



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

\* Activity Restriction Guidelines of Meiji University from January 8 is "Level 3" (Raised from "Level 2".)

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## Main updates

Update date	Item	Contents	Page
January 7, 2021	Change Level	In consideration of the spread of new coronavirus infections in the Tokyo metropolitan area, the level of "Activity Restriction Guidelines Meiji University" was raised. ( from level two to level three)	6
	Classes and educational activities	Classes and Thesis guidance etc. will be conducted in principle in online after January 8.	8
		As a general, events such as graduate paper presentations can only be held online. (with a few exceptions)	8
		In principle, the implementation of off-campus practical training will not be permitted.	8
	Research activities	In principle, research activities will be conducted at home.  The conditions under which students use the Research Laboratories, etc. are as follows; a) Getting prior permission from one's supervisor b) Up to seven researchers in each laboratory	9, 10
	Extracurricular activities	Only a part of the activities permitted by the university is allowed in the athletic association activities.  Club and other activities are totally prohibited.	10
	Facility Lending	In principle, facility lendings are not available.	11
	Meetings within the university	Meetings within the university should be held online or in writing whenever possible.	11
	Library, Media Facilities, etc.	The usage time of facilities such as Library may change. Check each facility's website for the latest information.	23

	Student cafeterias, shops, etc.	Facilities such as shops will be closed during Level 3 of the Activity Restriction Guidelines.	25
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## Introduction

In response to the spread of new coronavirus infection, Activity Restriction Guidelines have been designated at "Level 2" since July 1, 2020. The university has imposed restrictions on educational and research activities as well as on entry to the campuses.

In consideration of the recent infection situation in the Tokyo metropolitan area, we decided to raise the level of Activity Restriction Guidelines prior to the start of classes on January 8 2021. Originally, in the current Activity Restriction Guidelines, if a declaration of a state of emergency is issued, the level is raised to Level 4. However, in consideration of the fact that universities are not subject to requests for closures in this declaration of an emergency situation, we decided to adopt Level 3.

First, we will raise the class (including in-class examinations) to Activity Restriction Guidelines Level 3. Specifically, both regular classes and make-up class, which are held from January 8 to January 23, will be conducted online. In addition, classes scheduled to be held by face-to-face, and individual guidances for graduate's papers, Master's Degree 's, and Doctoral Degree 's will also be conducted online as much as possible.

Activities other than classes and use of facilities will also be conducted under the Activity Restriction Guidelines Level 3 from January 8.

Since the health of students and faculty members is our top priority, we will continue to comprehensively examine the spread of infection whilst also examining the policies of the government and prefectures, and if the spread of infection continues, the activity restriction level may be raised again.

Information will be provided through HP, 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/a1591842626747.pdf>

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# I. Activities



**I. Activities****1. Classes and educational activities****[Faculty members]**

All classes (Regular classes, make-up class, face-to-face classes, etc.) conducted after on January 8 (Fri.) should be conducted online, and even when face to face class is scheduled, it is encouraged to switch to the online class whenever possible, except for unavoidable circumstances.

In the same way, please conduct online teaching about student's graduate papers, graduate studies, Master's Degree papers, and Doctoral Degree papers as much as possible.

For classes scheduled to be conducted face-to-face after January 8 (Fri.) , whether those face-to-face classes are changed to online classes or those face-to-face classes are unavoidable, Please inform those information to students using "Notice about the class" and "Syllabus supplement" in Oh-Meiji Class Web.

If face-to-face classes are unavoidable, please continue to give consideration to students who cannot or do not wish to participate in face-to-face classes.

In principle, events such as graduate Thesis Presentations should be held by online. However, if face-to-face events are unavoidable, faculty members should obtain permission from your department.

If 50 or more students attend that events, a written implementation plan should be prepared and submitted to President.

Off-campus internship is not permitted. In principle, applications that have already been approved for implementation should also be discontinued.

**[Student]**

After January 8 (Fri.), classes (Regular classes, make-up class etc.) will be conducted in the online classes as much as possible, including face-to-face classes planned (excluding some classes that require face-to-face teaching).

Regarding the handling of classes that were scheduled to be held face-to-face during in this period, the faculty members in charge of the class will inform you the detail by Oh-o! Meiji Class Web 's "Notice about the class" and "Syllabus supplement", please check the Website.



