

COVID-19 Infection Countermeasure Manual

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Saitama University

Table of Contents

1. Purpose of This Manual	3
2. Saitama University Policies against COVID-19	3
2-2. Measures Based on Characteristics of the Omicron Variant while This Variant Is Dominant	7
3. Students	
• If symptoms appear that may indicate a COVID-19 infection.....	8
(1) Onset	9
(2) Second and third day of onset	13
(3) Fourth day of onset and beyond	16
• If you are diagnosed with a COVID-19 infection	18
• If it is determined that you had close contact with someone having the COVID-19 virus..	21
• If it is suspected that you had close contact with someone infected with COVID-19..	23
• 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.....	23
• 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)	24
4. Faculty and Staff Members	
• If symptoms appear that may indicate a COVID-19 infection	25
(1) Onset	26
(2) Second and third day of onset	30
(3) Fourth day of onset and beyond	33
• If you are diagnosed with a COVID-19 infection	35
• If it is determined that you had close contact with someone having the COVID-19 virus ..	38
• If it is suspected that you had close contact with someone infected with COVID-19.....	40

- 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 41
- 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) 41
- If an elementary school or the like attended by elementary school-aged children or younger is temporarily closed, or a child of that age group is infected with COVID-19 or has been designated as a person of close contact 41
- 5. Campus Entry (students) 43
- 6. Classes (students and faculty members) 45
- 7. Research (students) 47
- 8. Extracurricular Activities (students) 49
- 9. Research (faculty members, researchers, etc.) 50
- 10. Domestic Business Trips (faculty and staff members) 52
- 11. Overseas Travel and Secondments (faculty and staff members, students) 53
- 12. Meetings and Events 54
- 13. Clerical and Technical Staff 56
- 14. Affiliated Schools 58
- 15. Outsiders 60
- 16. Protecting Your Personal Information 61
- 17. Disinfection of Locations Where Persons Infected with or Suspected of Being Infected by COVID-19 May Have Come in Contact 61
- Attached Form 64

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.

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
		Campus Entry	Classes	Research	Extracurricular Activities	Research	Domestic Business Trips	Decision Guideline	Overseas Travel and Dispatches				
Level 0	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	Treated as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Campus entry conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Classes conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Research conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Extracurricular activities conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Research conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Domestic business trips conducted as usual, while taking precautions to prevent the spread of infection 	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"> • Overseas travel and secondments conducted as usual while carefully considering MOFA's Travel Advice and Warning on Infectious Diseases 	<ul style="list-style-type: none"> • Meeting and events conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Conducted as usual, while taking precautions to prevent the spread of infection 	<ul style="list-style-type: none"> • Treated as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Campus entry permitted as long as basic infection prevention measures are taken thoroughly 	<ul style="list-style-type: none"> • Classes conducted as long as basic infection prevention measures are taken thoroughly • In principle, face-to-face classes are conducted • The specific format of the classes will be discussed and decided at the Education Planning Office meeting 	<ul style="list-style-type: none"> • Research conducted as long as basic infection prevention measures are taken thoroughly 	<ul style="list-style-type: none"> • Extracurricular activities conducted as long as basic infection prevention measures are taken thoroughly 	<ul style="list-style-type: none"> • Research conducted as long as basic infection prevention measures are taken thoroughly 	<ul style="list-style-type: none"> • Domestic business trips allowed as long as basic infection prevention measures are taken thoroughly. 	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"> • Take action based on the Japanese government's measures, MOFA's Travel Advice and Warning on Infectious Diseases for the country/region concerned, as well as the situation and level of response in the country concerned (host institution) 	<ul style="list-style-type: none"> • Meeting and events conducted as long as basic infection prevention measures are taken thoroughly • The meeting method used shall be at the discretion of the chairperson or organizer 	<ul style="list-style-type: none"> • Take thorough infection prevention measures • Take creative measures to reduce crowding 	<ul style="list-style-type: none"> • Depending on the situation, staggered school hours, shortened classes, etc. will be implemented in some areas. • Club activities will be restricted based on the manual and notification established by the Ministry of Education, Culture, Sports, Science and Technology 	<ul style="list-style-type: none"> • Request visitors to wear a mask and conduct proper hand hygiene

Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> In principle, entry will not be allowed. However, those who have permission for research activities, extracurricular activities, use of the library, and those who are summoned by faculty members are allowed to enter the campus. 	<ul style="list-style-type: none"> In principle, classes will be conducted remotely. However, face-to-face classes may be continued if the instructor deems it necessary to do so The specific format of the classes will be discussed and decided at the Education Planning Office meeting 	<ul style="list-style-type: none"> In principle, experiments will be suspended. However, permission may be granted if the instructor deems it necessary, such as when a prospective graduate of undergraduate or graduate courses conducts experiments or assists in the maintenance and management of organisms used for research 	<ul style="list-style-type: none"> Extracurricular activities on and off campus are prohibited, unless the director of the Integrated Career Center SU deems the activity particularly necessary 	<ul style="list-style-type: none"> Entry to laboratories and offices will be limited to a minimum amount of people considered essential to continuing ongoing experiments and research. Cancel hosting and participating in symposiums, conferences, seminars and academic conferences 	<ul style="list-style-type: none"> In principle, domestic business trips are prohibited. When necessary, however, they will be allowed at the discretion of the head of the department the traveler belongs to 	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)	Same as Level 2	<ul style="list-style-type: none"> Cancel or reschedule large-scale events and meetings Conduct meetings online as much as possible If the above two items do not apply, the activity/event will be approved at the discretion of the head of the department the participant belongs to 	<ul style="list-style-type: none"> Staggering work hours is recommended Telecommuting is recommended whenever possible Take creative measures to reduce crowding 	<ul style="list-style-type: none"> Depending on the situation, staggered school hours, shortened classes, etc. will be implemented Club activities will be restricted based on the manual and notification established by the Ministry of Education, Culture, Sports, Science and Technology Recommend staggering faculty and staff member work hours Staff members will telecommute whenever possible 	<ul style="list-style-type: none"> Prohibit the entry of outsiders other than those the university certifies as necessary, such as postal workers, delivery personnel and construction crews
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> Entry prohibited 	<ul style="list-style-type: none"> All classes will be conducted remotely 	Same as Level 3	<ul style="list-style-type: none"> Extracurricular activities on and off campus are prohibited 	<ul style="list-style-type: none"> In principle, experiments are prohibited. However, the minimum amount of entry required to maintain research resources is permitted (maintenance and management of organisms, various safety measures to maintain research activities, etc.) 	<ul style="list-style-type: none"> Domestic business trips are prohibited 	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"> Overseas travel and secondments are prohibited 	<ul style="list-style-type: none"> Events will be canceled Meetings can only be conducted online 	<ul style="list-style-type: none"> Telecommuting is recommended whenever possible 	<ul style="list-style-type: none"> Schools will be closed for a necessary period Some or all faculty and staff members of affiliated schools will telecommute for a certain period. 	<ul style="list-style-type: none"> Prohibit the entry of all outsiders

Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	Same as Level 4	Same as Level 4	Suspended	Same as Level 4	Same as Level 4	Same as Level 4			Same as Level 4	Some or all faculty and staff members of affiliated schools will telecommute for a certain period if part or all of the Campus will be closed	Same as Level 4	Same as Level 4
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2-2. Measures Based on Characteristics of the Omicron Variant while This Variant Is Dominant

