



## Measures to Prevent the Spread of Infection and Restrictions on Entry to the Campuses under Activity Restriction Guidelines

\* Meiji University Activity Restriction Guidelines have been lowered from level 2 to level 1 from October 11.

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**Main updates**

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**Introduction**

In response to the Emergency Declaration by the Government issued on July 12, 2021, Meiji University designated the Activity Restriction Guidelines Level as the "Level 2" and imposed certain restrictions on educational and research activities as well as campus access. However, as the Emergency Declaration by the Government was lifted on September 30, Meiji University decided to lower the Activity Restriction Guidelines Level to the "Level 1" from October 11.

As the health of students and faculty members is our top priority, we will continue to closely monitor the trend of COVID-19 infection while following the guidelines of the government and local municipalities. Depends on the future infection situation, the activity restriction level may be raised again. In such case, the updated information will be provided through the University websites, Oh-o! Meiji and other means.

We apologize for any inconvenience and ask for your cooperation.

■Meiji University Activity Restriction Guidelines.

<https://www.meiji.ac.jp/koho/natural-disaster/6t5h7p000032pt0n-att/1011ActivityRestrictionGuidelinesEN.pdf>

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# I. Activities



**I. Activities****1. Classes and educational activities**

In light of the lifting of the emergency declaration issued between July 12, 2021 and September 30, the class delivery method will be changed to face-to-face teaching based on Activity Restriction Guidelines Level 1 from October 11.

**<Class management based on Activity Restriction Guidelines Level 1>**

In principle, approximately 70% of all classes will be held face-to-face, including hybrid classes, that are partly online. To avoid crowding and prevent infection on campus, sufficient distance between seats will be provided in classrooms.

In addition, approximately 30% of all classes that are suitable for online education will be conducted using one of the online class delivery types (mainly the on-demand type).

Under Activity Restriction Guidelines Level 1, students are expected to commute to school, so please make sure to live within commuting distance. However, for students who are deemed unable to attend school for unavoidable reasons, such as having underlying health conditions that are likely to become severe as a result of infection with the new coronavirus, a special permission will be granted for such students to take face-to-face classes online. Students who wish to apply for the permission should follow the prescribed procedures.

**■ Academic Year 2021-Classes(Ninth Report)**

<https://www.meiji.ac.jp/koho/natural-disaster/NinthReport.html>

**2. Research activities**

In order to prevent the spread of infection, it is possible to carry out research activities within the university while paying sufficient attention to the research environment, such as wearing a mask. However, please keep in mind and use the laboratory to maintain sufficient interpersonal distance.

When conducting research activities, be sure to check "IV Research Activities and Guidelines for the Prevention of the Spread of the New Coronavirus Infection ".

**3. Extracurricular activities**

Some face-to-face activities are permitted by the University, if students and others take thorough measures to prevent infection.

Make active use of online activities when online alternatives are available.

In the case of planning an event (such as a sports competition and student group activities), make sure to consult the University in advance.

#### **4. Counter services (Offices)**

Take all necessary measures to prevent the spread of infection when visiting university offices. To avoid any risk we highly recommend the use of the Contact Form below.

■Contact Form

<https://www.meiji.ac.jp/koho/natural-disaster/form.html>

#### **[Automatic certificate issuing machines]**

Please check the website below for the operating schedule of automatic certificate issuing machines. Be sure to check the information from each faculty, Graduate School, or Professional Graduate School before using this service, as operating hours may change depending on the latest situation of the spread of new coronavirus infection.

■For information on certificate issuing services, check the following website:

<https://www.meiji.ac.jp/cip/english/about/news/2020/enjsp3000000hell.html>

#### **5. Facility lending**

As a general rule, facilities such as classrooms, conference rooms are available to rent limited to Meiji University students and faculty members for the purposes of education and research. The venue rental procedure will be the same.

When using any facility, make sure that the number of people using it is less than 2/3 of capacity to ensure sufficient space of at least 1meter between each user.

No lending of facilities to those outside Meiji University will be made until the Activity Restriction Guidelines level reaches 0.

#### **6. Meetings within the University**

Upon taking all necessary measures to prevent the spread of infection, faculty members are allowed to hold face-to-face meetings. Online or written meetings should also be utilized whenever possible.