**[Common among faculty members and students]**

The details of changes for Academic Calendar in FY 2020 (Updated July 30, 2020) are as follows:.

**<Reference>****Meiji University 2020 Academic Year Calendar (January-February 2021)**

## ① January 8 (Fri.)

Transfer date for make-up class and face-to-face classes

## ② January 9 (Sat.)

Regular classes on Saturday, Transfer date for make-up classes and face-to-face classes

## ③ January 12 (Tue.) - 22nd (Fri.)

Regular class day

## ④ January 23 (Sat.)

Regular classes on Saturday, Transfer date for make-up classes and face-to-face classes

## ⑤ January 25 ( Mon.) - February 3 (Wed.)

Submission Period of Alternative Issue Report for Final Examination

**2. Research activities****[Faculty members]**

In principle, research should be conducted at home, but faculty members can enter the University if necessary for the preparation and continuation of education and research.

When faculty members permit to use the Research Laboratories, etc. to students, maximum numbers of students should be limited by seven in order to prevent the spread of infection.

Then be well aware of the research environment, for example, by wearing masks and ensuring sufficient interpersonal distance (1 m minimum).

Be sure to check the "IV Guidelines for Prevention of the Spread of New Coronavirus Infection while undertaking Research Activities". when conducting research activities.

In principle, please cancel your business trip.

Participation in or sponsorship of research meetings by face to face such as

academic conferences is prohibited.

**[student]**

In principle, students are not allowed to enter the University. However, if it is absolutely necessary to use a research laboratory (excluding classrooms), please obtain the permission from the instructor in charge in advance.

Maximum number of students using laboratories are limited by seven. When entering the campus, please wear a mask and maintain a sufficient interpersonal distance (1 m minimum).

**3. Extracurricular activities**

Athletic Association activities are prohibited in principle. Only certain activities approved by the university are allowed.

Club activities are totally banned.

**4. Counter services (Office)**

In principle, please use the following special inquiry form if you need help from the administration. If you need to visit for consulting and subumission documents to the offices, be sure to obtain permission from the office you are visiting in advance.

■ Contact Form

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

**[Automatic certificate issuing machines]**

Please check below for the operation schedule for automatic certificate issuing machines. Please note that depending on the campus, operating times may be changed or the number of units may be reduced. We also accept applications by mail. To reduce the risk of infection, please apply by mail whenever possible.

\*Graduates are not available to use the automatic certificate issuing machines.

Please apply by mail.

■ For handling of certificate issuing services, please check the site below:

<https://www.meiji.ac.jp/cip/english/about/news/2020/enjsp3000000hell1.html>

**5. Facility Lending**

In principle, facility lending are not available.

**6. Meetings within the university**

Meetings should be held by using message or online as much as 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, measures focusing on cleaning and disinfection work, ventilation enhancement, and splash prevention are being undertaken. 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 antiseptic solution is installed at the entrance of each building and inside buildings.
- \*Classrooms are cleaned after use, by the next day.
- \*Face guards, sterilization sheets, and detoxifying sprays are available in faculty rooms for use by teachers.

#### (2) Ventilation

- \*Air conditioning focuses on ventilation.
- \*In order to focus on ventilation, a comfortable environment in both temperature and humidity may not be achievable. We ask for your understanding.
- \*When face-to-face classes are held, for safety considerations, keep the doors, vents, windows, etc. open and cooperate in thoroughly ventilating after classes and during breaks.

#### (3) Prevention of splash

We have installed vinyl sheets and other materials to prevent splashing at office counters on campus.

#### (4) Use of open spaces, etc.

## II. Measures to prevent infection

In order to prevent infection, you may not be allowed to use the benches and tables installed in the open spaces (common areas) of the university or the number of seats may be limited.

In principle, water coolers and hand dryers are no longer in use.

### (5) Use of elevators and escalators

Because elevators tend to get crowded and airless, use the stairs and escalators as much as possible. When using an elevator or escalator, make sure that there is plenty of space between you and the next person.

\*We regularly clean elevators and escalators, but we recommend that you wash your hands frequently after using them because lots of different people touch the buttons and handrails.