The characteristics of the omicron variant have gradually become clear—such as its high infectivity, transmission and doubling time—but so has the low rate of becoming severely ill. In response, the Ministry of Health, Labour and Welfare (MHLW) issued its administrative notice “Identification of persons of close contact with infected persons at each location of outbreaks based on the characteristics of the B.1.1.529 variant (omicron variant) while it is dominant and the restriction of activities and the implementation of active epidemiological surveillance” (March 16, 2022, COVID-19 Countermeasure Promotion Headquarters, MHLW). With this in mind, Saitama University’s measures against COVID-19—in addition to those indicated elsewhere in this manual—while the omicron variant is dominant, are as follows:

Students, faculty and staff members

- Students, faculty and staff members will not be restricted from coming on campus solely because they have come in contact with an infected person on campus. In these cases, please monitor your own health condition, such as by taking your temperature, for seven days after the last day of contact. In addition, please avoid contact with persons at high risk of serious illness in the event of infection, such as senior citizens and persons with underlying conditions (hereinafter referred to as “high-risk persons”), unnecessary visits to facilities for senior citizens, children with disabilities and medical institutions where many high-risk persons are residing or hospitalized (hereinafter referred to as “high-risk facilities”). Please also avoid using places with a high risk of infection and dining with people. If you have symptoms, please visit a medical institution as soon as possible.
- Persons who have had contact with infected persons on campus and have dined with them without taking infection control measures should refrain from leaving their homes for five days after the last day of contact.
- The quarantine period for someone identified by a public health center as a person of close contact is seven days, starting from the date symptoms appear in the infected person (or the date of specimen collection, if the infected person is asymptomatic) or when infection control measures are taken in the residence due to the onset of infection, whichever is later. (The waiting period will be lifted on the eighth day.) However, if a test using an antigen test kit is conducted on the fourth and fifth days and the test results are both negative, the quarantine period will be lifted from the fifth day. See “Notice: Workplace Countermeasures against COVID-19” (Personnel Division Manager Notice No. 476 for Saitama University personnel, March 13, 2020).

If you need antigen test kits, please contact the General Affairs Division of the General Affairs Department.

Tel: 048-858-3005 Email: soumu@gr.saitama-u.ac.jp

To all students, faculty and staff members

Notification of PCR Test Implementation (updated August 4; saitama-u.ac.jp)

Members of affiliated schools and the kindergarten should use the antigen test kits each school provides. If you require more kits, please contact the General Affairs Division of the General Affairs Department.

- During the quarantine period, students of the university and affiliated schools as well as children at the kindergarten will not be allowed to attend school in accordance with Article 19 of the School Health and Safety Act.
- During the quarantine period, full-time faculty and staff members should take special paid leaves. Part-time employees should take paid leaves (different from annual leaves). If you are asymptomatic or your symptoms are mild and you judge that it will not interfere with your work, however, please notify your supervisor and work from home instead of taking a leave of absence.

Affiliated schools and kindergarten

- In addition, affiliated schools and the kindergarten are requested to follow “Points to Note in Operating the Guideline in Response to the Omicron Variant in the Case of Confirmed COVID-19 Infection of Children, Students, Teachers and Staff Members (updated)” (Administrative notice of March 17, 2022, Health Education and Shokuiku Division; Elementary and Secondary Education Bureau; Ministry of Education, Culture, Sports, Science and Technology).

3. Students

- If symptoms appear that may indicate a COVID-19 infection
 - (1) Onset
 - (2) Second and third day of onset
 - (3) Fourth day of onset and beyond
- 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>【Students】</p> <p>○ If symptoms appear that may indicate a COVID-19 infection</p> <p>1. Outbreak</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"> 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, please do not come to the university; stay at home and follow actions 4 and beyond below. 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. 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. 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. <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"> • 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. • Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round <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"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <p>For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health</p>	

Students	Saitama University countermeasures
<p>center.</p> <ul style="list-style-type: none"> • COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round <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"> • University Health Service Center Tel: 048-854-5356 <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"> • Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (https://flu-search.pref.saitama.lg.jp), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting. <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"> • 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 <p>International students may call the Coronavirus Hotline for Foreign Residents for advice and support.</p> <ul style="list-style-type: none"> • Saitama International Association Tel: 048-711-3025 Hours: 24/7 year-round Languages: English, Chinese, Spanish, Portuguese, Korean, Tagalog, Thai, Vietnamese, Indonesian, Nepali, simple 	

Students	Saitama University countermeasures
<p data-bbox="263 192 383 219">Japanese</p> <ul style="list-style-type: none"> <li data-bbox="225 253 786 409">- 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. <li data-bbox="256 421 687 517">• Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <p data-bbox="225 555 786 678">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="225 685 786 741">6) Saitama University website COVID-19 report form</p> <p data-bbox="263 748 786 902">Access https://forms.office.com/r/yy6HP13zbD and enter the following information: (Information to enter on the COVID-19 report form)</p> <p data-bbox="225 909 786 936">(a) Basic information</p> <ul style="list-style-type: none"> <li data-bbox="256 943 786 1010">• Student number, affiliated faculty, graduate school or the like <li data-bbox="256 1016 786 1084">• Affiliated department, major, course, program, etc. <li data-bbox="256 1090 786 1124">• Name, age, sex <li data-bbox="256 1131 786 1198">• Telephone number, email address, current address <li data-bbox="256 1205 786 1272">• Laboratory or seminar name and instructor name <li data-bbox="256 1279 786 1312">• Sports team or club name <p data-bbox="225 1328 786 1355">(b) Your current situation</p> <ul style="list-style-type: none"> <li data-bbox="256 1361 786 1395">• Temperature, physical condition <p data-bbox="225 1402 786 1429">(c) Facts to report</p> <ul style="list-style-type: none"> <li data-bbox="256 1435 786 1503">• Symptoms suggestive of COVID-19 infection <li data-bbox="256 1509 786 1621">• Have undergone or will undergo PCR testing at the instruction of a medical institution or public health center <li data-bbox="256 1628 786 1740">• Designated as a person of close contact by a municipal office or public health center <li data-bbox="256 1747 786 1780">• Other <p data-bbox="225 1787 786 1814">(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> <li data-bbox="256 1821 786 1910">• Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) <li data-bbox="256 1917 786 1984">• Chronological report of the progress from the onset of subjective symptoms 	<ul style="list-style-type: none"> <li data-bbox="826 611 1433 701">• The General Affairs Division will do the following once it receives a report from a student: <ul style="list-style-type: none"> <li data-bbox="834 707 1433 831">(a) Notify the student that he/she will not be put at any disadvantage due to the situation (suspension based on Article 19 of the School Health and Safety Act) <li data-bbox="834 837 1433 904">(b) Collect other information from the student as necessary <li data-bbox="834 911 1433 1158">(c) Relay the situation quickly to the vice president (in charge of crisis management), president, executive directors, director of the Student Services Division of the Student Affairs Department, the dean and manager of the faculty/graduate school the student is affiliated with, and the Health Service Center director <li data-bbox="826 1164 1433 1321">• The Educational Planning Division will report the student's situation to the instructors of classes the student is registered for (including experiments, practical training, and physical training). <li data-bbox="826 1328 1433 1462">• 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 data-bbox="826 1469 1433 1989">• 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."

