

Akita International University

COVID-19 Infection  
Risk Reduction Guidelines

-Life with COVID: AIU Style-  
(Third Edition)

Issued by the AIU  
“COVID-19 Emergency Response Headquarters”

## Introduction

Placing first priority on protecting the health of students, faculty and staff members, AIU has closed the campus (although some facilities were reopened to use beginning in November 2020) and conducted all classes remotely online. On the other hand, paying close attention to the infection situation as well as the trends in society at large, we have also deliberated how we can return as soon as possible to the usual state of campus life while also continuing to promote effective infection risk prevention measures.

As a result, while we are aware that our university's unique characteristic of being a living-learning campus that draws its student body from around the country means that the level of risk is higher, based on the combined efforts of the entire university community to minimize risks, and in order to best serve the wishes of our students, AIU welcomed 90 students from the matriculating class of 2020 to campus at the start of the Winter Program in January 2021. In order to continue campus operations while preventing the spread of COVID-19 on campus, AIU created and implemented the "COVID-19 Risk Reduction Guidelines (January 7, 2021)" and distributed them to students, faculty, and staff members.

Then, as we welcomed approximately 270 additional first- and second-year students to campus at the start of the Spring 2021 semester, we released the second edition of these guidelines. However, in September 2021, AIU welcomed additional third-year and above students as well as graduate students, increasing the campus population to 400 and also gradually expanded the available use of campus facilities and changed restrictions to students' extracurricular activities, so the campus environment has changed significantly. In order to conform to this new environment, we are issuing the third edition of these guidelines to continue our goal of preventing the spread of COVID-19 on campus.

These guidelines are the university's compass to chart a path to minimizing COVID-19 infection risk to the greatest degree possible. By following the contents of this document, students, faculty and staff members can come together and work toward fulfilling our social obligation of preventing the spread of infection from campus while ensuring a fulfilling student life experience, so we ask the understanding and cooperation of all members of the AIU community as well as our greater Akita community.

January 7, 2021 (First Edition)

April 21, 2021 (Second Edition)

September 15, 2021 (Third Edition)

Akita International University "COVID-19 Emergency Response Headquarters"

# I Basic Philosophy

These guidelines consist of the twin pillars of Principles and Infection Risk Reduction Countermeasures to prevent the spread of the COVID-19 infection on campus.

These guidelines will be in effect during the Fall 2021 Semester, from September 2021. (However, guidelines for facility use and extracurricular activities will be in effect from September 17.)

These plans will be revised as necessary based on the progress of the university's vaccination situation.

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## II COVID-19 Infection Risk Prevention Business Continuity Plan (BCP)

In order to ensure the health and safety of students, faculty and staff members and provide a stable environment for the conduct of education and research activities, AIU has established this COVID-19 Infection Risk Prevention Business Continuity Plan (BCP) and will strictly adhere to the limitations on activities on campus in order to avoid the suspension of campus operations due to the spread of infection and to restore operations as quickly as possible in the event of suspension.

The plan consists of six levels, numbered 0-5, and the level is decided by the COVID-19 Emergency Response Headquarters based on the infection situation within the prefecture and the country as a whole, the presence or absence of infected persons on campus, and Akita Prefecture's infection alert levels\*.

Additionally, the individual offices of the university's administration will separately determine levels for their various activities based on this plan.

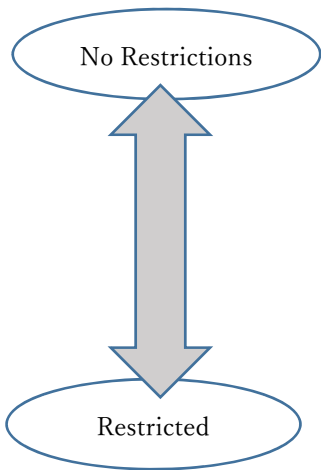
Level	AIU's Business Continuity Plan (BCP)	Akita Prefecture's Infection Alert Level (Contents of requests to residents, etc.)
0	Normal Operations	
1	Partial Operations Restriction • Infections confirmed within prefecture, but limited in number with no risk of expansion	Advisory • Request that residents carefully consider any travel to prefectures with high infections, etc.
2	Restricted Operations (Low) • Confirmed infections within prefecture and risk of further expansion	Strong Advisory In addition to Level 1: • Request to that residents avoid travel to prefectures with high infections, etc.
3	Restricted Operations (Medium) • Continued increase of infection cases within prefecture and a high risk of further expansion	Request for Cooperation In addition to Level 2: • Request residents to refrain from non-emergency, non-essential travel across prefectural borders • Request residents to refrain from non-emergency, non-essential outings (limited by day and location), etc.
4	Restricted Operations (High) • Dramatic, rapid increase of infections within prefecture and extremely high risk of further expansion and/or infections confirmed on campus	Request In addition to Level 3: • Request residents to refrain from non-emergency, non-essential outings (throughout prefecture), etc.
5	Restricted Operations (Maximum) • Prefecture has requested residents to refrain from leaving their homes, or requested facilities to suspend operations by law, and/or confirmation of 5 simultaneous infections on campus	Strong Request /Order In addition to Level 4: • Request to facilities/businesses to cease or limit operations in order to reduce the spread of infection (throughout prefecture)

\*Akita prefecture’s infection alert levels are based not only on the number in infections confirmed, but are a comprehensive assessment that also includes consideration of the infection vector information, state of the prefecture’s medical and testing facilities, including available bed space.

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1 Courses (Lectures, etc.)

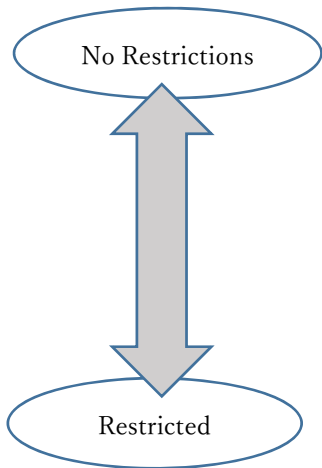
- (1) Courses will be held in person, online, or by parallel (simultaneous in-person and online) format, based on the BCP level.
- (2) For the Spring 2021 Semester and onward, we will consider the merits of online courses as well as our accumulated experience and consider whether or not to implement online and parallel courses during normal times as well.



Level	BCP
0	Normal operations
1	Primarily continue with in-person teaching while giving full consideration to minimizing infection risk and conduct courses online as necessary.
2	Conduct online and parallel classes as well as a portion of in-person classes. In the case of in-person classes, implement the maximum possible infection risk prevention.
3	Conduct online and parallel classes. In-person coursework should be limited to the minimum amount required and maximum infection risk prevention measures will be implemented.
4	Online classes, only.
5	Online classes, only. Faculty members prohibited from conducting online classes from campus.

## 2 On-Campus Meetings

- ( 1 ) Meetings will be conducted in person or online based on the BCP level.
- ( 2 ) Based on the merits of online meetings and accumulated experience, AIU will consider conducting online meetings during normal times as well.

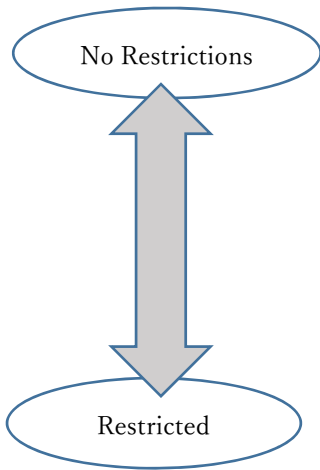


Level	BCP
0	Normal Operations
1	Primarily continue with in-person meetings while giving full consideration to minimizing infection risk and promote online participation as necessary.
2	Conduct online meetings to the maximum degree possible. In the case of in-person meetings, implement the maximum possible infection risk prevention measures.
3	Conduct online meetings to the maximum degree possible. In the case of in-person meetings, implement the maximum possible infection risk prevention measures.
4	Only online meetings permitted.
5	Only online meetings permitted.