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

Meiji University strongly recommend that you install and utilize the "New Coronavirus Contact Confirmation App" ("COCOA"), an application provided by the Ministry of Health, Labour and Welfare for notifying people of contact with infected persons.

If you receive a contact notification with infected persons through COCOA, follow the instructions on the app and consult a medical institution properly.

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

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

### (7) Recommendations for recording your activity history

Just in case you are identified as an infected person or a close contact person, Meiji University recommends that you keep a record on your smartphone or notebook of your actions for at least the previous two weeks. Keep a record of the classes you attended, the facilities you used, and the friends you met with.

Meiji Mail (Outlook App) and Oh-o! Meiji system also have a "calendar function" that you can use as needed to keep a record of your actions.

### 【Example record】

日付	時間	場所	関係者
December 17	09:00	English I	Next to Ms. A
	12:30	Lunch at Café	Mr. B, Mr. C
	15:20	Introduction to Political Science	Next to Mr. D
	18:00	Shopping at Supermarket	
	19:00	Part-time job (Restaurant)	

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

During class break time, announcements are made via the public announcement system regarding infection prevention measures and about special procedures when entering the campus.

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

### (1) When students and faculty members are found to be infected

(Tested positive for the new coronavirus infection)

- ① If you are found to have been infected with the new coronavirus, please contact your school office by telephone or use the Contact Form.
- ② Such students and faculty members are not allowed to enter the campus until they are permitted to do so by the responsible public health center (or medical institution).
- ③ After having recovered, please contact your school office by phone or use the contact form.
- ④ Students who have been infected with the new coronavirus should consult with your school office about how to deal with your absence from class.

#### ■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, etc.

- ① If you are found to be a close contact, follow the instructions of the healthcare center and take the necessary tests at medical institutions.

## II. Measures to prevent infection

- ② Please contact your school office by telephone or use the contact form.
- ③ According to the results of the tests, students and faculty members are not allowed to enter the campus during the period instructed by the public health center or medical institution.

\*The suspension period for students who have not undergone or cannot undergo medical examinations at medical institutions, etc. is 14 days from the date of the last close contact with the infected person. You will not be able to enter the campus during this period.

- ④ Period specified by the health center (or a medical institution) or after 14 days, call the office to which you belong or use the school's contact form.

Please consult your school office about how to deal with absence from class.

### 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 you are tested for the new coronavirus at a medical institution, please contact your school office by phone or use the contact form.
- ② According to the results of the tests, students and faculty members are not allowed to enter the campus during the period instructed by the public health center or medical institution.
- ③ Period specified by the health center (or a medical institution) or after 14 days, call the office of the school to which you belong or use contact form.

Please consult with your school office about how to deal with absence from class.

#### (2) When students or faculty members have cold symptoms (Fever, cough, feeling sick, Impaired sense of smell or taste etc.) but have not tested for a new coronavirus infection.

- ① Only students and faculty/staff who don't have these symptoms without taking medicine for at least 3 days can enter the campus.
- ② If these symptoms are observed within 2 to 3 days after entering the university campus, please contact the department office by phone or use the contact form.

\*If symptoms persist for more than 4 days, the affected person should attend the "Consultation Center for Returnees and Contacts" etc.



### 4. Cases where a person living with a family member, etc. is identified as an infected person or a close contact person by a public health center, etc.

- ① In such cases, there is a possibility you are already infected, and from the perspective of preventing infection, such students and faculty members are not allowed to enter the campus. If a cohabitant is tested negative for the new coronavirus infection, follow the instructions from the responsible healthcare center (or medical institution).
- ② If a student/faculty member is also identified as an infected person or a close contact person by a public health center, etc.,  
Please respond as set out in 2 (1) or (2) above.
- ③ If a person living with the affected person has the symptoms of a cold as described in 3 (2) above, that person should take care of his/her own health, and refrain from entering the campus.

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

- ① When an infected person or a person in close contact informs the office, the department that receives the message will report it to the relevant people in charge, based on a predetermined system.
- ② The Emergency Headquarters will collect information on cases in cooperation with any related departments as needed.
- ③ The appropriate report will be sent to necessary organizations such as public health centers, Ministry of Education, Culture, Sports, Science and Technology .
- ④ Consultations and coordination with relevant organizations will be made. The affected areas will be disinfected according to where the infected persons and close contacts have been. In addition, measures will be taken to close floors and buildings as appropriate.