Students	Saitama University countermeasures
<ul style="list-style-type: none"> • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a Saitama University member • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you <p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in classes, extracurricular activities, meetings, and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present Locations where you stopped as well as the identities and names of university members you came in close contact with • Whether there are university members you may have had close contact with during your travel and activity history If yes, information about said university members <p>(f) PCR tests, etc.</p>	<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
<ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>7) Report your situation to the instructor of the class you are taking. Follow the instructions for reporting on the syllabus or on WebClass. See the notice “How to report on COVID-19 to the professor in charge of the class” (April 1, 2022, Director-General of the Education and Student Services Bureau). <u>新型コロナウイルス感染症に係る本学及び授業担当教員への報告について（通知）</u> <u>How to report on COVID-19 to the professor in charge of the class (Route: To university and teachers; saitama-u.ac.jp)</u></p> <p>8) If you belong to a laboratory or seminar, report your situation to the instructor.</p> <p>9) Please continue to take your temperature twice a day (morning and evening) and record the results and your current symptoms.</p> <p>2. Second and third day after symptoms appear</p> <p>1) Please take the following actions if you are free from all symptoms, including fever, coughing and fatigue, and do not need medication:</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"> • You have not had a fever for at least three days without the use of medication. • Symptoms other than a fever—such as coughing and difficulty breathing—have improved. • One week has passed since your symptoms first appeared. <p>If you were diagnosed with other infectious diseases, however, such as influenza, please return to the university only after a physician approves your return.</p>	<ul style="list-style-type: none"> • Upon receiving the report, the instructor in charge of the class will instruct the student how to complete coursework thereafter. <p>See the notice “令和 4 年度の授業実施について (Class Implementation in FY2022)” (March 18, 2022, Executive Director [Education and Student Affairs]). (E-mail sent from the Educational Planning Division on April 1, 2022 to all faculty members [including part-time staff])</p> <ul style="list-style-type: none"> • Upon receipt of the report, the instructor will instruct the student in question on how to respond to the situation.

Students	Saitama University countermeasures
<p>(2) Always wear a mask for the time being, wash your hands, and observe proper coughing etiquette.</p> <p>(3) Notify the instructor in charge of classes and the research instruction faculty that you will be returning.</p> <p>2) Please take the following actions if you continue to experience symptoms such as fever, coughing and fatigue:</p> <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"> • 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. • Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round <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"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <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"> • COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round <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"> • University Health Service Center Tel: 048-854-5356 <p>(2) If you have symptoms such as coughing,</p>	

Students	Saitama University countermeasures
<p>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 (https://flu-search.pref.saitama.lg.jp), 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"> • 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>International students may call the Coronavirus Hotline for Foreign Residents for advice and support.</p> <ul style="list-style-type: none"> • 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>- 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"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <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) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD</p>	<ul style="list-style-type: none"> • The General Affairs Division will do the following once it receives a report from a student: <ul style="list-style-type: none"> (a) Notify the student that he/she will not be put at any disadvantage due to the situation (suspension based on Article 19 of the School Health and Safety Act) (b) Collect other information from the student as necessary (c) Relay the situation quickly to the vice president (in charge of crisis management), president, executive directors, directors of the Education Planning Division and Student Services Division of the Student Affairs Department, the dean and manager

Students	Saitama University countermeasures
<p>and enter additional information as necessary.</p> <p>(4) Report your situation to the instructor of the class you are taking. Follow the instructions for reporting on the syllabus or on WebClass. See the notice “How to report on COVID-19 to the professor in charge of the class” (April 1, 2022, Director-General of the Education and Student Services Bureau). <u>新型コロナウイルス感染症に係る本学及び授業担当教員への報告について（通知）</u> <u>How to report on COVID-19 to the professor in charge of the class (Route: To university and teachers; saitama-u.ac.jp)</u></p> <p>(5) If you belong to a laboratory or seminar, report your situation to the instructor.</p> <p>3. Four days or more after your symptoms appeared</p> <p>1) Please take the following actions if you are free from all symptoms, including fever, coughing and fatigue, and do not need medication:</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"> • You have not had a fever for at least three days without the use of medication. • Symptoms other than a fever—such as coughing and difficulty breathing—have improved. • One week has passed since your symptoms first appeared. <p>If you were diagnosed with other infectious diseases, however, such as influenza, please return to the university only after a physician approves your return.</p> <p>(2) Always wear a mask for the time being,</p>	<p>of the faculty/graduate school the student is affiliated with, and the Health Service Center director</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"> • Upon receiving the report, the instructor in charge of the class will instruct the student how to complete coursework thereafter. See the notice “令和 4 年度の授業実施について (Class Implementation in FY2022)” (March 18, 2022, Executive Director [Education and Student Affairs]). (Email sent from the Educational Planning Division on April 1, 2022 to all faculty members [including part-time staff]) • Upon receipt of the report, the instructor will instruct the student in question on how to respond to the situation.

Students	Saitama University countermeasures
<p>wash your hands, and observe proper coughing etiquette.</p> <p>(3) Notify the instructor in charge of classes and the research instruction faculty that you will be returning.</p> <p>2) Please take the following actions if you continue to experience symptoms such as fever, coughing and fatigue (including cases in which you are still taking medication for fever):</p> <p>(1) 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 (https://flu-search.pref.saitama.lg.jp), 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 Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round 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</p>	<p>• The General Affairs Division will do the following once it receives a report from a student:</p> <p>(a) Notify the student that he/she will not be put at any disadvantage due to the situation (suspension based on Article 19 of the School Health and Safety Act)</p> <p>(b) Collect other information from the student as necessary</p>

Students	Saitama University countermeasures
<p>organizations for advice and support.</p> <p>(2) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter additional information as necessary.</p> <p>(3) Report your situation to the instructor of the class you are taking. Follow the instructions for reporting on the syllabus or on WebClass. See the notice “How to report on COVID-19 to the professor in charge of the class” (April 1, 2022, Director-General of the Education and Student Services Bureau). <u>新型コロナウイルス感染症に係る本学及び授業担当教員への報告について（通知）</u> <u>How to report on COVID-19 to the professor in charge of the class (Route: To university and teachers; saitama-u.ac.jp)</u></p> <p>(4) If you belong to a laboratory or seminar, report your situation to the instructor.</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) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter the following information:</p>	<p>(c) Relay the situation quickly to the vice president (in charge of crisis management), president, executive directors, directors of the Education Planning Division and Student Services Division of the Student Affairs Department, the dean and manager of the faculty/graduate school the student is affiliated with, and the Health Service Center director</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"> • Upon receiving the report, the instructor in charge of the class will instruct the student how to complete coursework thereafter. See the notice “令和 4 年度の授業実施について (Class Implementation in FY2022)” (March 18, 2022, Executive Director [Education and Student Affairs]). (Email sent from the Educational Planning Division on April 1, 2022 to all faculty members [including part-time staff]) • Upon receipt of the report, the instructor will instruct the student in question on how to respond to the situation. <p>• The General Affairs Division will do the following once it receives a report from a student:</p> <ul style="list-style-type: none"> (a) Notify the student that he/she will not be put at any disadvantage due to the situation (suspension based on Article 19 of the School Health and Safety Act) (b) Collect other information from the student as necessary (c) If another person is suspected to have come in close contact with the student having COVID-19, contact the person in question and confirm when and how they came into contact as well as their current condition. (d) Relay the situation quickly to the vice