※Online meetings will also be accessible to those working from home via telework.

### 3 Use of Facilities (Dorms/Apartments)

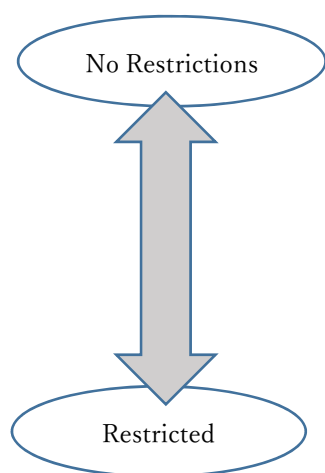
- ( 1 ) AIU will determine whether or not to admit students to reside on campus based on the BCP level. Other than normal operations, AIU will make every effort to allow for individual housing and will limit the number of students living on campus.
- ( 2 ) When it is not possible to fully secure individual housing, AIU will secure quarantine housing on campus to accommodate unforeseen emergence of infected persons or persons designated as close contacts of infected persons.
- ( 3 ) If AIU has already accepted students and the infection situation worsens, AIU will continue to house the students residing on campus. However, in an emergency evacuation situation, AIU will also consider temporarily securing private lodging facilities.



Level	BCP
0	Normal Operations
1	Permit housing on campus as usual while giving full consideration to minimizing infection risk.
2	Permit housing on campus, but limit the number of students to be housed and secure individual housing for students while giving full consideration to minimizing infection risk.
3	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk.
4	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk.
5	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk, and temporarily secure private housing facilities for students as necessary.

## 5. Use of Facilities (Other than Housing)

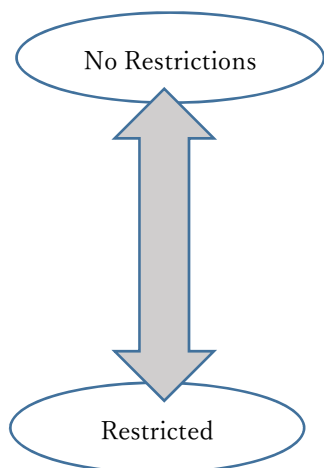
- (1) AIU will determine whether campus facilities are available for use based on the BCP level. Other than normal operations, AIU will allow use of facilities with some restrictions to the maximum degree possible.
- (2) AIU has multiple diverse facilities, so the manager of each facility will make the appropriate determination about its use separately based on the facilities management regulations.



Level	BCP
0	Normal operations
1	Give full consideration to minimizing infection risk and partially limit facility use.
2	Give full consideration to minimizing infection risk and partially or, if necessary, fully limit facility use.
3	Give full consideration to minimizing infection risk and expand the scope of facility use limitations while partially or, if necessary, fully limiting facility use.
4	Facility use prohibited.
5	Facility use prohibited.

## 5 Student Extracurricular Activities

- (1) AIU will determine what extracurricular activities are permissible based on the BCP level. Other than normal operations, AIU will permit activities with some restrictions to the maximum degree possible.
- (2) When extracurricular activities are permitted, AIU will promote understanding among students about activities considered to be high risk for infection via advisories and activity examples.



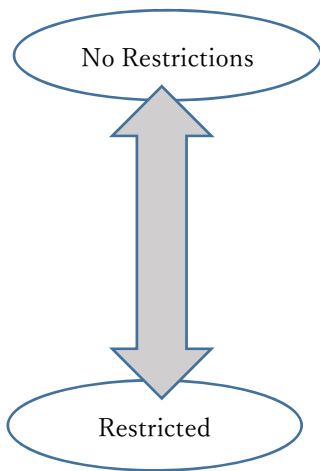
Level	BCP
0	Normal operations
1	In principle, permit activities while giving full consideration to minimizing infection risk and apply restrictions to activities as necessary.
2	Permit activities with some restrictions while giving full consideration to minimizing infection risk.
3	Permit activities with significant restrictions while giving full consideration to minimizing infection risk.
4	Extracurricular activities prohibited.
5	Extracurricular activities prohibited.

\*At level 1 and higher, there are no restrictions on online activities.



## 6 Administrative Office

- (1) AIU will implement measures such as teleworking and working from alternate offices based on the BCP level.
- (2) Decisions regarding teleworking and alternate offices, will be made by the directors of each division within the administrative office based on individual staff members' situations, such as living together with elderly family members, etc.
- (3) Important points for teleworking will be determined separately.



Level	BCP
0	Normal operations
1	Maintain normal operations while giving full consideration to minimizing infection risk.
2	Recommend working from alternate offices and teleworking while giving full consideration to minimizing infection risk. (Target: 1/3 of staff each in alternate offices and teleworking.)
3	Require approximately 1/3 of staff members to work in alternate offices and 1/3 to telework.
4	Permit the minimum number of staff required to maintain essential operations to work from campus and require teleworking in principle.
5	Require teleworking for all staff except for emergency response that requires working from campus.

### III Infection Risk Reduction Measures

#### 1 Basic Infection Risk Reduction Measures

In order to achieve the basic goals of, “Do not get infected; do not infect others,” we need each student, faculty member, and staff member to adopt the new campus lifestyle, including basic infection prevention measures such as maintaining social distance, wearing a mask, and washing hands, as well as avoiding the high-risk “Three Cs (Closed spaces, Crowded places, Close-contact settings)” in order to ensure that AIU can offer a safe and healthy environment for studies and student life.

(1) Maintain Social Distance

To the maximum degree possible, please maintain 2m of separation (minimum of 1m of separation) with people around you. In conversations, avoid facing the other person directly.

(2) Wearing a Mask

Please be sure to wear a mask (a non-woven fabric mask if possible) at all times on campus when outside of your private room or in conversation with another person. If you are unable to wear a mask due to hypersensitivity, etc., please use a face shield as an alternative.

(3) Hand Washing

Use soap and water and scrub your hands for at least 30 seconds. If you are in a situation where you cannot wash your hands right away, use an alcohol-based hand sanitizer. Please be sure to wash your hands after blowing your nose, touching any common-use item, when you return home, before and after eating, and after using the toilet.

(4) Frequent Ventilation

Ventilate spaces twice per hour by opening windows in two directions while managing the temperature and humidity as appropriate (room temperature target should be below 28°C with air conditioner on). During seasons with differences in temperature, keep the temperature adjusted as appropriate using air conditioner, etc., while ventilating.

(5) Avoid the “3Cs”

Including off-work hours, such as evenings, be sure to avoid the “3Cs”, including, 1) Closed spaces with poor ventilation, 2) Crowded places, and 3) Close-contact conversations or speaking. In particular, situations where all three “Cs” are present, including classes, living together, extracurricular activities, and meetings that include eating and drinking have a high risk of resulting in a cluster of infections, so please always consider the 3Cs in your daily life.