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## ***II. Measures to prevent infection***



## II. Measures to prevent infection

### 1. Measures to prevent the spread of infection at the University

To ensure safe use of facilities and equipment, the University takes all possible measures, including cleaning and disinfection, enhanced ventilation, and splash prevention. Details of these measures may change depending on the future situation.

#### ■ Measures to prevent the spread of infection at Meiji University

<https://www.meiji.ac.jp/koho/natural-disaster/6t5h7p000032pt0n-att/a1593502740366.pdf>



Photographs of university efforts to prevent infection can be found in "V. Photographs of infection control measures".

#### (1) Cleaning and disinfection

- \*Hand sanitizer is installed at the entrance of each building and inside buildings.
- \*Classrooms are cleaned and disinfected after use, by the next day.
- \*Face guards, sterilization sheets, and disinfectant sprays are available in faculty rooms for use by teachers.

#### (2) Ventilation

- \*Air conditioning is operated with an emphasis on ventilation.
- \*As a result of adequate ventilation, it may not be possible to maintain a comfortable environment in terms of temperature and humidity. We ask for your understanding.
- \*When conducting face-to-face classes, make sure that doors, vents, and windows are open and well ventilated after classes and during breaks for safety reasons.

#### (3) Prevention of splash

Vinyl sheets and other materials to prevent respiratory droplets infection are installed at office counters on campus. In addition, an acrylic panel has also been installed on the teacher's desk in each classroom.

### **(4) Use of open spaces**

In order to prevent infection, the use of the benches and tables in the open spaces (common areas) of the University may be restricted and/or the number of seats may be limited. As a general rule, the use of drinking water fountain and hand dryers has been suspended.

### **(5) Use of elevators and escalators**

To avoid congestion in elevators, use the stairs and escalators as much as possible. When using an elevator or escalator, make sure to practice physical distancing from others.

- \* Although elevators and escalators are cleaned regularly, since an unspecified number of people will touch the buttons and handrails, frequent hand washing after use is recommended.

### **(6) Recommendation of COCOA (application software for contact confirmation) download**

Meiji University strongly recommends to install and use the "New Coronavirus Contact Confirmation App" called "COCOA", a contact notification application with infected people, provided by the Ministry of Health, Labor and Welfare.

If identified as a close contact with an infected person, monitor for symptoms and follow the app's instructions to receive appropriate medical care and contact the COVID-19 consultation center/local public health center.

- How to install COCOA (Ministry of Health, Labour and Welfare website)

<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

### **(7) Recording your activity history (Utilization of the QR code)**

QR codes are posted at the entrance, classrooms, and common areas of each building on campus so that the history of activities can be recorded. Scan the QR code using a smart phone or mobile phone to record your activity history.

### **(8) Public announcements to raise awareness of the spread of infection**

In between class periods, announcements will be made via the public announcement system regarding infection prevention measures and precautions to be taken when entering the building.

### 2. If a person is identified as infected or a close contact by public health centers

#### (1) When a student or faculty member is tested positive for COVID-19

- ① If tested positive for COVID-19, notify the school office by phone or the Contact Form.
- ② Students or faculty members who are infected with the new coronavirus are not allowed to enter the university campus for the period of time instructed by the public health center or medical institution.
- ③ After recovering, contact the school office by phone or the Contact Form.
- ④ Students who tested positive for the new coronavirus should consult with their school office about how to handle their class absences.

##### ■Contact Form

<https://www.meiji.ac.jp/koho/natural-disaster/form.html>

#### (2) When a student or faculty member is identified as a close contact by a public health center.

- ① If identified as a close contact, follow the instructions of the healthcare center and take the necessary tests at medical institutions.
- ② Contact your school office by phone or the Contact Form. Upon receiving the test result, be sure to inform the school office regarding the result.
- ③ If students or faculty members are identified as a close contact by the public health center or medical institution, the students or faculty members are not allowed to enter the campus during the period instructed by the public health authorities.

\*The suspension period for students who have not examined by a medical institution or cannot undergo medical tests is 14 days from the date of the last close contact with the infected person. The student will not be able to enter the campus during this period.

- ④ Students who have been infected with the new coronavirus should consult with their school office about how to handle with their class absences.