Students	Saitama University countermeasures
<p>(Information to enter on the COVID-19 report form)</p> <p>(a) Basic information</p> <ul style="list-style-type: none"> • Student number, affiliated faculty, graduate school or the like • Affiliated department, major, course, program, etc. • Name, age, sex • Telephone number, email address, current address • Laboratory or seminar name and instructor name • Sports team or club name <p>(b) Your current situation</p> <ul style="list-style-type: none"> • Temperature, physical condition <p>(c) Facts to report</p> <ul style="list-style-type: none"> • Symptoms suggestive of COVID-19 infection • Have undergone or will undergo PCR testing at the instruction of a medical institution or public health center • Designated as a person of close contact by a municipal office or public health center • Other <p>(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> • Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) • Chronological report of the progress from the onset of subjective symptoms • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a Saitama University member • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you 	<p>president (in charge of crisis management), president, executive directors, directors of the Education Planning Division and Student Services Division of the Student Affairs Department, the dean and manager of the faculty/graduate school the student is affiliated with, and the Health Service Center director</p> <ul style="list-style-type: none"> ○ If it has been seventy-two hours or more since the student was last on campus, and if no other university members have come in close contact with said student → no special measures are necessary ○ If it has been less than seventy-two hours since the student was last on campus, or if it has been less than seventy-two hours since a university member who came into close contact with said student was last on campus → take the following measures as necessary: <ul style="list-style-type: none"> (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.” (2) Laboratories and other facilities will be closed for a certain period. ○ If multiple cases of infections occur within the university, the following measures will be taken after consultation with the Saitama City government section in charge of health management (Infection Countermeasures Section, Disease Prevention Division, Saitama City Public Health Center): <ul style="list-style-type: none"> (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.” (2) The campus will be closed for a certain period. (3) Laboratories and other facilities will be closed for a certain period. ○ Release of information In general, the following information will be released: <ul style="list-style-type: none"> (1) Age group and status of the infected person at the university (2) Movement and behavior history (3) Presence of those who came in close contact (4) Measures taken by the university The information disclosed and other matters will be decided after discussions with the Saitama City government section in charge of health management if necessary (Infection Countermeasures Section, Disease Prevention Division, Saitama City Public Health Center).

Students	Saitama University countermeasures
<p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in classes, extracurricular activities, meetings, and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present Locations where you stopped as well as the identities and names of university members you came in close contact with • Whether there are university members you may have had close contact with during your travel and activity history If yes, information about said university members <p>(f) PCR tests, etc.</p> <ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>(5) Report your situation to the instructor of the class you are taking. Follow the instructions for reporting on the syllabus or on WebClass. See the notice “How to report on COVID-19 to the professor in charge of the class”</p>	<p>Your personal information and that of other infected individuals will be protected. Note: 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"> • Upon receiving the report, the instructor in charge of the class will instruct the student how to complete coursework thereafter. See the notice “令和 4 年度の授業実施について (Class Implementation in FY2022)” (March 18, 2022, Executive Director [Education and Student Affairs]). (Email sent from the Educational Planning Division on April 1, 2022 to all faculty members [including part-time staff]) • Upon receipt of the report, the instructor will instruct the student in question on how to respond to the situation.

Students	Saitama University countermeasures
<p>(April 1, 2022, Director-General of the Education and Student Services Bureau). <u>新型コロナウイルス感染症に係る本学及び授業担当教員への報告について（通知）</u> <u>How to report on COVID-19 to the professor in charge of the class (Route: To university and teachers; saitama-u.ac.jp)</u></p> <p>(6) If you belong to a laboratory or seminar, report your situation to the instructor.</p> <p>(7) If you are fully healed</p> <p>(a) Stay at home and continue to follow your physician's instructions until he/she declares that you have recovered.</p> <p>(b) Notify the instructors in charge of classes you are taking and the research instruction faculty that you will be returning.</p> <p>(c) Return to the university after your physician approves.</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) Follow the instructions of the section in charge of health management of the municipality that administers your residence, such as staying at home.</p> <p>(2) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter the following information: (Information to enter on the COVID-19 report form)</p> <p>(a) Basic information</p> <ul style="list-style-type: none"> • Student number, affiliated faculty, graduate school or the like • Affiliated department, major, course, program, etc. • Name, age, sex • Telephone number, email address, current address • Laboratory or seminar name and instructor name • Sports team or club name <p>(b) Your current situation</p> <ul style="list-style-type: none"> • Temperature, physical condition <p>(c) Facts to report</p> <ul style="list-style-type: none"> • Symptoms suggestive of COVID-19 infection • Have undergone or will undergo PCR testing at the instruction of a medical 	<ul style="list-style-type: none"> • 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. • The General Affairs Division will do the following once it receives a report from a student: <ul style="list-style-type: none"> (a) Notify the student that he/she will not be put at any disadvantage due to the situation (suspension based on Article 19 of the School Health and Safety Act) (b) Collect other information from the student as necessary (c) If another person is suspected to have come in close contact with the student having COVID-19, contact the person in question and confirm when and how they came into contact as well as their current condition. (d) Relay the situation quickly to the vice president (in charge of crisis management), president, executive directors, director of the Student Services Division of the Student Affairs Department, the dean and manager of the faculty/graduate school the student is affiliated with, and the Health Service Center director <p>Note: From the perspective of protecting personal information, the personnel handling the above information will be kept to a minimum.</p> <p>○ If it has been seventy-two hours or more since the student was last on campus → no special measures are necessary</p> <p>○ If it has been less than seventy-two hours since the student was last on campus → take the following measures as necessary:</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) Laboratories and other facilities will be closed for a certain period.</p>

Students	Saitama University countermeasures
<p>institution or public health center</p> <ul style="list-style-type: none"> • Designated as a person of close contact by a municipal office or public health center • Other <p>(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> • Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) • Chronological report of the progress from the onset of subjective symptoms • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a Saitama University member • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you <p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in classes, extracurricular activities, meetings, and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the date of presumed close contact 	

Students	Saitama University countermeasures
<p>with an infected person to the present Locations where you stopped as well as the identities and names of university members you came in close contact with</p> <ul style="list-style-type: none"> • Whether there are university members you may have had close contact with during your travel and activity history If yes, information about said university members <p>(f) PCR tests, etc.</p> <ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>(3) Report your situation to the instructor of the class you are taking. Follow the instructions for reporting on the syllabus or on WebClass. See the notice “How to report on COVID-19 to the professor in charge of the class” (April 1, 2022, Director-General of the Education and Student Services Bureau). <u>新型コロナウイルス感染症に係る本学及び授業担当教員への報告について（通知）</u> <u>How to report on COVID-19 to the professor in charge of the class (Route: To university and teachers; saitama-u.ac.jp)</u></p> <p>(4) If you belong to a laboratory or seminar, report your situation to the instructor.</p> <p>(5) Depending on the subsequent situation, please follow the applicable patterns stated in “2. Second and third day after symptoms appear” and report your situation to the university.</p> <p>○ If you have suspected close contacts with someone infected by COVID-19, you are not allowed to come to the campus until the public health center makes its determination.</p> <p>○ If the university discovers that you may have come in close contact with a person who has</p>	<ul style="list-style-type: none"> • Upon receiving the report, the instructor in charge of the class will instruct the student how to complete coursework thereafter. See the notice “令和 4 年度の授業実施について (Class Implementation in FY2022)” (March 18, 2022, Executive Director [Education and Student Affairs]). (Email sent from the Educational Planning Division on April 1, 2022 to all faculty members [including part-time staff]) • Upon receipt of the report, the instructor will instruct the student in question on how to respond to the situation.