- (6) Avoid touching your face unnecessarily  
The virus enters the body through membranes in the eyes, nose, and mouth to cause infection, so take care to avoid unnecessary touching of your eyes, nose, and mouth.
- (7) Immediately after returning home (returning to your room)  
When you return after going out, please first wash your hands and face. The virus may also be present on your outerwear, so please shower and change clothes as soon as possible after returning.
- (8) Keep track of your health and actions  
Please check your temperature twice each day (in the morning and evening), and record it, along with your health condition and activities each day. Please use the “Temperature and Condition Recording Sheet” available on ATOMS (see the attachment to these guidelines). While there will not be a standing requirement to submit this document to AIU, please always carry it with you so that you can submit it on demand.
- (9) Raise your resistance level  
In order to improve your immunity, take care to get sufficient sleep, maintain an appropriate exercise level, eat a balanced diet, live a balanced lifestyle and avoid letting stress build up. Smiling, even the act of raising the corners of your mouth, has been shown to increase immunity levels.
- (10) Regular cleaning and disinfecting  
Normally, regular disinfecting is not necessary in student life, but please include it as part of your regular clean-up activities. After class or work, please be sure to clean the table, chairs, computer mouse and keyboard, etc., with a disinfectant alcohol or household cleaner, as appropriate for the equipment.
- (11) Maintain awareness of infection information  
Please take care to routinely check the infection levels in your local community as well as information from the university, prefectural, and city governments. To the maximum degree possible, please avoid travel to areas where the infection is spreading and ask guests from those areas to understand your situation and avoid visiting you.
- (12) Make use of apps  
Please use the COCOA contact tracing application as well as Akita Prefecture’s COVID-19 safety system (Official Line Account: 秋田県-新型コロナ対策パーソナルサポート), etc., and if you receive a notification, please contact the Akita Novel Coronavirus Medical Consultation Center by phone and follow their instructions.

## 2 What To Do When Feeling Ill

If you experience a fever or other symptoms of illness, avoid coming to class or to work and consult with the Akita Novel Coronavirus Medical Consultation Center (Call Center), etc.

If as a result of that consultation, you undertake self-quarantine, undergo a medical exam, are hospitalized or sent to a designated recovery facility, etc, you must report that to the Health and Medical Care Room at AIU.

- (1) If you experience any symptoms, regardless of whether you have a fever, please report it to the Health and Medical Care Room via the “Symptom Report Form” accessible via the login page of ATOMS and consult by phone with either your family doctor, or with the Akita Novel Coronavirus Medical Consultation Center.

### \* Akita Novel Coronavirus Medical Consultation Center (Call Center)

24-hour consultation                      018-866-7050

Weekdays, 8:00-17:00                      018-895-9176    0570-011-567

- They can help you if you do not have a family doctor as well as if you do not know which medical facility to consult with or if your family doctor is closed.
- They can also help you if you are concerned about having an infection, even if you are not experiencing symptoms, or if you received a notification about a contact with an infected person from the COCOA contact tracing app, etc.

- (2) If you are directed to Self-Quarantine in your room or home, you may return to normal activities once 72 hours have passed since your symptoms have subsided. However, until that time, please be sure to submit the “Follow-up report form” to the Health and Medical Care Room once per day.
- (3) If you are directed to undergo an exam at a medical facility, please use your own vehicle or public transportation to travel to the designated medical facility for examination and treatment. If you are unable to use public transportation due to your symptoms, students should please contact the Office of Student Affairs and faculty or staff members should contact the Office of Faculty and Staff Support
- (4) The designated medical facility will make the determination as to whether a PCR test is required. However, in the event that the medical facility does not conduct a test, or if the PCR test result is negative, students should Self-Quarantine\* in their rooms, for students living on campus, or apartment for students who commute to campus. Faculty and staff members should Self-Quarantine home. Please remain at your room, apartment, or home until 72 hours have passed after you stop experiencing symptoms, then return to your

regular activities. However, until that time, please be sure to submit the “Follow-up report form” to the Health and Medical Care Room once per day. Even if your PCR test result was negative, if you are designated as a contact or close contact (hereinafter “Close Contact, etc.”) of an infected person, please be sure to submit the “COVID-19 (Including close contact) Report form”.

- (5) If the medical facility determined to conduct a PCR test, and the results are positive, please follow the instructions from the Health Center and enter the designated hospitalization facility or, in the case of light symptoms, the designated convalescent facility. In that case, please be sure to submit the “COVID-19 (Including close contact) Report form”.
  - (6) In the event of hospitalization in a designated hospitalization facility, you are eligible for release once “10 days have passed since the onset of symptoms *and* 72 hours have passed since you stopped experiencing symptoms” or once “24 hours have passed since you stopped experiencing symptoms and you have taken two PCR tests, each with a negative result, spaced at least 24 hours apart.”
  - (7) In the event of convalescing at a designated convalescent facility, you are eligible for release once “10 days have passed since taking the sample used for your positive PCR test” or once “6 days have passed since taking the sample used for your PCR test *and* you have taken two PCR tests, each with a negative result, spaced at least 24 hours apart.
  - (8) For four weeks after release from the hospital or convalescent facility, you will be required to conduct an Observation Period\* while maintaining strict adherence to infection risk reduction measures. For the first 7 days of that period, students should Self-Quarantine in their rooms or apartments and faculty and staff members should Self-Quarantine at home. During that time, please be sure to submit the “Follow-up report form” to the Health and Medical Care Room once per day.
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\*Explanation of Terms

	<b>Self-Quarantine in Room/Apartment</b>	<b>Observation Period</b>
<b>Students Living on Campus</b>	<ul style="list-style-type: none"> <li>• Leaving your room is prohibited ※ 1</li> <li>• It is not possible to use university facilities</li> <li>• the cafeteria will prepare three meals (take-out boxes) ※ 2</li> <li>• You may participate in online classes, but cannot attend classes in person</li> <li>• Submit the “Follow-up report form” once per day ※ 3</li> <li>• If you have a suitemate, you must move to designated quarantine housing (your suitemate may also be asked to move in some cases)</li> </ul>	<ul style="list-style-type: none"> <li>• Please refrain from leaving campus except in urgent, necessary situations</li> <li>• Use of large-scale commercial facilities (e.g. Aeon Mall) and in-person part-time work on- or off-campus is prohibited</li> <li>• Regarding campus facilities, you may only use the library and cafeteria during this time, and only on your own</li> <li>• You may participate in online classes, but cannot attend classes in person</li> <li>• Submit the “Follow-up report form” once per day ※ 3</li> </ul>
<b>Commuter Students</b>	<ul style="list-style-type: none"> <li>• Leaving your apartment is prohibited except for extenuating circumstance (such as the minimum amount necessary to purchase daily necessities)</li> <li>• It is not possible to use university facilities</li> <li>• You may participate in online classes, but cannot attend classes in person</li> <li>• Submit the “Follow-up report form” once per day ※ 3</li> </ul>	<ul style="list-style-type: none"> <li>• Please refrain from going out except in urgent, necessary situations</li> <li>• Use of large-scale commercial facilities (e.g. Aeon Mall) and in-person part-time work on- or off-campus is prohibited</li> <li>• You are not permitted to come to campus</li> <li>• You may participate in online classes, but cannot attend classes in person</li> <li>• Submit the “Follow-up report form” once per day ※ 3</li> </ul>

<b>Faculty and Staff Members</b>	<ul style="list-style-type: none"> <li>• Going out is prohibited except for extenuating circumstance (such as the minimum amount necessary to purchase daily necessities)</li> <li>• You are prohibited from coming to work at the university (you may work from home by telework)</li> <li>• Submit the “Follow-up report form” once per day※ 4</li> </ul>	<ul style="list-style-type: none"> <li>• Please refrain from going out except in urgent, necessary situations</li> <li>• Use of large-scale commercial facilities (e.g. Aeon Mall) is prohibited</li> <li>• For work, please work from home by telework or in an individual office</li> <li>• Submit the “Follow-up report form” once per day※ 4</li> </ul>
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※ 1 Except when going to pick up your take-out box meals

※ 2 Take-out box meals will be provided to all students enrolled in the meal plan and to others on request

※ 3 It is not necessary to submit the form during the quarantine period immediately after moving in or during a quarantine period due to travel outside the prefecture

※ 4 It is not necessary to submit the form during the quarantine period due to travel outside the prefecture.