### 6. Prevention of infection and health management

- ① When returning home from outside, wash your hands and gargle frequently before meals. Cough etiquette should be observed when coughing or sneezing (use a mask, tissue, handkerchief, or your sleeve to prevent splashing). In

## II. Measures to prevent infection

In addition, everyone should try to prevent the spread of infection by avoiding crowds as much as possible.

- ② To boost your immune system, try to get enough sleep, eat a balanced diet, and exercise moderately.
- ③ If you experience symptoms of a cold such as a fever, rest at home without exerting yourself.
- ④ If physical symptoms persist, consult a medical institution immediately as you might have an infection.

### 7. International travel

#### (1) Going abroad

Please refrain from traveling to countries and regions designated by the Ministry of Foreign Affairs as Infectious Disease Risk Level 2. You are not permitted to visit Level 3 countries.

■Ministry of Foreign Affairs 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) Returning to Japan

Quarantine at airports has been strengthened, so please follow the instructions of the officer in charge after returning from overseas. In addition, please self-isolate at the place designated by the quarantine station staff, such as your home, etc., for 14 days from the date of entry. Do not use public transportation including when travelling from the airport.

Please note that those who do not have Japanese nationality may not be able to re-enter Japan if they are travelling from an area where entry is denied.

■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

## II. Measures to prevent infection

reported that the risk of infection has increased where the following five situations occur, (1) - (5).

By using your own judgment, please protect your own health and be careful not to infect others around you.

We would like you to act in a responsible way in conducting your life, as becomes a Meiji University student. Please be careful to avoid the following dangers:

### **(1) Drinking and social gatherings**

- \*Drinking alcohol often leads to people lowering their guard and they begin to talk loudly.
- \*The risk of infection increases when a large number of people stay for a long time in a small space separated only by partitions.
- \*Sharing drinks and chopsticks increases the risk of infection.

### **(2) Eating and drinking over a long period of time or with a large number of people**

- \*Prolonged eating and drinking, wining and dining, and pub-crawling involve a higher risk of infection. Make sure that if you eat out, to keep your mealtimes short.
- \*Eating and drinking with more than 5 people may increase the risk of infection because you will probably talk loudly and the transmission of droplets from person to person will increase.

### **(3) Talking to others without a mask**

- \*If you have conversations in close contact with others without a mask you will increase the risk of infection through the transmission of droplets and microdroplets.
- \* For example, there are confirmed cases of people not wearing masks in karaoke bars.
- \* Make sure that you wear a mask when in a car with others or on a bus.

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

- \* When sharing tight living spaces people are together for long periods of time and speaking to each other in such small spaces increases the risk of infection.

- \* Cases of suspected infection in common areas such as dorm rooms and toilets have been reported.

### (5) Change of location

- \*Switching locations, such as during work breaks, can increase the risk of infection due to people becoming careless or changes in the environment.
- \*Suspected cases of infection in rest rooms, smoking areas and dressing rooms have been confirmed.

#### ■"5 situations" that increase the risk of infection

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

### 9. Definition of Close contact

According to the "Procedures for the implementation of an aggressive epidemiological survey on patients with new coronavirus infections" published by the Infectious Diseases Epidemiology Center of the National Institute of Infectious Diseases on May 29, 2020,

The term "close contact" is defined as a person who has been exposed to an infected person, during the period that the infected person was confirmed positive for the virus and was infectious (including the time that person was asymptomatic). Ultimately, however, the health center will determine who is a close contact.

Close contacts fall within the following categories:

- (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

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

(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 (Limited to those who attends a class, etc. and those who have been approved to use some facilities by the university.)
- ② Faculty and staff members (Including Temporary Staff)
- ③ Contractors working on campus and visiting contractors.

##### (2) Facilities available to students

Students can use the university facilities to take face-to-face classes or online classes, take research guidances, etc. at the university. In addition, some facilities of universities such as Library are also available. The method, and time of use, and the target users of each facility may differ from the normal situation. Please check each website for details.

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 classes or business has been finished and should refrain from attending parties or social gatherings.

#### ○Library

\*Please pay attention to the usage time.