Students	Saitama University countermeasures
<p>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> <ol style="list-style-type: none"> (1) As a precaution, please refrain from non-academic activities such as those other than taking classes or conducting research. (2) While attending classes or conducting research, stay a sufficient distance away from others and refrain from talking. <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> <ol style="list-style-type: none"> (1) Carefully perform daily health checks as instructed by the public health center. (2) If you notice any symptoms that concern you, be sure to contact the public health center immediately. (3) As a precaution, please refrain from non-academic activities such as those other than taking classes or conducting research. (4) While attending classes or conducting research, stay a sufficient distance away from others and refrain from talking. 	

4. Faculty and Staff Members

- If symptoms appear that may indicate a COVID-19 infection
 - (1) Onset
 - (2) Second and third day of onset
 - (3) Fourth day of onset and beyond
- 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)
- If an elementary school or the like attended by elementary school-aged children or younger is temporarily closed, or a child of that age group is infected with COVID-19 or has been designated as a person of close contact

Faculty and staff members	Saitama University countermeasures
<p>Faculty and staff members</p> <p>○ If symptoms appear that may indicate a COVID-19 infection</p> <p>1. Outbreak</p> <p>Please take the following actions if you have the symptoms of a common cold such as a fever, coughing or fatigue:</p> <p>(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.</p> <p>(2) If you notice symptoms while at work, please go home as soon as possible.</p> <p>(3) Full-time faculty and staff members should take a special paid leave, while part-time faculty and staff members should take a paid leave (different from annual leaves).</p> <p>(4) If you are a faculty member and your symptoms are light enough that you do not need to take a special paid leave, please continue to hold your classes online. 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.</p> <p>Full-time and part-time staff members whose symptoms are light and have judged that they will not interfere with work should notify their supervisors and work at home instead of taking a leave of absence.</p> <p>(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.</p> <p>(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.</p> <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</p>	

Faculty and staff members	Saitama University countermeasures
<p>Hours: Monday to Saturday (including national holidays), 9 a.m. to 5:30 p.m.</p> <ul style="list-style-type: none"> · Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round <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"> · Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <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"> · COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round <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"> · University Health Service Center Tel: 048-854-5356 <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 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"> · Access the Saitama Prefecture Designated Medical Treatment and Examination Institution Search System (https://flu- 	

Faculty and staff members	Saitama University countermeasures
<p>search.pref.saitama.lg.jp), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting.</p> <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"> • 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 <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"> • 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>- 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"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <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) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbd and enter the following information: (Information to enter on the COVID-19 report form)</p> <p>(a) Basic information</p> <ul style="list-style-type: none"> • Your affiliation • Name, age, sex • Telephone number, email address, current address <p>(b) Your current situation</p> <ul style="list-style-type: none"> • Temperature, physical condition 	<ul style="list-style-type: none"> • The General Affairs Division will notify the faculty or staff member that he/she will not be put at any disadvantage due to the situation, and relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. • If the university receives a report that falls under 6) of 1 above (light symptoms): At this point, measures taken are

Faculty and staff members	Saitama University countermeasures
<p>(c) Facts to report</p> <ul style="list-style-type: none"> • Symptoms suggestive of COVID-19 infection • Have undergone or will undergo PCR testing at the instruction of a medical institution or public health center • Designated as a person of close contact by a municipal office or public health center • Other <p>(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> • Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) • Chronological report of the progress from the onset of subjective symptoms • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a Saitama University member • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you <p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in meetings and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the 	<p>limited to monitoring the situation.</p> <ul style="list-style-type: none"> • If the university receives a report that falls under 7) of 1 above: If the faculty or staff member 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 faculty or staff member 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.” <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>date of presumed close contact with an infected person to the present</p> <p>Locations where you stopped as well as the identities and names of university members you came in close contact with</p> <ul style="list-style-type: none"> • Whether there are university members you may have had close contact with during your travel and activity history <p>If yes, information about said university members</p> <p>(f) PCR tests, etc.</p> <ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>2. Second and third day after symptoms appear</p> <p>1) Please take the following actions if you are free from all symptoms, including fever, coughing and fatigue, and do not need medication:</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"> • You have not had a fever for at least three days without the use of medication. • Symptoms other than a fever—such as coughing and difficulty breathing—have improved. • One week has passed since your symptoms first appeared. <p>If you were diagnosed with other infectious diseases, however, such as influenza, please return to the university only after a physician approves your return.</p> <p>(2) Always wear a mask for the time being, wash your hands, and observe proper coughing etiquette.</p> <p>(3) Notify the General Affairs Division, General Affairs Department, Saitama</p>	<ul style="list-style-type: none"> • The General Affairs Division will relay the situation quickly to the vice president (in charge of crisis

Faculty and staff members	Saitama University countermeasures
<p data-bbox="336 300 807 394">University that you will be returning. Tel: 048-858-3928 Email: soumu@gr.saitama-u.ac.jp</p> <p data-bbox="282 651 858 745">2) Please take the following actions if you continue to experience symptoms such as fever, coughing and fatigue:</p> <p data-bbox="296 748 858 904">(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 data-bbox="320 943 858 1066">- If you live in Saitama Prefecture Please call the Saitama Medical Examination and Consultation Center for advice and support.</p> <ul data-bbox="347 1072 858 1379" style="list-style-type: none"> • 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. • Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round <p data-bbox="301 1413 858 1570">- 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 data-bbox="328 1576 858 1680" style="list-style-type: none"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <p data-bbox="320 1682 858 1805">For general consultations about COVID-19, please call the COVID-19 Infection Telephone Consultation Desk or your local public health center.</p> <ul data-bbox="328 1812 858 1948" style="list-style-type: none"> • COVID-19 Infection Telephone Consultation Desk Tel: 0570-550571 Hours: 9 a.m. to 10 p.m. year-round <p data-bbox="301 1980 858 2004">If you live outside of Saitama Prefecture and</p>	<p data-bbox="911 300 1356 456">management), president, executive directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director.</p> <p data-bbox="884 461 1356 584">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>Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <ul style="list-style-type: none"> · University Health Service Center Tel: 048-854-5356 <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 (https://flu-search.pref.saitama.lg.jp), 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"> · Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round <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"> · 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>- 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"> · Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <p>If you live outside of Saitama Prefecture</p>	

