

Akita International University

COVID-19 Infection
Risk Reduction Guidelines
(Seventh Edition)

-Life with COVID: AIU Style-

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“COVID-19 Emergency Response Headquarters”

I Basic Philosophy

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

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*.

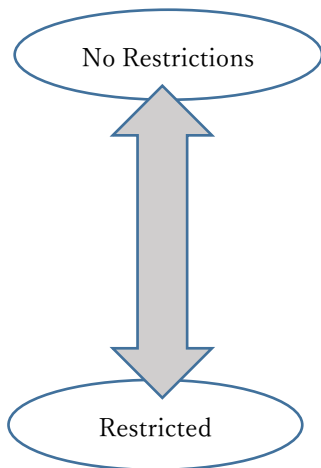
Additionally, the individual offices of the university's administration will separately determine levels for their various activities based on this plan.

Level	AIU's Business Continuity Plan (BCP)	Akita Prefecture's Infection Alert Level (Contents of requests to residents, etc.)
0	Normal Operations	(Level 0)
1	Restricted Operations (Low) <ul style="list-style-type: none"> • Infections confirmed within prefecture, but limited in number with no risk of expansion • Sporadic infections on campus 	(Level 1) Maintainable Level <ul style="list-style-type: none"> • Stable access to general medical care and able to provide medical care for COVID-19
2	Restricted Operations (Medium) <ul style="list-style-type: none"> • Confirmed infections within prefecture and risk of further expansion • Continuous infections on campus 	(Level 2) Stronger Alert Required <ul style="list-style-type: none"> • Increasing trend in new infections, but medical care available to those who need it by increasing available hospital beds • Hospital bed occupancy rate: >20% • Patients with serious cases: 3+ • Issue "Infection Increase Warning"
3	Restricted Operations (High) <ul style="list-style-type: none"> • Dramatic, rapid increase of infections within prefecture and extremely high risk of further expansion • Confirmation of 5 or more simultaneous infections on campus with acknowledged risk of further spread • Inability to secure sufficient quarantine space in campus housing due to increase in infections and Close Contacts 	(Level 3) Stronger Response Required <ul style="list-style-type: none"> • Inability to provide medical care for COVID-19 patients without significantly restricting general medical care • Hospital bed occupancy rate: >50% • Serious case hospital bed occupancy rate: >50% • Issue "Infection Increase Alert" • Consider imposing State of Emergency or Quasi-State of Emergency
4	Restricted Operations (Maximum) <ul style="list-style-type: none"> • Prefecture has requested residents to refrain from traveling outside the prefecture or ordered the closure of facilities, etc. by law 	(Level 4) To Be Avoided <ul style="list-style-type: none"> • Severe limitation to general medical care and inability to provide care for COVID-19 patients

*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.

1 Courses (Lectures, etc.)

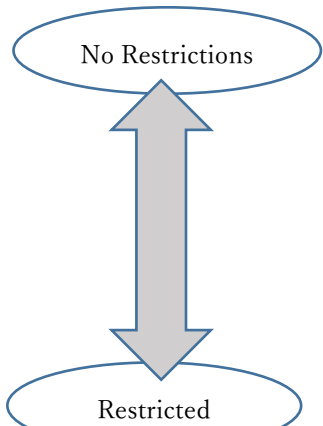
- (1) Courses will be held in person, online, or by parallel (simultaneous in-person and online) format, based on the BCP level.
- (2) For the Spring 2021 Semester and onward, we will consider the merits of online courses as well as our accumulated experience and consider whether or not to implement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

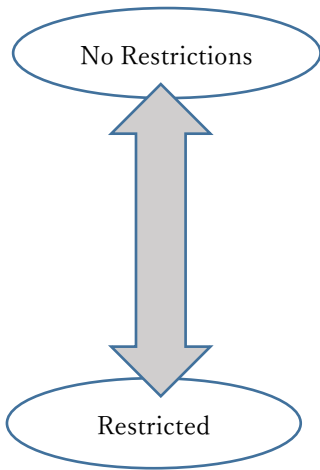


Level	BCP
0	Normal Operations
1	Primarily continue with in-person meetings while giving full consideration to minimizing infection risk and promote online participation as necessary.
2	Conduct online meetings to the maximum degree possible. In the case of in-person meetings, implement the maximum possible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

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

3 Use of Facilities (Dorms/Apartments)

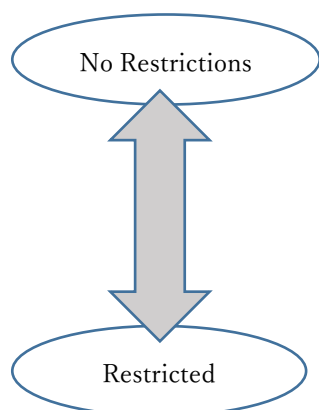
- (1) AIU will determine whether or not to admit students to reside on campus based on the BCP level. Other than normal operations, AIU will make every effort to allow for individual housing and will limit the number of students living on campus.
- (2) When it is not possible to fully secure individual 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, and temporarily secure private housing facilities for students as necessary.