##### ■Library HP

<https://www.meiji.ac.jp/library/news/2020/6t5h7p000034cch1.html>

#### ○Media facilities (IT classrooms)

\*Please pay attention to the usage time.

##### ■Surugadai Campus

<https://www.meiji.ac.jp/ksys/news/2020/6t5h7p0000347jcu-att/6t5h7p0000347jds.pdf>

##### ■Izumi Campus

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

##### ■Ikuta Campus

<https://www.meiji.ac.jp/isys/news/2020/6t5h7p0000347ih5-att/6t5h7p0000347ikg.pdf>

##### ■Nakano Campus

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

#### ○Museum Library(Surugadai Campus)

<https://www.meiji.ac.jp/museum/news/2020/6t5h7p000039qqkw.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

Laboratories, faculty offices, collaborative research offices and study rooms can only be used for educational and research purposes. In order to prevent the spread of infection, there is a limit to the number of people allowed to use a science laboratory or research room, so please consult your supervisor.

### (3) How to enter facilities

When entering facilities, you are required to present your identification card at the entrance (main gate, building entrance, Disaster Prevention Center, etc., depending on the campus.)

Details below:

\*If necessary, we may ask you to complete the entry ledger at some facilities.

#### ○Students:

Please bring your Student ID Card with you in order to use the card reader for entry control.

#### ○ Full-time faculty members

Please bring your faculty member ID Card with you in order to use the card reader for entry control.

#### ○Others

Please show your ID such as your teacher's card.

### (4) Compliance at the time of entry

① Please take your temperature at home and check that you are in good physical condition before entering any campus.

Do not enter the campuses if you have a fever of about 37.5 °C or higher, or if



### III. Restrictions on Entry to Campus

you are worried about your health.

- ② Non-contact thermometers are installed at each campus. If you forgot to take your temperature at home, please check your temperature with these thermometers.

■Map of the location of the thermometer

[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 When entering the facilities and while in the facilities, please wear a mask. Please take measures to prevent heat stroke.
- ④ When entering the campus, use the disinfectant installed at the entrance of each facility, and wash your hands with soap after entering the campus.
- ⑤ If you feel unsure about your physical condition after entering the campus, do not push yourself too hard and go home immediately. In addition, before you go home, please talk to the staff nearby (including clinics).
- ⑥ When entering a facility please ensure social distancing (2 meters or more). Be aware of the 3 C's.
- ⑦ To prevent droplet infection, avoid unnecessary chatter and reduce physical contact to lower the risk of contact infection.
- ⑧ If you get a fever or cold within 2 to 3 days after entering the campus, please contact the appropriate office.

## 2 Welfare

### (1) Student cafeterias, shops, etc.

During the period when Activity Restriction Guidelines is in Level 3, the University's welfare facilities, such as shops, will be closed.

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

In principle, eating and drinking are prohibited in buildings, except in designated areas. Please be careful to prevent droplet infection by avoiding eating and drinking in close contact with others.

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**IV Guidelines for  
Prevention of the Spread  
of New Coronavirus  
Infection while conducting  
Research Activities**



## IV Guidelines for Prevention of the Spread of New Coronavirus Infection while conducting Research Activities

In order to prevent the spread of a new coronavirus infection, Meiji University Activity Restriction Guidelines defines 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. Please note these guidelines when conducting research activities.

### 1 Basic policies for conducting research activities

- (1) Prevention of cluster formation in research rooms or laboratories.
- (2) Thorough management measures for the prevention of infection.
- (3) Everyone should behave responsibly for the good of the university as a whole.

### 2 Points to consider when conducting research activities

#### (1) Overall research activities

- ① Thorough implementation of general infection prevention measures (Measures to prevent contact and droplet infection).
- ② Research at home is recommended, and work shifts will be introduced in order to reduce research time on the spot.
- 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, etc. shall be conducted at home.
  - ② An operation plan and a facility utilization plan shall be formulated to avoid 3 Dense.
- \* 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, and events are required to be held online, such as live distribution using WEB conference tools and on-demand distribution of programs using special sites. 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**

- ① Research business trips, etc. in Japan shall be suspended or postponed as far as possible. If it is difficult to postpone or suspend those trips, it is your responsibility to ensure sufficient safety.
- ② Business trips for research, etc. outside Japan shall be suspended for the time being.