Faculty and staff members	Saitama University countermeasures
<p>and Tokyo, please check your municipality's website and ask related organizations for advice and support.</p> <p>(3) Please continue to take special paid leave, etc.</p> <p>(4) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter additional information as necessary.</p> <p>3. Four days or more after your symptoms appeared</p> <p>1) Please take the following actions if you are free from all symptoms, including fever, coughing and fatigue, and do not need</p>	<ul style="list-style-type: none"> • The General Affairs Division will notify the faculty or staff member that he/she will not be put at any disadvantage due to the situation, and relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. • 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. • If the university receives a report that falls under (2), 2), 2. above: If the faculty or staff member 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 faculty or staff member 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." <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>medication:</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"> • You have not had a fever for at least three days without the use of medication. • Symptoms other than a fever—such as coughing and difficulty breathing—have improved. • One week has passed since your symptoms first appeared. <p>If you were diagnosed with other infectious diseases, however, such as influenza, please return to the university only after a physician approves your return.</p> <p>(2) Always wear a mask for the time being, wash your hands, and observe proper coughing etiquette.</p> <p>(3) Notify the General Affairs Division, General Affairs Department, Saitama University that you will be returning. Tel: 048-858-3928 Email: soumu@gr.saitama-u.ac.jp</p> <p>2) Please take the following actions if you continue to experience symptoms such as fever, coughing and fatigue (including cases in which you are still taking medication for fever):</p> <p>(1) 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 (https://flu-search.pref.saitama.lg.jp), and search for a designated medical institution that suits your needs. Consult with them by phone before visiting.</p>	<ul style="list-style-type: none"> • The General Affairs Division will relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. <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 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"> • Saitama Prefecture COVID-19 Resident Support Center Tel: 0570-783-770 Hours: 24/7 year-round Foreign faculty and staff members may call the Coronavirus Hotline for Foreign Residents for advice and support. • 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>- 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"> • Tokyo Fever Consultation Center Tel: 03-5320-4592 Hours: 24/7 year-round <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, etc.</p> <p>(3) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter additional information as necessary.</p> <p>○ Please take the following actions if you are</p>	<ul style="list-style-type: none"> • The General Affairs Division will notify the faculty or staff member that he/she will not be put at any disadvantage due to the situation, and relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. <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>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, etc.</p> <p>(5) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter the following information: (Information to enter on the COVID-19 report form)</p> <p>(a) Basic information</p> <ul style="list-style-type: none"> • Your affiliation • Name, age, sex • Telephone number, email address, current address <p>(b) Your current situation</p> <ul style="list-style-type: none"> • Temperature, physical condition <p>(c) Facts to report</p> <ul style="list-style-type: none"> • Symptoms suggestive of COVID-19 infection • Have undergone or will undergo PCR testing at the instruction of a medical institution or public health center • Designated as a person of close contact by a municipal office or public health center • Other <p>(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> • Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) • Chronological report of the progress from the onset of subjective symptoms • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a 	<ul style="list-style-type: none"> • The General Affairs Division will notify the faculty or staff member that he/she will not be put at any disadvantage due to the situation, and relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. <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"> ○ If it has been seventy-two hours or more since the faculty or staff member was last on campus, and if university members have not come in close contact with said faculty or staff member → no special measures are necessary ○ If it has been less than seventy-two hours since the faculty or staff member was last on campus, or if it has been less than seventy-two hours since a university member who came into close contact with said faculty or staff member was last on campus → take the following measures as necessary: <ul style="list-style-type: none"> (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.” (2) The rooms concerned will be closed for a certain period. ○ If multiple cases of infections occur

Faculty and staff members	Saitama University countermeasures
<p>Saitama University member</p> <ul style="list-style-type: none"> • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you <p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in meetings and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present Locations where you stopped as well as the identities and names of university members you came in close contact with • Whether there are university members you may have had close contact with during your travel and activity history If yes, information about said university members <p>(f) PCR tests, etc.</p> <ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>(6) Reporting progress</p>	<p>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"> (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.” (2) The campus will be closed for a certain period. (3) The rooms concerned will be closed for a certain period. <p>○ Release of information</p> <p>In general, the following information will be released:</p> <ol style="list-style-type: none"> (1) Age group and status of the infected person at the university (2) Movement and behavior history (3) Presence of those who came in close contact (4) Measures taken by the university <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>Note: From the perspective of protecting personal information, the personnel handling the above information will be kept to a minimum.</p>

Faculty and staff members	Saitama University countermeasures
<p>(a) If possible, notify the university your progress after being diagnosed with COVID-19 using the Saitama University website COVID-19 report form. Access https://forms.office.com/r/yy6HP13zbD and enter additional information as necessary.</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>(a) Stay at home and continue to follow your physician's instructions until he/she declares that you have recovered.</p> <p>(b) Access the COVID-19 report form on Saitama University website (https://forms.office.com/r/yy6HP13zbD) and enter additional information as necessary.</p> <p>(c) Return to work after your physician approves.</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) Please follow the instructions of the municipality that administers your residence such as staying at home.</p> <p>(2) Full-time faculty and staff members should take a special paid leave, while part-time faculty and staff members should take a paid leave (different from annual leaves).</p> <p>(3) If you are a faculty member and your symptoms are light enough that you do not need to take a special paid leave, please continue to hold your classes online. 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.</p>	<p>Saitama University countermeasures</p> <ul style="list-style-type: none"> • The General Affairs Division will relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. <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"> • The General Affairs Division will relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. • When you come to the service window of the department you are affiliated with, staff members will provide advice on a variety of subjects and explain measures that the university will conduct from that point on. <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>Full-time and part-time staff members whose symptoms are light and have judged that they will not interfere with work should notify their supervisors and work at home instead of taking a leave of absence.</p> <p>(4) Saitama University website COVID-19 report form Access https://forms.office.com/r/yy6HP13zbD and enter the following information: (Information to enter on the COVID-19 report form)</p> <p>(a) Basic information</p> <ul style="list-style-type: none"> • Your affiliation • Name, age, sex • Telephone number, email address, current address <p>(b) Your current situation</p> <ul style="list-style-type: none"> • Temperature, physical condition <p>(c) Facts to report</p> <ul style="list-style-type: none"> • Symptoms suggestive of COVID-19 infection • Have undergone or will undergo PCR testing at the instruction of a medical institution or public health center • Designated as a person of close contact by a municipal office or public health center • Other <p>(d) Symptom reporting and route of infection</p> <ul style="list-style-type: none"> • Presence or absence of subjective symptoms suggestive of COVID-19 infection (within two weeks) • Chronological report of the progress from the onset of subjective symptoms • Whether family members, etc. living with you are infected • Chronological report of the infection situation of family members • Whether you had contact with an infected person • Whether the infected person you came in contact with is a Saitama University member • Information about the infected person you came in contact with if said person is a Saitama University member • Whether the municipal office or public health center has identified the persons of close contact • If you were designated as a person of close contact, the name of the public health center that contacted you 	<ul style="list-style-type: none"> • The General Affairs Division will notify the faculty or staff member that he/she will not be put at any disadvantage due to the situation, and relay the situation quickly to the vice president (in charge of crisis management), president, directors, the manager/director of the department the faculty or staff member is affiliated with, and the Health Service Center director. <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"> ○ If it has been seventy-two hours or more since the faculty or staff member was last on campus → no special measures are necessary ○ If it has been less than seventy-two hours since the faculty or staff member was last on campus → take the following measures as necessary: <ul style="list-style-type: none"> (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.” (2) The rooms concerned will be closed for a certain period.