### 3 What To Do if an Infection is Confirmed on Campus

If an infection is confirmed on campus (such as a student, faculty or staff member, etc.), the university’s initial response is of utmost importance. (Except in cases of a student, faculty, or staff member who do not enter campus due to telework, online courses, etc.)

All members of the university community are asked to prepare themselves to respond in a rapid and orderly fashion and anyone experiencing worries or unease over this situation should consult with the Health and medical Care Room or the Counseling Room.

#### **For Students**

- ( 1 ) If an infection is confirmed on campus (such as a student, faculty or staff member, etc.), The Office of Student Affairs will inform all students by email. Students on campus should immediately return to their rooms or apartments and Self-Quarantine until further notice. Students off campus should return to their rooms or apartments as quickly as possible and Self-Quarantine until further notice. Self-Quarantine should continue until the Office of Student Affairs provides further directions.
- ( 2 ) The competent Public Health Center will conduct a detailed evaluation of the infected

person's activities (legally required deliberate epidemiological survey). Once the results are available, if it has been determined that there are no Close Contacts, etc., the Office of Student Affairs will contact all students. If it has been determined that there are Close Contacts, etc., continued self-quarantine will be required and the Office of Student Affairs will inform all students of that situation. If Close Contacts, etc., are identified, they will undergo PCR testing under the direction of the competent Public Health Center. If the results of the follow-up PCR test are negative, the Office of Student Affairs will inform all students of the end of the Self-Quarantine by email.

- ( 3 ) If the follow-up PCR tests reveal further infected persons, the process of identifying Close Contacts, etc., and PCR testing will continue in cycles until all identified Close Contacts, etc., test negative. During that time, Self-Quarantine will continue. Once all Close Contacts, etc., have tested negative, the Office of Student Affairs will inform all students by email that students not identified as Close Contacts, etc., may end their Self-Quarantine.
- ( 4 ) Students who are determined to be close contacts based on the survey conducted by the Public Health Center, should use their own vehicle or a university vehicle (one of the official vehicles will be equipped with infection prevention measures,) to proceed to the medical facility designated by the Public Health Center to undergo a PCR Test. (Please note that it is not possible to use public transportation.)
- ( 5 ) Even if the result of that test is negative, the student must conduct Self-Quarantine in their room or apartment for 14 days counting from the day after the last contact they had with the infected person. On the other hand, if the result of the student's PCR test is positive, they should follow the procedures designated in "2. What To Do When Feeling Ill", sections (5)-(8).

### **For Faculty and Staff Members**

- ( 1 ) If an infection is confirmed on campus (such as a student, faculty or staff member, etc.), The Office of Faculty and Staff Support will inform all faculty and staff members by email. In this case, all faculty and all staff members, except those who are part of the Response Team or who must continue to work from the university in order to continue operations, must return home and Self-Quarantine.
- ( 2 ) The competent Public Health Center will conduct a detailed evaluation of the infected person's activities (legally required deliberate epidemiological survey). Once the results are available, if it has been determined that there are no Close Contacts, etc., the Office of



Faculty and Staff Support will inform all faculty and staff members of the end of the Self-Quarantine. If it has been determined that there are Close Contacts, etc., continued self-quarantine will be required and the Office of Faculty and Staff Support will inform all faculty and staff members of that situation. If Close Contacts, etc., are identified, they will undergo PCR testing under the direction of the competent Public Health Center. If the results of the follow-up PCR test are negative, the Office of Faculty and Staff Support will inform all faculty and staff members of the end of the Self-Quarantine by email.

- ( 3 ) If the follow-up PCR tests reveal further infected persons, the process of identifying Close Contacts, etc., and PCR testing will continue in cycles until all identified Close Contacts, etc., test negative. During that time, Self-Quarantine will continue. Once all Close Contacts, etc., have tested negative, the Office of Faculty and Staff Support will inform all faculty and staff members by email that students not identified as Close Contacts, etc., may end their Self-Quarantine.
- ( 4 ) Faculty or staff members who are determined to be close contacts based on the survey conducted by the Public Health Center, should use their own vehicle to proceed to the medical facility designated by the Public Health Center to undergo a PCR Test. (Please note that it is not possible to use public transportation.)
- ( 5 ) Even if the result of that test is negative, the faculty or staff member must Self-Quarantine for 14 days counting from the day after the last contact they had with the infected person. On the other hand, if the result of the faculty or staff member's PCR test is positive they should follow the procedures designated in "2. What To Do When Feeling Ill", sections (5)-(8).

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\*Although the descriptions above refer to infected persons as students, faculty or staff members, the same procedures apply if an infection is confirmed among the contractor staff that manage/maintain AIU facilities or any other contractors who enter the campus facilities.

\*The Office of Student Affairs, Office of Faculty and Staff Support, and Office of General Affairs will form the core of the Response Team and cooperate with the deliberate epidemiological survey conducted by the Public Health Center. The composition of the Response Team will be informed separately,

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## 4 Important Considerations for Face-to-Face Classes

Classes may be held in person or in parallel (simultaneous face-to-face and online) format, and in that situation, special care and infection prevention measures will be required for face-to-face participation. Please keep the following important points in mind and devise a thorough infection risk reduction plan before joining face-to-face classes.

### Before Class

- (1) Please be sure to follow all of the Basic Infection Risk Reduction Measures established by the university on a daily basis and conduct an appropriately balanced lifestyle. For details, please refer to section 1 “Basic Infection Risk Reduction Measures” above.
- (2) Before participating in class, please measure and record your body temperature.
- (3) If you are feeling even a little bit ill or think you have any symptoms of illness, avoid participating in face-to-face class and complete the Cold Report Form accessible through the ATOMS log-in page. You may participate in class online, but if you are experiencing symptoms such as a fever, or other symptoms associated with COVID-19, you must consult with your family doctor or the Akita Novel Coronavirus Medical Consultation Center by phone as soon as possible. (Please see section 2, What To Do When Feeling Ill)  
If you determine that you are not able to participate in class online, please be sure to contact your instructor by email.
- (4) Wash your hands with soap and water before entering the classroom and use an alcohol-based sanitizer for your fingers.

### During Class

- (1) During class, all participants must wear facemasks. If for some reason, wearing a facemask is not possible, that situation should be reported to the instructor and a face shield must be worn instead.
- (2) Secure 2 meters or distance between participants to the maximum degree possible (minimum of 1 meter). (The distance between desks in the classroom will be 1.5 meters). Additionally, during conversation, take care to avoid directly facing the other person to the maximum degree possible.  
Particularly during group work, all participants must wear masks and maintain a distance between participants of at least 2 meters to the maximum degree possible.
- (3) In classes where vocal responses are frequent, etc., participants may be asked to wear face shields to reduce the risk of droplet dispersal. However, please avoid wearing only a face

shield with no facemask. However, when it is necessary to see facial expressions or to check the movement of participants' mouths such as for pronunciation, facemasks may be removed. In that case, be sure to secure at least 2 meters of distance from the speaker.