##### ■Contact Form

<https://www.meiji.ac.jp/koho/natural-disaster/form.html>

### 3. What students or faculty members should do when they are not feeling well

#### (1) If a student or faculty member is examined for the new coronavirus infection

- ① If tested for the new coronavirus at a medical institution, contact your school office by phone or the Contact Form. Upon receiving the test result, be sure to inform the school office regarding the result.
- ② In case students or faculty members receive a confirmed positive test result, the students or faculty members are not allowed to enter the campus during the period instructed by the public health authorities.
- ③ Students who have been infected with the new coronavirus should consult with their school office about how to deal with their absence from class.

#### ■ Contact Form

<https://www.meiji.ac.jp/koho/natural-disaster/form.html>

#### (2) When students or faculty members have symptoms of a cold (fever, cough, fatigue, abnormal sense of smell or taste, etc.) and have not received testing for new coronavirus infection.

- ① Students and faculty members with symptoms such as fever should first consult their primary care physician or other nearby medical institution by phone, and then visit a doctor. If the doctor suspects an infection, a test for the new coronavirus infection will be administered.

#### ■ Ministry of Health, Labour and Welfare Website

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/dengue\\_fever\\_qa\\_00001.html#Q5-1](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/dengue_fever_qa_00001.html#Q5-1)

- ② Follow the instructions of the doctor when entering the campus after the examination.
- \* If tested positive for the new coronavirus infection, follow the guidelines as described in 2 (1) above.

## II. Measures to prevent infection

### 4. If a family member or roommate is identified as an infected person by a public health center

- ① In this cases, there is a high possibility that students or faculty members may be identified as a close contact by a public health center. From the viewpoint of infection prevention, the students or faculty members are not allowed to enter the campus. Students and staff should wait for the public health center to contact them and follow their instructions.  
\* When a member of a household is identified as a close contact, the student or faculty may enter the campus if the infection is not yet known to that person.
- ② When students or faculty members are also identified as a close contact by the public health center, follow the instructions as set out in 2 (2) above.

### 5. Measures to be taken in the event of infection

- ① When contacted by an infected person or a person in close contact, the relevant department will disinfect and close the area affected based on the predetermined flow.
- ② If necessary, the new coronavirus task force will be convened to deal with serious cases.
- ③ Appropriate reports and consultations will be made to the authorities, such as health centers and the Ministry of Education, Culture, Sports, Science and Technology.

### 6. Prevention of infection and health management

- ① Thoroughly wash your hands and gargle frequently when returning home from outings and before meals. When coughing or sneezing, please practice cough etiquette (use a mask, tissue, handkerchief, or sleeve to cover your mouth and nose). Try to prevent the spread of infection by avoiding crowded places as much as possible.
- ② Wearing a mask has been recognized as highly effective to prevent infection. At the same time, it has been pointed out that there are differences in the effectiveness of mask materials in preventing transmission. We recommend wearing a nonwoven mask that is considered to be the most effective in preventing infection.

## II. Measures to prevent infection

- ③ To boost your immune system, try to get enough sleep, eat a well-balanced diet, and exercise moderately.
- ④ Take a rest at home when experiencing symptoms of a cold such as a fever.
- ⑤ If physical symptoms that are suspected to be new coronavirus infection persist, consult a medical institution immediately.

### 7. International travel

#### (1) Students intending to travel abroad

Do not travel to country/region designated as risk level 3 by the Ministry of Foreign Affairs in its travel safety information and infectious disease risk information (Travel warning). Avoid non-essential travel to country/region that are at risk level 2. In the case of study abroad programs approved by the University, such as university-wide exchange programs, students may be permitted to travel to the risk level 2 or 3 country/region on the condition that the safety of the students is ensured.

■Ministry of Foreign Affairs Overseas Safety website

<https://www.anzen.mofa.go.jp/>

■Ministry of Education, Culture, Sports, Science and Technology website

[https://www.mext.go.jp/a\\_menu/coronavirus/index.html](https://www.mext.go.jp/a_menu/coronavirus/index.html)

#### (2) Entering Japan

The quarantine measures at airports are strengthened regardless of nationality when entering Japan. All travelers are required to submit a Written Pledge and a certificate of COVID-19 negative test result conducted within 72 hours prior to departure for Japan. A PCR test will be conducted at the arrival airport. Follow the instructions of the officer in charge. For 14 days from the next day upon entering Japan, all persons are required to comply with the various items pledged in the Written Pledge, such as self-isolate at home or in registered accommodation, refrain from using public transportation, report health condition to the local public health office, and install a mobile app to retain/report location.