Faculty and staff members	Saitama University countermeasures
<p>(e) Travel and activity history</p> <ul style="list-style-type: none"> • Domestic and international travel history within the past two weeks • Activity history on campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present The circumstances of activities (including whether masks were worn during the activities) in meetings and places where you stopped by, as well as the identity and name of the person with whom you came in close contact with (contact within one meter for fifteen minutes or more within two days before the onset of the disease and beyond) and whether masks were worn when the contact happened • Activity history off-campus from two days prior to the onset of symptoms or from the date of presumed close contact with an infected person to the present Locations where you stopped as well as the identities and names of university members you came in close contact with • Whether there are university members you may have had close contact with during your travel and activity history If yes, information about said university members <p>(f) PCR tests, etc.</p> <ul style="list-style-type: none"> • Status of PCR test, etc. • Date and time of PCR test, etc. • Scheduled date of PCR test, etc. • Results of PCR test, etc. • Date of determination of PCR test results • Scheduled date of determination of PCR test results <p>(g) Instructions and communications</p> <ul style="list-style-type: none"> • Status of consultation with municipal offices and public health centers, as well as details of instructions you received • Other matters to be discussed or communicated to the university <p>(5) Depending on the subsequent situation, please follow the applicable patterns stated in “2. Second and third day after symptoms appear.”</p> <p>○ If you have suspected close contacts with someone infected by COVID-19, you are not allowed to come to work until the public health center makes its determination, and:</p>	

Faculty and staff members	Saitama University countermeasures
<p>(1) While staying at home, full-time faculty and staff members should take a special paid leave. Part-time faculty and staff members should take a paid leave (different from annual leaves).</p> <p>(2) If you are a faculty member and your symptoms are light enough that you do not need to take a special paid leave, please continue to hold your classes online. 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.</p> <p>Full-time and part-time staff members who are asymptomatic or whose symptoms are light, and who have judged that it will not interfere with work, should notify their supervisors and work at home instead of taking a leave of absence.</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-work activities.</p> <p>(2) Please stay a sufficient distance away from others while working.</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-work activities such as those other than holding classes.</p> <p>(4) Please stay a sufficient distance away from others while working.</p> <p>○ If a faculty or staff member taking care of a child of elementary school age or younger or of</p>	

Faculty and staff members	Saitama University countermeasures
<p>a child enrolled in a special-needs school or a special-needs class is unavoidably absent from work to take care of the child due to the temporary closure of the elementary school, etc. or due to instructions from the elementary school, etc. to refrain from attending school, or because the child has been infected with COVID-19 or has been designated as a person of close contact</p> <p>(1) Full-time faculty and staff members should take a special paid leave. Part-time faculty and staff members should take a paid leave (different from annual leaves).</p> <p>(2) However, if circumstances permit, it is acceptable for faculty members to continue teaching via online classes. If circumstances permit, full-time and part-time staff members may notify their supervisors and work from home instead of taking a leave of absence.</p>	

5. Campus Entry (students)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Campus entry conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Campus entry conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • 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. • Do not form crowds • Wearing masks recommended <ol style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. (However, wearing a mask is recommended when taking classes. Refer to 6. Classes [students and faculty members] below.) b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Practice thorough hand washing and other hand hygiene. • Keep the doors of clubrooms and buildings open whenever possible. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).

Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • Entry to the Okubo Campus will be prohibited for the period the university designates. However, entry will be granted to students permitted to conduct research activities by their instructor or engage in extracurricular activities by the director of the Integrated Career Center SU, as well as those who need to use the library or have been summoned by a faculty or staff member.
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Entry to the Okubo Campus will be prohibited for the period the university designates
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

6. Classes (students and faculty members)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Classes conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Classes conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • 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. • Avoid close-in conversations • Wearing masks recommended <ol style="list-style-type: none"> a. When attending classes indoors (in lecture rooms, etc.). (Wearing masks is recommended regardless of whether physical distance from others [around two meters or more] is maintained and regardless of whether there is conversation). b. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. When taking gym classes. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Practice thorough hand washing and other hand hygiene. • Keep the doors of lecture rooms and buildings open whenever possible (excluding cold days). That will ensure there is no need to touch doors or doorknobs when entering and exiting. • To allow tracing to identify who came into close contact when an infection occurs, record where each student/faculty member sat during classes in a system that records seating. • Each department, graduate school or the Education Planning Division will maintain and store seating records. • In principle, face-to-face classes will be conducted. However, remote online classes (real-time and on-demand, using Zoom or WebClass) are acceptable if a

		<p>positive educational effect is recognized.</p> <ul style="list-style-type: none"> • The specific format of the classes will be discussed and determined at an Education Planning Office meeting. <p>Note: Details will be reported by the Executive Director (Education and Student Affairs) and Vice-President.</p>
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • In principle, all classes—including experiments, practical training, and physical training—will be taught remotely online. However, if the instructor(s) of the class determine that face-to-face classes are still required, face-to-face classes will continue. • The specific format of the classes will be discussed and determined at an Education Planning Office meeting.
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • All classes will be conducted remotely online.
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

7. Research (students)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Research conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Research conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • 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. • Do not form crowds • Wearing masks recommended <ol style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Practice thorough hand washing and other hand hygiene. • Keep the doors of study rooms, laboratories and buildings open whenever possible. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days). • To allow tracing to identify who came into close contact when an infection occurs in the university, each student should record who was in the same room during research activities
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • As a rule, experiments and the like will be suspended. However, this does not apply if the following conditions are met and the instructor deems continuation of an experiment necessary: (a) To conduct experiments and the like run by

		<p>students in the graduate programs scheduled to complete during this academic year, and by students in the undergraduate programs scheduled to graduate during this academic year</p> <p>(b) To help to preserve and manage animals used for experiments</p> <p>(c) To help to maintain and manage equipment used to resupply liquid nitrogen or liquid helium</p> <p>(d) To help to maintain and manage chemicals used in research related to poisonous and deleterious substances, etc.</p> <p>(e) To help to operate, maintain and manage basic infrastructure used in research (experimental devices, equipment, information systems, etc.)</p> <p>(f) To support various safety measures necessary to continue research activities</p>
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Same as Level 3
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • All experiments and the like will be suspended

8. Extracurricular Activities (students)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> Extracurricular activities conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> Extracurricular activities conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> Weekday activities conducted as usual as long as basic infection prevention measures (consciously avoid crowded areas, closed spaces and close-contact settings; keep a safe distance between people; wear masks; and practice hand washing and other hand hygiene) are taken thoroughly. The use of facilities for extracurricular activities may be restricted The activities of non-university personnel on campus may be restricted Off-campus activities may be restricted <p>Note: Details will be reported by the director of the Integrated Career Center SU.</p>
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> Extracurricular activities on and off campus are prohibited, unless the director of the Integrated Career Center SU deems the activity particularly necessary. (Students have to apply to the advisor first.)
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> Extracurricular activities on and off campus are prohibited.
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> Same as Level 4

9. Research (faculty, researchers, etc.)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Research conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Research conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • 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. • Do not form crowds • Wearing masks recommended <ul style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ul style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Practice thorough hand washing and other hand hygiene. • Keep the doors of offices, laboratories, and buildings open whenever possible. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days).
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • 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. • Cancel hosting and participating in symposiums, conferences, seminars and academic conferences, both on and off campus • Recommend conducting discussions online

Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • As a rule, experiments will be suspended. However, this does not apply in the following instances: <ul style="list-style-type: none"> (a) Preservation and management of animals used for research (b) Maintenance and management of equipment used to resupply liquid nitrogen or liquid helium (c) Maintenance and management of chemicals used in research on poisonous and deleterious substances, etc. (d) Operation, maintenance and management of basic infrastructure used in research (experimental devices, equipment, information systems, etc.) (e) Various safety measures necessary to continue research activities
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