- ( 4 ) Avoid sharing of PCs, headsets, or other equipment. If it is necessary to share use of a computer or headset, be sure to thoroughly disinfect it before each use.
- ( 5 ) If students feel ill during class, they must report it to the instructor immediately, return to their room or apartment, and report their symptoms via the Cold Report Form accessible through the top page of ATOMS. Students experiencing a fever or other symptoms associated with COVID-19 must also consult immediately with their family doctor or the Akita Novel Coronavirus Medical Consultation Center by phone. (Please see section 2, What To Do When Feeling Ill)
- ( 6 ) Students and instructors should work together to ensure the classroom is well-ventilated. To the maximum extent possible, the classroom should be constantly ventilated (opening windows at two locations), but if it is difficult to do so, then ventilation should be conducted on a frequent, regular basis (approximately once per 30 minutes).

### **After Class**

- ( 1 ) Please use the hand disinfectant spray which will be placed at two locations in the classroom.
- ( 2 ) Please use portable alcohol disinfectant wet tissues, etc, to clean any devices or equipment you have used, such as your desk and computer mouse or keyboard.
- ( 3 ) If an infection is confirmed on campus after class, please follow the instructions in section 3 "What To Do if an Infection is Confirmed on Campus."

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\*It is not possible to participate in face-to-face classes during Self-Quarantine or an Observation Period, so please participate online in that situation.

Additionally, during an Observation Period, please avoid leaving your room as much as possible. If you must leave your room, please check your health condition first and ensure you are practicing the utmost infection risk prevention measures.

\*A predetermined number of face shields and portable alcohol disinfectant wet tissues will be distributed by the Office of Student Affairs upon move-in. If your face shield breaks, you will be issued a new one, but if you run out of portable alcohol disinfectant wet tissues, etc, please provide for replacements on your own.

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## 5 Disinfection and Sterilization of Campus Facilities, etc.

If an infection is confirmed on campus, unless otherwise directed by the Public Health Center, such as in the event of a large-scale cluster, online classes will continue and the university Administration Office will not shut down.

Based on that understanding, the university will conduct disinfection and sterilization of facilities, etc., used by the infected person as described below.

### **In the event of no instructions from the Public Health Center**

- (1) Based on the results of the Public Health Center's deliberate epidemiological survey, staff from the AIU Administration Office will immediately disinfect and sterilize any facilities, etc., that the infected person was determined to have contacted.  
In principle, each facility manager will conduct disinfection and sterilization for the facilities they are responsible for in accordance with the facility management regulations. However, if required, the entire Administration Office will cooperate in the disinfection and sterilization process as directed by the responsible person for the university (the Chairman of the Board of Trustees).
- (2) Disinfection and sterilization will be conducted as described in the following "COVID-19 Disinfection Manual".

#### Akita International University COVID-19 Disinfection Manual

##### **【Items to Check】**

- In the event of a cluster of infections, disinfection will be conducted according to the directions of the Public Health Center. However, in the event of a single infection, it is expected that the Public Health Center will not provide detailed instructions. In the event of a single infection occurring on campus, the workers in the Administrative Office or one of the alternate offices will conduct disinfection of the area where they work based on this manual.
- Disinfection should be conducted immediately after an infection has been confirmed; the Administrative Office will not be closed. However, use of any toilet or sink that the infected person is thought to have used will be prohibited for a period of three days and during that time, disinfection of that location will be conducted at least once per day.
- Not all details of the COVID-19 disease are known yet, but it is thought to spread through droplets in the air as well as physical contact. At this time, the COVID-19 virus is thought to persist in the air for three hours and on plastic or stainless steel surfaces for 72 hours.
- Based on this understanding, persons conducting disinfection must implement thorough ventilation, wear a mask and gloves, and be careful to avoid touching their mouth, nose, or eyes.

##### **【Disinfection Process】**

###### 1. Preparation and Cautionary Items

- (1) Open all windows and doors to ventilate the space.
- (2) Under instructions from the Executive Officer (in the event of his absence, the Senior Director or Director of General Affairs), receive the disinfection kit and check the contents.
- (3) Prepare the necessary items.
  - ① Put on a mask (It must cover the mouth, nose, and jaw. Do not touch the face of the mask after putting it on.)
  - ② Put on gloves (once you have put on both gloves, avoid unnecessarily touching anything).
  - ③ Put on goggles. (Do not touch the outside of the goggles after putting them on).

- ④ Put on the protective clothing. (Any clothing that comes into contact with the hypochlorous acid may be discolored).
- ⑤ Create a 0.05% solution of hypochlorous acid. Be sure to avoid touching the solution directly or getting it in your eyes. If you get it in your eyes, breathe it in, or feel ill, immediately cease the disinfection work, wash out your eyes, and gargle.
- ⑥ Pour the solution from ⑤ into the opaque spray bottle.
- ⑦ Fill the transparent spray bottle with water.
- ⑧ Open the mouth of the garbage bag.

## 2. Disinfection

- (1) Soak a paper towel with the hypochlorous acid solution and wipe down any areas used or thought to have been used by the infected person, as listed below. In general, wipe from top to bottom and from front to back in one direction. After wiping with the hypochlorous acid, be sure to wipe with water. However, metal has a possibility of corrosion, so metal elements should be wiped with disinfectant alcohol instead. It is not necessary to wipe with water after the alcohol.
  - ① Computer mouse, keyboard, and screen, telephone receiver, fax/copy machine control panel, and other electronic devices
  - ② Infected person's desk and chair, as well as conference tables and chairs, cabinets, door knobs, light switches, and other common use locations
  - ③ Elevator buttons and stairway railings
  - ④ Toilet seats, handles, switches, control panels, sinks, and pipes

※ It is not necessary to clean the floor. (According to the Public Health Center, when droplets containing the virus fall to the floor, they lose their water content and disperse in the air, so they do not remain on the floor for an extended period of time. Other than at facilities for young children, disinfecting the floor is not required.)
- (2) Dispose of all used paper towels in the prepared garbage bag.
- (3) After completing the wipe down of all surfaces, remove the gloves, protective clothing, and mask without touching the outside surfaces and dispose of them in the prepared garbage bag.
- (4) Be sure to close the garbage bag securely, leaving no openings.
- (5) Wash hands with a foaming soap for at least 30 seconds and rinse with running water.
- (6) Wash goggles with a foaming soap for at least 30 seconds and rinse with running water.
- (7) Report completion of disinfection to the Executive Officer (in the event of his absence, the Senior Director or Director of General Affairs) and return the goggles as well as any remaining, unused items. Dispose of the garbage bag in the designated location.
- (8) Leave windows and doors open for 1 hour after completing the wipe down then close them. This completes the disinfection process.

## 3. After Disinfection

- (1) All persons who participated in the disinfection process must observe and record their body temperature and health condition.
- (2) All persons who participated in the disinfection process must report their temperature and the presence or absence of any symptoms of illness to their direct supervisor each day at the start of work for a period of two weeks.
- (3) Be sure to continue ventilation twice per hour by opening windows at two locations.

## **In the event of instructions from the Public Health Center (Legal Disinfection Order)**

- ( 1 ) Based on the instructions from the Public Health Center, in general, disinfection will be contracted out to a disinfection and sterilization company.
- ( 2 ) If measure such as shutting down the university Administration Office, etc., are required, the responsible person for the university (the Chairman of the Board of Trustees) will give the appropriate instructions in accordance with the facility management regulations.

