster within the affiliated schools</p>	Prefecture government.
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#### 14. Outsiders

Risk level	Decision guideline	Countermeasures
Level 0 Overseas outbreak	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> <li>Conducted as usual</li> </ul>
Level 1 Domestic outbreak	Infections reported in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Request visitors to wear a mask and conduct proper hand hygiene</li> </ul>
Level 2 Local outbreak (initial stage)	Infections reported in Saitama Prefecture, or if epidemiological studies can no longer confirm the contact history of infected persons in the Tokyo Metropolitan Area outside of Saitama Prefecture	<ul style="list-style-type: none"> <li>Same as Level 1</li> </ul>
Level 3 Local outbreak (spreading stage)	<p>Infection spreading in Saitama Prefecture and the Tokyo Metropolitan Area</p> <p>Government declares a state of emergency</p> <p>Saitama Prefecture implements state of emergency measures</p>	<ul style="list-style-type: none"> <li>Prohibit the entry of outsiders other than those the university certifies as necessary, such as postal workers, delivery personnel and construction crews</li> </ul>
Level 4 Local outbreak (epidemic stage)	<p>Infections discovered among students, faculty and staff members or other university members</p> <p>Possibility of infection spreading within the university</p>	<ul style="list-style-type: none"> <li>Prohibit the entry of all outsiders</li> </ul>
Level 5 Local outbreak (pandemic stage)	<p>Saitama Prefecture requests restrictions on use of designated facilities based on paragraph 2, Article 45 of the Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response</p> <p>Spread of infections among Saitama University's students and faculty and staff members</p> <p>Possibility of a COVID-19 cluster on campus</p>	<ul style="list-style-type: none"> <li>Same as Level 4</li> </ul>

## **15. Protecting Your Personal Information**

When Saitama University releases information within the university or to outside organizations because a university member has been infected with COVID-19, it recognizes the particularity of personal medical information and ensures there is no disadvantage to the infected person. In this regard, the university strictly complies with the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. (Act No. 59 of 2003), and considers the personal rights of infected people and other necessary matters.

Based on these principles, staff members in charge of releasing information within the university or to outside organizations will be kept to a minimum.

## **16. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact**

If it becomes necessary to disinfect the campus because of a potential outbreak after a person infected or suspected to be infected with COVID-19 is identified, the faculty and staff members of the department that manages the building shall be in charge of the disinfection process. If necessary, the vice president (in charge of crisis management) may request cooperation from the Technical Support Center. In selecting staff to handle the disinfection, circumstances such as elderly family members living together or a pre-existing medical condition will be taken into account.

### **1. Location to be disinfected**

- 1) If the infected person (or those suspected of infection) used the campus within the past seventy-two hours, all locations and things that the infected person may have passed by or touched. This includes doorknobs and water faucets in common areas and the hallways of the floor where the laboratory the person used is located.
- 2) For rooms where there is a high possibility of viruses being present due to infected persons (or those suspected of infection) staying there for a long period to do experiments or desk work, close the room under the direction of the Crisis Management Room and follow the instructions of the public health

center (do not clean the room).

## 2. Preparation and procedures for disinfection

### (1) Clothing

- Use the mask, gloves and protective goggles provided. Wear protective clothing or a protective raincoat.
- A non-woven mask may be used. Use thick rubber or nitrile gloves.
- Disinfect the soles of your shoes by stepping on a rag soaked with 70 percent ethanol, or use shoe covers.

### (2) Disinfectant

Use disinfectant (70 percent ethanol) in a spray bottle.

### (3) Locations to disinfect

- 1) Floor of the hallway
- 2) Knobs of doors facing the hallway
- 3) Tables and chairs in lounges and other common areas
- 4) Light switches and elevator buttons
- 5) Stairway handrails

### (4) Procedures

- 1) Ventilate first. Activate the exhaust fan, open doors and windows, and ventilate for about an hour (to expel floating aerosols). Afterward, close the windows and wait around fifteen minutes before starting the disinfection process (to allow any residual suspended aerosols to settle).
- 2) Spray disinfectant on the floor, and gently wipe the floor in one direction with a mop fitted with an antibacterial or alcohol-soaked sheet. Do not walk on unwiped areas.

Note: Wiping in one direction prevents the spread of viruses.

#### 3) Wipe doorknobs and the like as follows:

- Spray an ample amount of disinfectant on a thick paper towel and wipe in one direction.
- For areas that can be sprayed directly, spray and then wipe the disinfectant off completely.
- Fold used paper towels (with the used side on the inside) and use them again (only once).



- 4) Dispose of used paper towels and sheets in plastic garbage bags without touching the used side.

(5) Post-work cleanup procedures

- 1) Removing gloves

Grab the outside of one glove. → Remove it a way that turns it inside-out and hold it in the hand that is still gloved. → Put your fingers of the other hand inside the glove and remove it so that it is also inside-out. → Disinfect your hands.

- 2) Taking off protective clothing

Take off one sleeve at a time by grabbing the inside and rolling the whole thing up, making sure not to touch the outside. → Dispose of the garment in a plastic garbage bag and then disinfect your hands.

- 3) Removing goggles

Remove goggles by grasping them at the temples, and do not touch any other surfaces.

- 4) Removing masks

Hold the cords to remove and dispose of the mask in a plastic garbage bag. → Disinfect your hands.

Note: Gently let the air out of the plastic bag containing the contaminated items by facing the opening away from people while outdoors, then close the mouth tightly and put it in another garbage bag before disposal.

**Wash your hands thoroughly with soap promptly after the work or disinfect them with ethanol.**

Attached Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Student number) Name, gender, age	
Phone number	
Address	
Current situation	Your current condition, physician diagnosis content, etc.
Whether you had contact with someone infected with COVID-19	
International and domestic travel record for the past two weeks	
Situation from the development of your symptoms until now	<p>What symptoms do (did) you have, and from when?</p> <p>Coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell</p> <p>When did you get a fever, and how high did your temperature rise?</p>
Information about family members living with you	Situation of COVID-19 infection
Your actions from the two days before symptoms appeared until now	<p>Actions while on campus</p> <p>Your activities while at classes, extracurricular activities, research activities, meetings, and other places you visited, and whether you were wearing a mask; also whether you came in close contact with anyone (fifteen minutes or longer of contact within one meter during the two days prior to when symptoms appeared up to the present).</p> <p>Actions while off campus</p> <p>Places where you visited, the identities and names of university members and other related persons you came into close contact with, etc.</p>

If you have already consulted with your municipality, please state the results of the consultation	
University members and other related persons you came in close contact with	Status and name
Other	