### **(5) Consideration for Students**

In order to prevent infection, due consideration should be given to allow students not to visit the university, if they wish. This is in light of the fact that there are students who do not want to travel long distances by train, some students have gone back to their parents' homes, and some international students cannot enter the country.

## **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 that you are not feeling unwell.
- \*When you enter any of the campuses, use the disinfectant installed in the entrance of each facility, etc.
- \*Hand wash thoroughly with soap and water.
- \*Always wear a mask.

- \*Minimize communication between yourself and others.
- \*Ensure the room is well ventilated while taking into account the nature of the experiment, etc. (At least twice an hour)

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

- \*The upper limit is 7 persons in each laboratory or research room after ensuring a sufficient interpersonal distance (1meter minimum). On campus, social distancing (2 meters or more) should be followed.
- \*Go directly to the lab or research room and return directly home from the room.
- \*In person meetings should be minimized and should be carried out using WEB conferencing, chat, or email.
- \*Records of laboratory admissions and exits (Name, time of entry and exit, work content, etc.) are kept daily.

## **(3) Behavior in cases of suspected infection**

- \*Just before leaving home, check your physical condition (Body temperature, etc.). If infection is suspected, do not go to the university or to work. Inform your supervisor, etc., and consult a medical institution, if necessary.
- \* If you feel unsure about your physical condition after entering the campus, go home immediately after informing the staff of your condition (including clinics).
- \*When a suspected infection has occurred, a report should be made to your supervisor, etc. 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 ‘waterfront’ measures. When you return to Japan or enter Japan, please 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**






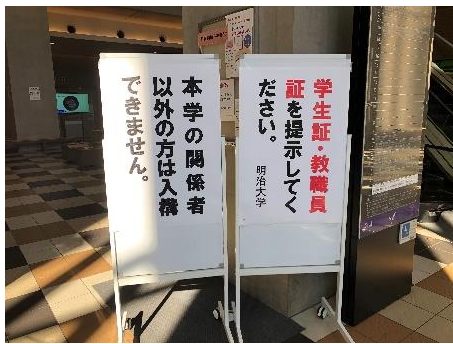








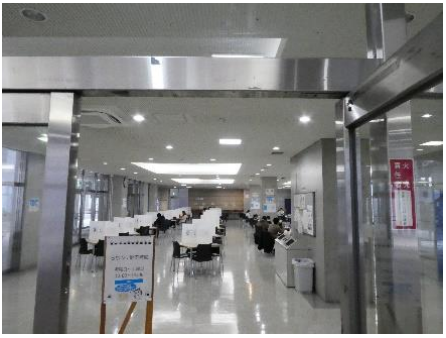







V Photographs of infection control measures







1 Efforts made by the University

The following photographs are of some of the measures taken by Meiji university to prevent infection.

		
<p><b>Disinfectant solution (Surugadai)</b></p>	<p><b>Warning poster in elevator(Surugadai)</b></p>	<p><b>Temperature taking spot (Surugadai)</b></p>
		
<p><b>Non-contact thermometer card reader (Surugadai)</b></p>	<p><b>Record of entry to campus (Surugadai)</b></p>	<p><b>Signboard at the entrance to a building (Surugadai)</b></p>
		
<p><b>Social distance signboard (Surugadai)</b></p>	<p><b>Social Distance Posting (Surugadai)</b></p>	<p><b>Warning notice in the building (Surugadai)</b></p>



		
<p><b>Social Distance Posting (Surugadai)</b></p>	<p><b>Canteen (Ikuta)</b></p>	<p><b>Desk Top Partition Panels (Ikuta)</b></p>
		
<p><b>Measures against infectious diseases in offices (Izumi)</b></p>	<p><b>Library Salon, Open for Lunch (Izumi)</b></p>	<p><b>Entrance restrictions at main gate (Izumi)</b></p>
		
<p><b>Entry restrictions (Izumi)</b></p>	<p><b>Online Classroom (Nakano)</b></p>	<p><b>Reserved seating partition in dining room (Nakano)</b></p>

		
<p><b>Non-contact thermometer (Nakano)</b></p>	<p><b>Social Distance Appeal (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>Increasing Ventilation by opening doors (Nakano)</b></p>

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