## 6 Restrictions to Students', Faculty and Staff Members' Activities

In order to promote an infection risk reduction environment within the university, activities of students, faculty and staff members, including private activities, will be partially restricted, so please take note of the following items.

### Students

#### ( 1 ) Extracurricular Activities

Extracurricular activities are defined as “activities by AIU student groups (including unofficial student groups)”. All students participating in in-person activities, regardless of the duration, must conduct themselves according to the “Principles for Infection Risk Reduction during Extracurricular Activities”\* below (internships, job hunting, teaching practicums, and personal activities are not included). When using campus facilities for Extracurricular Activities, students are required to first apply and receive permission (the Office of Student Affairs will accept applications) and submit a list of all participants.

#### \*Principles for Infection Risk Reduction during Extracurricular Activities

- All participants must take their temperature before the start of the activities. Any students with a fever or any symptoms of illness must not participate.
- All participants must practice basic infection risk reduction practices, including maintaining 2 meters of social distance, wearing a mask, washing or disinfecting hands, avoiding speaking in loud voices, conducting sufficient ventilation, and disinfecting common-use items.
- \*As a precaution against heatstroke, etc., wearing of masks will not be required during physical activity as part of indoor or outdoor activities when maintaining at least 2 meters of social distance.
- Activity duration should be limited to the minimum necessary time and group activities should be restricted to the minimum number of participants.
- Activities including food and drink (such as gatherings, parties, etc.) or overnight stays are not permitted.
- The organization conducting the activity must create and maintain a record of the date, time, participants, and contents of all activities.

Additionally, the basic limitations to Extracurricular Activities will be as follows.

Please note however that if an infection is confirmed on campus (including students, faculty or staff members), all Extracurricular Activities will be prohibited for a designated period of time (currently a period of 14 days).

- Both sports and cultural activities are possible, but contact sports, activities, etc, and practices for such activities are limited to 2 hours per day. Please be sure to maintain distance between participants and avoid any direct contact.
- The maximum activity duration for one day is 2 hours of indoor activities. There is no time restriction for outdoor activities.
- Activities may only be permitted between 8:00-24:00 on weekdays, weekends, or holidays.
- Off-campus events with spectators or observers require permission in advance. Permission will be granted based on a screening of the event contents.
- On-campus events with spectators or observers and joint activities with groups from within Akita Prefecture may be conducted provided that they are reported to the university in writing in advance.
- Activities with groups from outside Akita Prefecture as well as activities that involve overnight stays, activities that involve eating and drinking, and activities that involve travel across prefectural borders are prohibited.

(2) Part-time Work

Part-time work at restaurants\*, bars, and karaoke facilities will not be permitted. Students residing on campus during the Spring Semester may participate in part-time work that meets the conditions below, after submitting the “Part-Time Work Notice” in advance. Additionally, part-time work is not allowed during Self-Quarantine or Observation Periods. \*Part-time work at self-service restaurants, such as cafes or food courts, may be permissible but requires individual approval.

- Part time work is limited to locations that avoid the “3Cs”, where basic infection risk reduction measures are in place, and where masks are worn.
- Students must practice the utmost infection risk prevention measures during work as well as before and after work.

Before commuting to your part-time job, please be sure to take your temperature and if it is over 37.5 degrees Celsius or more than 1 degree higher than your usual body temperature and/or if you are feeling unwell, please immediately contact your employer and take the day off. This rule applied not only to students living on campus but also to any students commuting to class on campus.

Additionally, AIU will provide information about part-time work opportunities on campus as it becomes available and students are encouraged to proactively make use of that information.

(3) Travel Across Prefectural Borders

It is expected that students will not travel outside of Akita Prefecture. If students travel outside of the prefecture, they must conduct an Observation Period for a designated period

(currently 14 days) and must Self-Quarantine for the first 7 days of that period. This rule applies to students residing on campus as well as those commuting to campus.

However, students who must travel outside of Akita Prefecture for unavoidable reasons during the Spring Semester are required to report their travel to the Office of Student Affairs at least 5 days in advance using the “Report of Traveling Outside Akita Prefecture Form”.

Additionally, please avoid receiving visits from family or friends outside the prefecture on campus.

(4) Regarding Co-Residents in Apartments, etc.

Please refer to item (3) in the guidance for faculty and staff members, below.

### **Faculty and Staff Members**

(1) Travel Across Prefectural Borders

When traveling across prefectural borders for work or personal reasons, regardless of whether the trip includes an overnight stay, any trips will be considered to involve extended contact with persons from outside the prefecture and will require a 14 day Observation Period from the date of returning home in principle. During that time, faculty and staff members should work from home by telework or in a separate office provided on campus.

However, if the faculty or staff member elects to take a PCR test after their return to Akita, the Observation Period will be handled as announced separately to the university faculty and staff.

(2) Receiving Visitors from Outside Akita Prefecture

Please consider the importance of the reason for accepting the visitors when determining whether to do so and limit the number of visitors to the minimum number required. The number of allowable visitors will vary based on the situation, but please be sure to maintain a distance of 2 meters, if possible (minimum of 1 meter) and ensure compliance with all infection risk prevention measures, including wearing a mask and sanitizing hands.

(3) Regarding Co-Residents

If anyone you live with is infected or designated as a close contact of an infected person, there is a high possibility that you will also be designated as a close contact. Please be sure to follow the instructions of the competent Public Health Center to be tested and treated. Please refer to section 2 What To Do When Feeling Ill for further instructions.

If someone who lives outside Akita Prefecture stays at your house (for example, returning home for a visit), in principle, you will be asked to conduct a 14-day Observation Period starting from the date that the person begins staying with you. However, if you take a PCR



test after the person's arrival, the Observation Period will be handled as announced separately to the university faculty and staff.

If a person who lives with you travels outside of Akita Prefecture and returns, you are not subject to the Observation Period described above.

\*If faculty or staff members elect to take a PCR test and the result is positive, they should immediately consult with the Akita Novel Coronavirus Medical Consultation Center by phone and follow their instructions.

## 7 Use of Campus Facilities

Limitation on facility use varies from facility to facility, so please be aware of the possible differences.

All buildings are locked in general and students will need to use their Student ID cards to enter the building, so they should be sure to carry their Student IDs with them at all times.

Additionally, students who reside off campus must apply for permission to access the campus facilities. In order to apply, please submit the designated form to the Office of General Affairs.

( 1 ) Library

Available daily from 07:00 - 02:00. 150 seats are available and the maximum number of persons who can use one group study room is limited to 4.

( 2 ) LDIC

Available weekdays from 08:30 – 02:00 and weekends/holidays from 10:00 – 02:00. 55 seats are available and the maximum number of persons who can use one multipurpose room is limited to 4.

( 3 ) IT Rooms and Graduate Student Rooms

Available daily from 08:30 – 02:00. 50 seats are available in the IT room and 30 in the Graduate Student Rooms.

( 4 ) Student Hall

Available daily from 08:30 – 23:00. However, on Fridays, Saturdays, and the day before a holiday, it may be used until 24:00. Student Hall use is limited to Extracurricular Activities and requires application in advance.

( 5 ) Music Room and Classrooms (D104, D105, Kobelco Hall)

Available daily from 09:00 – 24:00. The Music Room is available by reservation on ATOMS. Classroom use is limited to Extracurricular Activities and requires application in advance.