If travelers are entering Japan from a country/region designated by the government, they may be required to stay at an accommodation facility secured by the quarantine station for 3 to 10 days, based on the status of community-acquired infection with the mutated strain, the number of newly infected in each

country/region, and the most recent positive rate at the airport quarantine in Japan.

For non-Japanese nationals applying for a visa for new entry, there may be changes in the documents to be submitted and/or entry may be restricted due to the spread of the novel coronavirus infection. Please check the information on the websites of the Ministries concerned.

Ministry of Foreign Affairs website

[https://www.mofa.go.jp/mofaj/p\\_pd/pds/page25\\_002019.html](https://www.mofa.go.jp/mofaj/p_pd/pds/page25_002019.html)

■Ministry of Justice website

[http://www.moj.go.jp/hisho/kouhou/hisho06\\_00099.html](http://www.moj.go.jp/hisho/kouhou/hisho06_00099.html)

■Ministry of Health, Labour and Welfare website

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html)

## 8. Daily life

The Sub-Committee on Countermeasures against New Coronavirus Infections reported that the risk of infection increases in the following five situations.

To protect your own health and not to infect others around, avoid these situations (1)~(5) as much as possible.

### (1) Drinking and social gatherings

- \*Drinking alcohol improves mood and at the same time decreases attention. In addition, hearing is dulled and it leads to speaking in a louder voice.
- \*The risk of infection increases when large numbers of people are in a small space separated only by partitions for a long time.
- \*Sharing glasses and chopsticks increases the risk of infection.

### (2) Long feasts in large groups

- \*Prolonged eating and drinking, eating and drinking with entertainment, and late night drinking involve a higher risk of infection compared to a short meal.
- \* The risk of infection is increased by eating and drinking in a large group of people, for example, 5 or more people, because in groups people have to talk louder and droplets of saliva spread more often.

### (3) Conversation without a mask

- \* Talking at close range without a mask increases the risk of airborne or micro-droplet infection.
- \* Cases of infection without masks were observed during gatherings in karaoke bars.
- \* Be cautious and wear a mask when traveling by car or bus.
- \* It is recommended to wear a nonwoven mask, which is highly effective in preventing infection, instead of cloth or urethane masks.

### (4) Communal living in a small space

- \* Living together in a small limited space increases the risk of infection because the enclosed space is shared by several people for a long time.
- \* There have been reports of suspected infections in common areas such as dormitory bedrooms and bathrooms.

### (5) Switching locations

- \* When moving to another location, such as during work/class breaks, the risk of infection may increase due to the feeling of relaxation and changes of the environment.
- \* Suspected cases of infection were identified in rest rooms, smoking areas and changing rooms.

- "5 situations" that increase the risk of infection, Cabinet Secretariat HP

<https://corona.go.jp/prevention/pdf/en.5situations.pdf>

## 9. Definition of a close contact

In the "Guidelines for Conducting Active Epidemiological Surveillance of Patients with Novel Coronavirus Infections" of the Infectious Diseases Surveillance Center of the National Institute of Infectious Diseases, published on May 29, 2020, "a close contact" is defined as those who has been in contact with a person with a confirmed positive result (including asymptomatic) during the period of possible infection and who falls under the categories in the next page. The final determination of a close contact

person is made by the public health center.

- (1) Those who live with or have had prolonged contact with an infected person (Including inside a vehicle or an aircraft)
- (2) A person who has examined, or cared for, an infected person without proper infection protection
- (3) Persons who are likely to have had direct contact with contaminants such as the respiratory secretions or body fluids of an infected person
- (4) Other: Persons who have had arm's length contact (roughly one meter) with an "infected person" for more than 15 minutes without conforming to the necessary infection prevention measures (as a general rule the infectiousness of a patient is based on the surrounding environment, contact conditions, and other individual circumstances).