10. Domestic Business Trips (faculty and staff members)

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Domestic business trips conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Domestic business trips conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Domestic business trips allowed as long as basic infection prevention measures (consciously avoid crowded areas, closed spaces and close-contact settings; keep a safe distance between people; wear masks; and practice hand washing and other hand hygiene) are taken thoroughly.
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • In principle, domestic business trips are prohibited. When necessary, however, they will be allowed at the discretion of the head of the department the traveler belongs to.
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Domestic business trips are prohibited
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

11. Overseas Travel and Secondments (faculty and staff members, students)

Risk level	Decision guideline	Countermeasures
Level 0		<ul style="list-style-type: none"> Overseas travel and secondments conducted as usual
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"> Conducted as usual while carefully considering MOFA's Travel Advice and Warning on Infectious Diseases
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"> Take action based on the Japanese government's measures, MOFA's Travel Advice and Warning on Infectious Diseases for the country/region concerned, as well as the situation and level of response in the country concerned (host institution)
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"> Same as Level 2
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"> Overseas travel and secondments are prohibited

12. Meetings and Events

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Meetings and events conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Meeting and events conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Take thorough infection prevention measures (consciously avoid crowded areas, closed spaces and close-contact settings; keep a safe distance between people; and practice hand washing and other hand hygiene) • Wearing masks recommended <ol style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Keep the doors of all venues and buildings open whenever possible so there is no need to touch doors and doorknobs when entering and exiting (excluding cold days) • To trace those who came into close contact when an infection occurs, record where each participant sat during meetings and events • The section in charge will maintain and store seating records • The meeting method used (face to face, remote, etc.) shall be at the discretion of

		the chairperson (in the case of a meeting) or organizer (in the case of a ceremony)
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • Cancel or reschedule large-scale events and meetings • Conduct meetings online as much as possible • If the above two items do not apply, the activity/event will be approved at the discretion of the head of the department the participant belongs to
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Events will be canceled • Meetings can only be conducted online
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

13. Clerical and Technical Staff

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Take thorough infection prevention measures (consciously avoid crowded areas, closed spaces and close-contact settings; keep a safe distance between people; and practice hand washing and other hand hygiene) • Wearing masks recommended <ol style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal. • Keep the doors of rooms and buildings open whenever possible. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days). • Take creative measures to reduce crowding, such as by using meeting rooms, etc. as offices
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • Staggering work hours (between 6:30 a.m. and 7:15 p.m.) is recommended • Telecommuting is recommended whenever possible • Keep the doors of rooms and buildings open whenever possible. That will ensure there is no need to touch doors or doorknobs when entering and exiting (excluding cold days). • Take creative measures to reduce crowding, such as by using meeting rooms, etc. as offices

Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Telecommuting is recommended whenever possible
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • 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. • Some or all faculty and staff members will telecommute depending on the infection situation and area affected. The period will be determined based on discussions with the Saitama City public health center.

14. Affiliated Schools

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Conducted as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Conducted as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Depending on the situation, staggered school hours, shortened classes, etc. will be implemented in some areas. Each school will contact the relevant parties. • Club activities will be restricted based on the COVID-19 Hygiene Management Manual in Schools (Ministry of Education, Culture, Sports, Science and Technology) and the notification regarding thorough countermeasures against COVID-19 in choral performances, etc. at elementary schools, junior high schools, high schools, and special needs schools (December 10, 2020, joint notification by the Director-General of the Elementary and Secondary Education Bureau; Ministry of Education, Culture, Sports, Science and Technology and the Deputy Commissioner for Cultural Affairs).
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • Depending on the situation, staggered school hours, shortened classes, etc. will be implemented. Each school will contact the relevant parties. • Club activities will be restricted based on the COVID-19 Hygiene Management Manual in Schools (Ministry of Education, Culture, Sports, Science and Technology) and the notification regarding thorough countermeasures against COVID-19 in choral performances, etc. at elementary schools, junior high schools, high schools, and special needs schools (December 10, 2020, joint notification by the Director-General of the Elementary and Secondary Education Bureau; Ministry of Education, Culture, Sports, Science and Technology and the Deputy Commissioner for Cultural Affairs). • Recommend staggering faculty and staff member work hours • Staff members will telecommute whenever possible

Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Schools will be closed for a necessary period • Some or all faculty and staff members of affiliated schools will telecommute for a certain period.
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

15. Outsiders

Risk level	Decision guideline	Countermeasures
Level 0	When a COVID-19 outbreak occurs overseas but there have been no cases reported in Japan	<ul style="list-style-type: none"> • Treated as usual
Level 1	Infections confirmed in areas of Japan other than the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures)	<ul style="list-style-type: none"> • Treated as usual, while taking precautions to prevent the spread of infection
Level 2	Infection confirmed in the Tokyo Metropolitan Area (i.e., Saitama, Chiba, Tokyo and Kanagawa prefectures), and the infection is spreading (or is likely to spread) or is not under control	<ul style="list-style-type: none"> • Request visitors to conduct proper hand hygiene • Wearing masks recommended <ol style="list-style-type: none"> a. If it is impossible to maintain a physical distance (around two meters or more) from others indoors. b. If you can maintain a physical distance from others indoors but you will be holding a conversation. c. If it is impossible to maintain a physical distance from others outdoors and you will be holding a conversation. • No need to wear masks <ol style="list-style-type: none"> a. If you can maintain a physical distance from others indoors and you will not be holding a conversation or conversation will be minimal. b. If you can maintain a physical distance from others outdoors. c. If it is impossible to maintain a physical distance from others outdoors but you will not be holding a conversation or conversation will be minimal.
Level 3	The governor of Saitama Prefecture announces state of emergency measures based on the government's declaration of a state of emergency	<ul style="list-style-type: none"> • Prohibit the entry of outsiders other than those the university certifies as necessary, such as postal workers, delivery personnel and construction crews
Level 4	There is a risk of infection spreading on campus	<ul style="list-style-type: none"> • Prohibit the entry of all outsiders
Level 5	A comprehensive assessment of the situation of the spread of infection on campus, the situation of the spread of infection in the region, the clarity of the infection route and so on have revealed that there is a risk of infection spreading rapidly	<ul style="list-style-type: none"> • Same as Level 4

16. 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.

17. 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, the rooms will be closed for more than seventy-two (72) hours without cleaning or disinfecting them.

2. Preparation and procedures for disinfection

If you need tools for disinfection (protective raincoat, disposable gloves, disinfecting ethanol, etc.), please contact the General Affairs Division (Ext. 3121).

(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 in ethanol or diluted sodium hypochlorite, or use shoe covers.

(2) Disinfectant

Use disinfectant (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.

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

(5) Post-work cleanup procedures

If you use shoe covers, please remove them first and dispose of them in a plastic bag. If you are not using shoe covers, please disinfect the soles of your shoes by stepping on a paper towel soaked in disinfectant.

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. → Disinfect your hands.

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 with soap promptly after the work or disinfect them thoroughly 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	What symptoms do (did) you have, and from when? Coughing, breathlessness, fatigue, chills, muscle aches, headache, sore throat, loss of taste or smell When did you get a fever, and how high did your temperature rise?
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 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 Places where you visited, the identities and names of university members and other related persons you came into close contact with, etc.</p>

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