( 6 ) Cafeteria, College Café, and AIU Shop

May be used during operating hours. Please refer to the separate notice for available times and instructions for how to use.

(7) Suda Hall (Arena, Training Room)

Available daily from 09:00 – 22:00. Arena use is limited to Extracurricular Activities and requires application in advance. The Training Room is limited to individual use.

(8) Faculty Offices and Administrative Offices (A Building First Floor Office, Center for International Affairs, Career Development Center, etc.)

It is possible to visit Faculty Offices and Administrative Offices, but please be sure to contact the faculty or staff member that you will be visiting in advance, visit alone, and conclude your business as quickly as possible. Please consult by phone or online to the maximum degree possible.

(2)

## IV Release of Information Regarding Infections on Campus

### 1 Public Release of Information About Infected Persons

(1) If a student, faculty or staff member is confirmed to be infected with COVID-19, in the interest of preventing the spread of infection, AIU will release information about the confirmed infection to the extent that it cannot be used to identify the infected individual while giving full care to protecting personal information.

Release of information will be conducted in accordance with legal guidance from the competent Public Health Center (Akita City Public Health Center) by way of a press conference and publication on Akita City's official website.

(2) The extent of information that cannot be used to identify the individual infected person is defined as follows:

Age, sex, date of infection, prefecture of residence, profession, date of infection confirmation, symptoms, hospitalization status, main activity record, Close Contacts, etc.

\*The person's name, occupation, and name of the hospital of hospitalization will not be released.

(3) If it is determined that the scale of infection may impact our local community, then in consideration of AIU's obligation to its community, the university's risk management officer will also release the same information on AIU's homepage as soon as possible after the

competent Public Health Center (Akita Public Health Center) has completed its legal release.

## 2 Defamation and Slander of Infected Persons

- (1) Any words or actions to defame, slander, discriminate against, reveal the identity of, or otherwise cause physical or mental injury or stress to an infected person is condemned as vile and unacceptable behavior.  
Additionally, if can result in distrust and fear between members of the community, and cause hesitation among others to seek consultation or examination, thereby leading to further spread of COVID-19.
- (2) Akita Prefecture takes this situation seriously and in an effort to eradicate slander and defamation, has made a Joint Declaration for the Prevention of Slander and Defamation in October 2020 along with organizations at every level within the prefecture.
- (3) AIU will not tolerate any defamation, slander, or prejudice toward infected persons among students, faculty, and staff members and will 1) Protect our students, faculty and staff members from prejudice and slander; 2) Not permit inappropriate actions such as presenting, spreading, or investigating information that is based on unverified sources; 3) Implement measures to create a compassionate and mutually supportive campus where persons who have been infected can return to without fear or anxiety; and 4) Implement measures to prevent the emergence and spread of infections on campus in order to provide a safe and healthy environment for study and research activities.
- (4) All students, faculty and staff members are asked to take particular care to never spread, or permit the spread of, any information related to discrimination against or personal speculation about infected persons.
- (5) Anyone feeling uneasy or concerned about slander or defamation should consult with the AIU Counseling Room.

**【For any questions about these guidelines】**

Contact the AIU Administration Office

Risk Management Officer Phone: 018-886-5902

COVID-19 Infection Risk Reduction Business Continuity Plan (BCP)