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### **III. Restrictions on entry to campus**



## III. Restrictions on entry to campus

### 1 Restrictions on campus entry

#### (1) Those who are permitted to enter campuses

- ① Students
- ② Faculty and staff members (including temporary staff)
- ③ Contractors working on campus and visiting contractors.
- ④ Those who approved by the University
- ⑤ Prospective Meiji University students
- ⑥ Applicants for admission to Meiji University

\* For information on entering the campus for the procedure of issuing certificates for graduates, please refer to the page on issuing certificates for each faculty and graduate school.

<https://www.meiji.ac.jp/koho/graduates/index.html> (Japanese Only)

#### (2) Facilities available to students

Students can use the university facilities when attending face-to-face classes, taking online classes on campus, or receiving research guidance. Some university facilities, such as libraries, are also available for use. Be sure to check each facility's website for details on how to use the facilities, hours of use, and who can use the facilities, as rules may differ from the normal situation.

People who are infected often have no symptoms and may unknowingly spread the infection to others. Therefore, to prevent infection, all students should return home as soon as possible after their classes or their business on campus has finished. Students should refrain from attending parties or social gatherings.

#### ○Library

\*Please check the opening hours of the libraries

##### ■Library HP

<https://www.meiji.ac.jp/library/news/2021/6t5h7p00003aplzu.html#eng>

#### ○Media facilities (IT classrooms)

\*Please check the opening hours of the media facilities

##### ■Izumi Campus

<https://www.meiji.ac.jp/wsyz/6t5h7p0000347h0i.html>

##### ■Ikuta Campus

<https://www.meiji.ac.jp/isys/news/2021/6t5h7p00003axobb-att/6t5h7p00003axoep.pdf>

#### ■ Nakano Campus

<https://www.meiji.ac.jp/nksd/news/2020/6t5h7p000034hg1s.html>

#### ○ Museum (Surugadai Campus)

<https://www.meiji.ac.jp/cip/english/institute/museum.html>

#### ○ AKU YOU Memorial Museum (Surugadai Campus)

[https://www.meiji.ac.jp/cip/english/institute/akuyou\\_museum.html](https://www.meiji.ac.jp/cip/english/institute/akuyou_museum.html)

#### ○ Meiji University the defunct Imperial Japanese Army Noborito Laboratory Museum for Education in Peace (Ikuta Campus)

<https://www.meiji.ac.jp/noborito/>

#### ○ Laboratories

Use of laboratories, faculty offices, collaborative research offices and study rooms is permitted for educational and research purposes only. In order to prevent the spread of infection, the number of people allowed to use a science laboratory or research room is limited. Consult with your academic supervisor before using those facilities.

### (3) Protocols when entering facilities

To enter facilities, a person must present a identification card at the entrance as follows. The location of ID check points are different in each campus. It is usually located at main gate, building entrance, or disaster prevention center.

\* For those who forget to bring ID card, the person may be asked to fill out the entry form at some facilities.

\* Students and full-time faculty members should use their ID cards on entry. Please note that some buildings are not equipped with IC card readers. In such cases, scan the QR code posted near the entrance to record your activity history.

##### ① Students

Bring a student ID card and hold the ID card over the card reader at each entrance check point.

##### ② Full-time faculty members

Bring a faculty member ID card and hold the ID card over the card reader at each entrance check point.

##### ③ Contractors working on campus and visiting contractors

Show a staff ID or other type of identification card at the entrance.

##### ④ Those who approved by the University

### III. Restrictions on entry to campus

Fill out the entry form at the entrance of each building.

⑤ Prospective Meiji University students

Fill out the entry form at the entrance of each building.

⑥ Applicants for admission to Meiji University

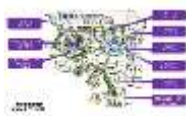
Fill out the entry form at the entrance of each building.

#### (4) Rules for entering campus

- ① Before entering campus, take temperature at home and make sure that there are no concerns about your physical condition.
- ② Do not enter the campuses if a person has a fever of 37.5 °C or higher, or if feeling unwell.
- ③ Non-contact thermometers are installed at each campus. If forget to take temperature at home, check your temperature using these non-contact thermometers.