4. Use of Facilities (Other than Housing)

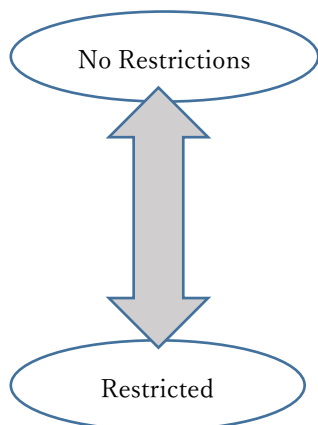
- (1) AIU will determine whether campus facilities are available for use based on the BCP level. Other than normal operations, AIU will allow use of facilities with some restrictions to the maximum degree possible.
- (2) AIU has multiple diverse facilities, so the manager of each facility will make the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

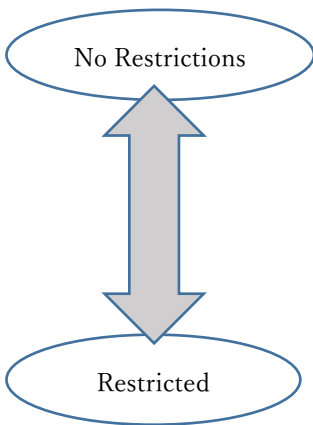


Level	BCP
0	Normal operations
1	In principle, permit activities while giving full consideration to minimizing infection risk and apply restrictions to activities as necessary.
2	Permit activities with some restrictions while giving full consideration to minimizing infection risk.
3	Permit activities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

*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.

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 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 consult with your doctor for appropriate countermeasures. (Wearing of a face shield or mouth shield may result in illness symptoms and is insufficient as a replacement for a mask, so please take care to adopt other infection risk reduction measures, such as maintaining physical distance from others.)

However, when engaged in activities such as walking or running outdoors, when conversation rarely occurs or when in indoor settings, such as in the library, when you do not converse with others, it is not mandatory to wear a mask. In consideration of preventing heat illnesses, please take care to remove your mask outdoors when it is not required.

(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 the local community as well as information from the university, prefectural, and city governments. For information, please make use of Akita Prefecture Novel Coronavirus Infectious Disease Health and Medical Information Portal Site and official Line account: 秋田県-新型コロナ対策パーソナルサポート), etc.

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, if necessary, consult with Akita Prefecture's Comprehensive Information 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) Whether or not you have a fever, if you suspect you may be infected because you experience any of the symptoms*1 below, please apply to the "Test Kit Distribution and Positive Person Registration Center"*2 to receive a test kit or test yourself using an over-the-counter test kit (category 1 over-the-counter classification only) or a test kit distributed by Akita International University.

*1 Symptoms:

Fever, sore throat, fatigue, chills/shivering, respiratory symptoms (coughing, shortness of breath), running nose/stuffed nose, headache, muscle pain, gastrointestinal symptoms (vomiting, abdominal pain, diarrhea), chest pain, loss of sense of taste or smell, etc.

*2 Test Kit Distribution and Positive Person Registration Center

09:00-17:00 0120-777-798

<https://akita-testkit.jp/form/> (to request a test kit)

<https://akita-testkit.jp/result-form/> (to report a positive test result)

- (2) If you experience severe symptoms or have an underlying chronic condition, or if your test kit result is negative but symptoms persist, etc., contact your family doctor or the Akita Prefecture Comprehensive Information Center to consult about a medical facility where you can undergo a screening.

If you are directed to undergo a screening at a medical facility, please travel there on your own or use public transportation.

*Comprehensive Information Center (Call Center)

08:00 – 17:00 018-895-9176

17:00 – 08:00 018-886-7050

- They can help you if you do not have a family doctor, 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.