Akita International University

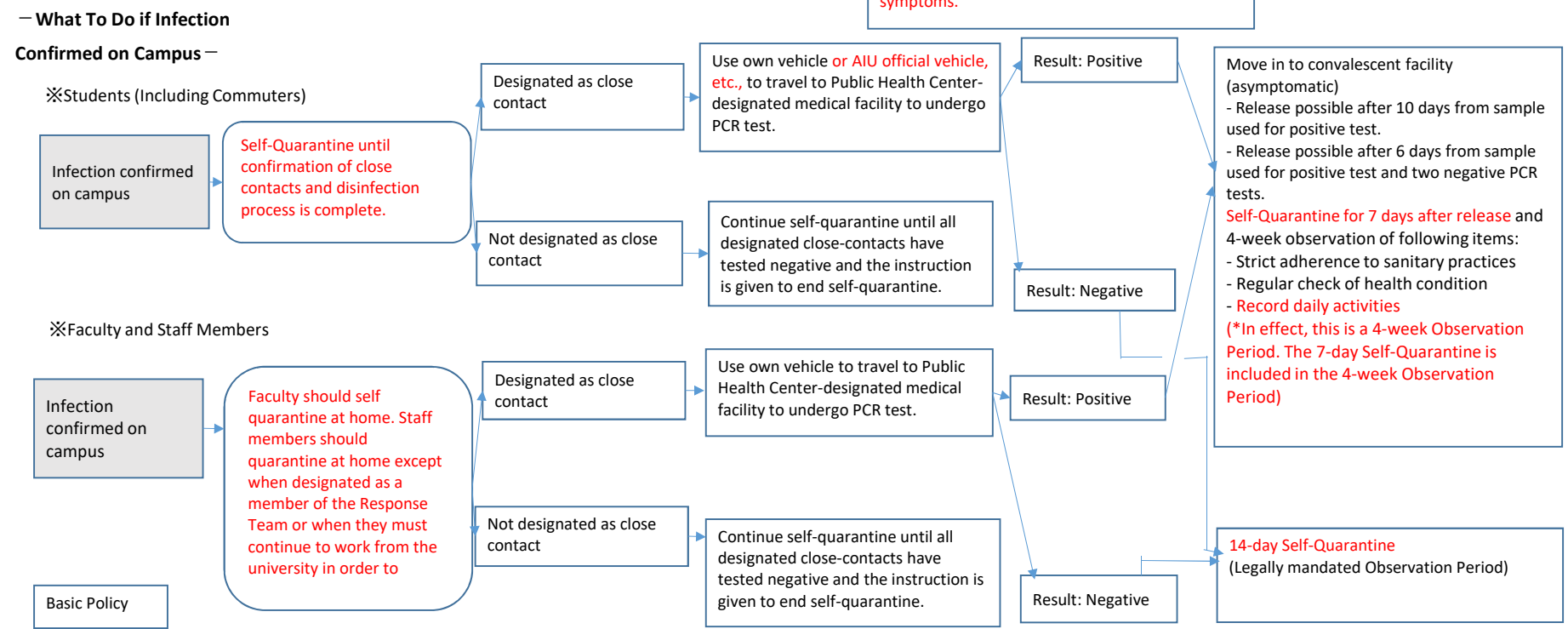
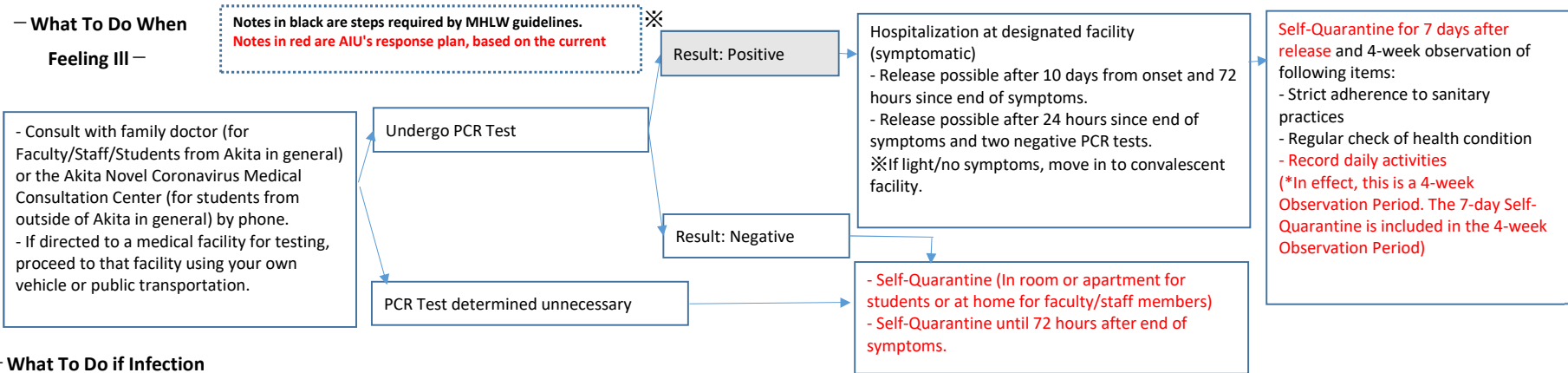
Level	Courses (Lectures, etc.)	On-Campus Meetings	Use of Facilities (Dorms/Apartments)	Use of Facilities (Other than Housing)	Student Extracurricular Activities	Administrative Office	
<b>0</b>	<b>Normal Operations</b>						
<b>1</b>	<b>Partial Operations Restriction</b> (Infections confirmed within prefecture, but limited in number with no risk of expansion) ※Corresponds to Akita Prefecture Alert Level 1.	Primarily continue with in-person teaching while giving full consideration to minimizing infection risk and conduct courses online as necessary.	Primarily continue with in-person meetings while giving full consideration to minimizing infection risk and promote online participation as necessary.	Permit housing on campus as usual while giving full consideration to minimizing infection risk.	Give full consideration to minimizing infection risk and partially limit facility use.	In principle, permit activities while giving full consideration to minimizing infection risk and apply restrictions to activities as necessary. (Online activities permitted.)	Maintain normal operations while giving full consideration to minimizing infection risk.
<b>2</b>	<b>Restricted Operations (Low)</b> (Confirmed infections within prefecture and risk of further expansion) ※Corresponds to Akita Prefecture Alert Level 2.	Conduct online and parallel classes as well as a portion of in-person classes. In the case of in-person classes, implement the maximum possible infection risk prevention.	Conduct online meetings to the maximum degree possible. In the case of in-person meetings, implement the maximum possible infection risk prevention measures.	Permit housing on campus, but limit the number of students to be housed and secure individual housing for students while giving full consideration to minimizing infection risk.	Give full consideration to minimizing infection risk and partially or, if necessary, fully limit facility use.	Permit activities with some restrictions while giving full consideration to minimizing infection risk. (Online activities permitted.)	Recommend working from alternate offices and teleworking while giving full consideration to minimizing infection risk. (Target: 1/3 of staff each in alternate offices and teleworking.)
<b>3</b>	<b>Restricted Operations (Medium)</b> (Continued increase of infection cases within prefecture and a high risk of further expansion) ※Corresponds to Akita Prefecture Alert Level 3.	Conduct online and parallel classes. In-person coursework should be limited to the minimum amount required and maximum infection risk prevention measures will be implemented.	Conduct online meetings to the maximum degree possible. In the case of in-person meetings, implement the maximum possible infection risk prevention measures.	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk.	Give full consideration to minimizing infection risk and expand the scope of facility use limitations while partially or, if necessary, fully limiting facility use.	Permit activities with significant restrictions while giving full consideration to minimizing infection risk. (Online activities permitted.)	Require approximately 1/3 of staff members to work in alternate offices and 1/3 to telework.
<b>4</b>	<b>Restricted Operations (High)</b> (Dramatic, rapid increase of infections within prefecture and extremely high risk of further expansion and/or infections confirmed on campus) ※Corresponds to Akita Prefecture Alert Level 4.	Online classes, only.	Only online meetings permitted.	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk.	Facility use prohibited.	Extracurricular activities prohibited. (Online activities permitted.)	Permit the minimum number of staff required to maintain essential operations to work from campus and require teleworking in principle.
<b>5</b>	<b>Restricted Operations (Maximum)</b> (Prefecture has requested residents to refrain from leaving their homes, or requested facilities to suspend operations by law, and/or confirmation of 5 simultaneous infections on campus) ※Corresponds to Akita Prefecture Alert Level 5.	Online classes, only. Faculty members prohibited from conducting online classes from campus.	Only online meetings permitted.	In principle, suspend acceptance of new students to reside on campus. For students already residing on campus, allow continued residence while giving full consideration to minimizing infection risk, and temporarily secure private housing facilities for students as necessary.	Facility use prohibited.	Extracurricular activities prohibited. (Online activities permitted.)	Require teleworking for all staff except for emergency response that requires working from campus.

※This BCP may be revised as necessary in response to changing conditions such as new phases of the disease spread.

※Akita prefecture's infection alert levels are based not only on the number in infections confirmed, but are a comprehensive assessment that also includes consideration of the infection vector information, state of the prefecture's medical and testing facilities, including available bed space.

※Additionally, the individual offices of the university's administration will separately determine levels for their various activities based on this plan.

V Reference: Flowchart for Detection of Symptoms and Confirmation of Infection



- Other than in the incidence of a cluster (5 related infections or more), online classes will continue and face-to-face classes will transition to online delivery, only. - The university Administration Office will not shut down, but approximately 1/3 of the staff will be ordered to work from home via telework.

- If the Public Health Center issues a disinfection order, the disinfection process will be contracted out. If the Public Health Center does not issue a disinfection order, the university will conduct disinfection in coordination with the cleaning and management contractor based on cooperation from the Public Health Center.

\*Definitions: Self-Quarantine: Must not leave room/apartment/home except for unavoidable reasons (May not use university facilities). Students residing on campus will receive boxed meals from the cafeteria delivered. Students living off campus may not come to the university. Faculty and Staff may not come to the university for work but may work online from home.

Observation period: Must record daily health condition/activities and report to the Public Health Center. Going out, such as use of campus facilities, should be limited to the minimum level.

## Temperature & Condition recording sheet (AIU)

ID: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

- Please record your temperature & condition everyday.
- If you have symptoms of a cold , such as fever or sore throat, please avoid attending class(going to work) . And report it to us through "Symptom report form": <https://bit.ly/2BKc84A>
- The health and medical care room or student affairs will contact you.
- Please consult with the nearest health care center or clinic by phone even if the symptoms are mild. Or consult with the health and medical care room by email(healthcare@gl.aiu.ac.jp).

Date		Temperature	Check the symptoms that apply to you										Action (ex, What you did, Where you went,etc.)
			Runny Nose · Stuffy Nose	Sore throat	Cough	Breathing difficulty	Fatigue	Dysgeusia /Dysosmia	Muscle pain	Head ache	Vomitting	Stomachache/ Diarrhea	
1	M	°C											
	E	°C											
2	M	°C											
	E	°C											
3	M	°C											
	E	°C											
4	M	°C											
	E	°C											
5	M	°C											
	E	°C											
6	M	°C											
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11	M	°C											
	E	°C											
12	M	°C											
	E	°C											
13	M	°C											
	E	°C											
14	M	°C											
	E	°C											

## Activity Recording Sheet (AIU)

ID:	Name:	Phone:
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\*Record, when, where, who, what, and whether masks were worn/ventilation conducted, etc.

No.	Date	Time	Persons contacted	Location	Details of contacts
Ex.	○/○	-	Friend A	AIU Shop	Bought drinks. 5-minute conversation with friend in shop. Both wearing masks.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					