■ Map showing the locations of the thermometers

[https://www.meiji.ac.jp/koho/natural-disaster/thermometer/location\\_english.pdf](https://www.meiji.ac.jp/koho/natural-disaster/thermometer/location_english.pdf)



- ③ Wear a mask when entering the facilities. It is recommended to wear a nonwoven mask, which is highly effective in preventing infection, instead of cloth or urethane masks. However, wearing a mask in a hot and humid environment may increase the risk of heat stroke, therefore, if outside and can maintain a sufficient distance (at least 2 meters or more) from other people, remove your mask to prevent heat stroke.

■ Heat Disorder Prevention Actions in the Ministry of Health, Labour and Welfare "new way of life"

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_coronanettyuu.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_coronanettyuu.html)

- ④ When entering the campus, use the hand sanitizer installed at the entrance of each facility, and wash your hands with soap frequently.
- ⑤ If you feel unwell on campus, do not push yourself too hard and go home immediately. Before going home, consult with the staff nearby or visit the clinic on campus.

- ⑥ When entering a facility please ensure social distancing (2 meters or more). Be aware of the 3 C's (Closed spaces, Crowded places, and Close-contact settings).
- ⑦ To prevent droplet infection, avoid unnecessary conversations and reduce physical contact to lower the risk of contact infection.
- ⑧ If noting any symptoms of a fever or cold within 2 to 3 days of entering the campus, contact appropriate office.

## 2 Welfare

### (1) Student cafeterias and stores

Some of the University's welfare facilities are open for business. For more information, check the following website.

<https://www.meiji.ac.jp/koho/studentsservice/hour/hour.html>

### (2) Food and drink in university buildings

Eating and drinking are allowed in designated areas such as cafeterias and student lounges. To prevent crowding designated areas, eating and drinking are allowed in classrooms (some exceptions apply) only during lunch time. In such a case, please make your own efforts to prevent droplet infection by refraining from eating with groups or while talking. When finish eating or drinking, clean your seat with a disinfectant sheet or disinfection spray. These are provided in each classroom.

\* For more information, check the following website.

<https://www.meiji.ac.jp/koho/studentsservice/hour/hour.html> (Japanese only)

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**IV Research activities and  
guidelines for the  
prevention of the spread  
of the new coronavirus  
infection**



## IV Research activities and guidelines for the prevention of the spread of the new coronavirus infection

In order to prevent the spread of the new coronavirus infection, Meiji University Activity Restriction Guidelines define the scope of various activities. In accordance with these guidelines, the Organization for the Strategic Coordination of Research and Intellectual Properties has established guidelines for research activities at Meiji University. Follow these guidelines when conducting research activities.

### 1 Basic policies for conducting research activities

- (1) Prevention of cluster formation in research rooms and laboratories.
- (2) Thorough management measures for the prevention of infection.
- (3) Behave responsibly for the good of the University as a whole.

### 2 Points to consider when conducting research activities

#### (1) Overall research activities

- ① Thoroughly implement the general infection prevention measures (contact and droplet infection).
- ② Incorporate research at home. When conducting research at the University, try to reduce research time in the research room or laboratory by using a shift system.
- ③ Staff and students should be careful to comply with the "3 C's" described below.

#### (2) Utilization of facilities and equipment for experiments

- ① The use of facilities and equipment for experiments shall be kept to a minimum, and data analysis shall be conducted at home.
- ② An operation plan and a facility utilization plan shall be formulated to avoid the 3 C's: a closed space with poor ventilation, a crowded place where many people gather, and a space where people talk in close proximity.

### **(3) Events and seminars**

- ① In principle, holding events on campus is prohibited (when inviting someone from outside Meiji University). Events are required to be held online, such as live distribution using WEB conference tools and on-demand distribution of programs using special websites. In addition, for research meetings of small numbers of people, sufficient care must be taken to prevent the spread of infection by wearing masks and by limiting the number of people in each room.
- ② A virtual venue (online poster exhibition area) will be set up, and posters uploaded by each applicant will be displayed. Examinations, questions and answers using WEB conference tools will be provided.

### **(4) Research activities outside the University**

Research or business trips, both within and outside of Japan shall be kept to the minimum or be done online, if possible. If business trips are unavoidable, travel at your own responsibility with sufficient safety.

### **(5) Consideration for students**

In order to prevent infection, due consideration should be given to allow students an option to opt out commuting to the University. This is in light of the fact that there are students who do not wish to travel long distances by train, or students who have gone back to their parents' homes, or international students who cannot enter Japan.

## **3 Specific actions**

### **(1) Prevention of infection**

- \*Before leaving home, be sure to check your temperature (it must be approximately 37.5 degrees or less) and make sure that there are no concerns of your physical condition.
- \*When entering any of the campuses, use the disinfectant installed in the entrance of each facility.
- \*Wash hand thoroughly with soap and water.
- \*Always wear a mask.

- \*Minimize conversation with others.
- \*Ensure the room is well ventilated while taking into account the nature of the experiment. (ventilate at least twice an hour)

## **(2) Management of personnel and behavior**

- \*In the laboratory, the sufficient interpersonal distance should be tried and utilized. On campus, social distancing (2 meters or more) should be maintained.
- \*Head straight to the lab or research room and return directly to home when study/research is finished.
- \*Utilize WEB conferencing, chat, or email as a tool of communication, and minimize the frequency of in-person meetings.
- \*Keep daily records (name, time of entry and exit, work content, etc.) of entry to and exits from laboratories.

## **(3) In cases of suspected infection**

- \*Before leaving home, check your physical condition (body temperature, etc.). If infection is suspected, do not come to the University or to work. Inform your supervisor and consult a medical institution, if necessary.
- \* If feeling unwell on campus, inform the staff regarding your condition (including clinics) and go home immediately.
- \*When a suspected infection has occurred, a report should be made to your supervisor, using the appropriate means of communication, such as "The self-report form for the new coronavirus".

## **4 Other**

### **(1) Competitive research funding system**

The Fund Allocation Institutions (JSPS, JST, AMED, etc.) are responding flexibly to applications for public offerings and to extend the deadline for various procedures.

The flexible measures currently being implemented under the competitive research grant system of the Ministry of Education, Culture, Sports, Science and Technology are being disclosed to researchers and research institutions by centralizing information on the Ministry of Education, Culture, Sports,

Science and Technology website.

- Ministry of Education, Culture, Sports, Science and Technology website

[https://www.mext.go.jp/a\\_menu/shinkou/torikumi/mext\\_00638.html](https://www.mext.go.jp/a_menu/shinkou/torikumi/mext_00638.html)

## **(2) Immigration control**

The Japanese government is taking various border control measures to prevent the spread of the new coronavirus. When returning to Japan or enter Japan, check the Overseas Security Website of the Ministry of Foreign Affairs.

- Ministry of Foreign Affairs Overseas Safety Website

<https://www.anzen.mofa.go.jp/>

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## **V Photographs of infection control measures**





















## V Photographs of infection control measures

### 1 Efforts made by the University

The following photographs are the examples of measures taken by Meiji University to prevent infection.

		
<b>No seating stickers to ensure seat distance</b>	<b>Partition on teacher's desk</b>	<b>Partitions between seats in media study room(Surugadai)</b>
		
<b>Hand sanitizer (Surugadai)</b>	<b>Partitions in dining room(Surugadai)</b>	<b>Temperature check spot (Surugadai)</b>
		
<b>Non-contact card reader for entry record (Surugadai)</b>	<b>Entrance record sheet (Surugadai)</b>	<b>Signboards at the entrance to a building (Surugadai)</b>

		
<b>Social distance signboard</b> (Surugadai)	<b>Social distance notice (Surugadai)</b>	<b>Warning sign in the building</b> (Surugadai)
		
<b>Social distance notice (Surugadai)</b>	<b>Dining space (Ikuta)</b>	<b>Desktop partition Panels (Ikuta)</b>
		
<b>Infection prevention measures in offices (Izumi)</b>	<b>Lunch space in the library (Izumi)</b>	<b>Entrance control at main gate</b> (Izumi)
		
<b>Entrance control at the reception</b> (Izumi)	<b>Classroom for taking online classes</b> (Nakano)	<b>Reserved seating partitions in dining room (Nakano)</b>

		
<p><b>Non-contact thermometer (Nakano)</b></p>	<p><b>Social distance display (Nakano)</b></p>	<p><b>Reserved seating in PC classroom (Nakano)</b></p>
		
<p><b>Tablet card reader for the entry management system (Nakano)</b></p>	<p><b>Vinyl sheets installed at the office counter (Nakano)</b></p>	<p><b>Enhanced ventilation by opening doors (Nakano)</b></p>

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