- (3) If you are diagnosed as positive by way of (1) or (2) above, please report the result via the “COVID-19 (Including Close Contact) Report form” on ATOMS (Hereinafter “COVID-19 Report form”).
- (4) The designated medical facility will make the determination as to whether a PCR or Antigen test is required. However, in the event that the medical facility does not conduct a test, or if the COVID-19 test result is negative, please quarantine in your room or home. Once you have stopped experiencing symptoms, you may return to your regular activities as directed by your doctor. Even if your PCR test result was negative or you were not directed to take a test, 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 Report form”.
- (5) If the medical facility or Public Health Center determined to conduct a COVID-19 test, and the result is positive, you will be directed to enter the designated hospitalization facility, the designated convalescent facility, or convalesce at your home.
Additionally, even if you are designated to convalesce at your home, if the medical facility or Public Health Center determines that you are subject to submission of a “Positive Report”, such as if you are at risk for severe symptoms, please follow the directions from the Public Health Center, etc., to report your health condition online or receive a health check by phone.
- (6) If you are symptomatic, in general, you are eligible for release from hospital or ending your at-home convalescence once “7 days have passed since the onset of symptoms (counting the onset of symptoms as day 0) and 24 hours have passed since you stopped experiencing symptoms”. Additionally, until 10 days have passed, please check your temperature and health conditions daily, avoid visiting high-risk areas or eating with others, and practice basic infection risk prevention measures such as wearing a mask. Additionally, during that time, please be sure to submit the “Follow-up report form” once per day.
- (7) If you are asymptomatic, in general, you are eligible for release from the designated convalescent facility or ending your at-home convalescence once “7 days have passed since taking the sample used for your positive PCR test (counting the day of the sample as day 0)”. However, if you use a test kit that you obtain yourself on the 5th day and the result is negative, then your convalescence can end on the 5th day. During that time, please be sure to submit the “Follow-up report form” once per day.

3 What To Do if an Infection is Confirmed on Campus

If an infection is confirmed among the campus community (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 as necessary. At BCP Level 1-2, Self-Quarantine will not be required, but in order to reduce the risk of further infection spread on campus, please practice thorough infection risk reduction measures. (Depending on the infection situation on campus and the quarantine situation of the infected person, the university may direct students to Self-Quarantine, so please be sure to carefully read the announcement.)
- (2) If the Public Health Center determines to not conduct a deliberate epidemiological survey or designate Close Contacts, etc., AIU will conduct quarantine procedures.
- (3) If as a result of the competent Public Health Center's or AIU's evaluation of the infected person's activities, it is determined that there are Close Contacts, etc., quarantine and follow-up procedures will be implemented. AIU will provide specific instructions to students who are subject to quarantine, such as moving to a recovery room, so please follow those instructions.
- (4) If designated as a Close Contact, etc., students must submit the "COVID-19 Report form" and Self-Quarantine in their room or apartment for 5 days counting from the day after the last contact they had with the infected person. During that time, students must also submit the "Follow-up report form" once per day. Based on the campus residence situation, AIU will follow up with specific instructions, such as moving to a recovery room, so please follow those instructions. 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)-(7).

For Faculty and Staff Members

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 as necessary. Faculty and staff members should follow the guidance from the Office of Faculty and Staff Support regarding whether or not it is possible to continue work or whether Self-Quarantine will be required.

*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.

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) There are temperature check stations throughout the university. Before participating in class, please check your temperature, wash hands with soap and water, and disinfect them with alcohol.
- (3) If you are feeling even a little bit ill or think you have any symptoms of illness, please follow the steps described in “2. What To Do When Feeling Ill”. Unless you are confirmed to be not infected, you may not participate in in-person classes. However, in that situation, consideration will be given for your absence, so you must contact your instructor by email. Additionally, if you are unable to participate in online class, you must contact your instructor by email.

During Class

- (1) Ventilation during class is particularly critical so to the maximum degree possible, classrooms should be continuously ventilated (open windows at 2 locations). It continuous ventilation is difficult due to inclement weather, than please ventilate frequently (once every 30 minutes). Additionally, all classrooms are equipped with ventilation or ventilation and disinfection devices which should be used constantly.
- (2) During class, all participants must wear facemasks. If for reasons such as illness or diagnosed condition, wearing a facemask is not possible, please consult with a doctor about alternative measures.

- (3) Acrylic partitions have been emplaced in front of the instructor’s station in all classrooms.
- (4) Secure a minimum of one meter of distance between participants to the maximum degree possible. The distance between desks in the classroom will be 1 meter. In classrooms where it is not possible to secure one meter of distance, acrylic partitions will be installed. Desks and chairs in classrooms have been set with this standard so, in general, they should not be moved.
- (5) During conversation, etc., 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 1 meter to the maximum degree possible or use creative solutions such as computers for online discussions or group work. Additionally, when it is necessary to see facial expressions or to check the movement of participants’ mouths such as for pronunciation, or to check expressions, facemasks may be removed. In that case, be sure to secure at least 2 meters of distance from the speaker.
- (6) 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.
- (7) If students experience the symptoms in the list in “*1” on page 9, they must report it to the instructor immediately and follow the steps described in “2. What To Do When Feeling Ill” on pages 9-10.

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.”

*It is not possible to participate in face-to-face classes during Self-Quarantine.

*In order to prevent the spread of infection, classes may be moved online based on the campus infection situation.

*If you attend classes online from on-campus or from campus housing, you must use your own headset.

*To avoid damage, please avoid using disinfectant spray on computer mouse or keyboard.

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.

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, number of 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) AIU will not tolerate any defamation, slander, or prejudice toward infected persons and strongly asks all students, faculty, and staff members to 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) Create a compassionate and mutually supportive campus where persons who have been infected can return to without fear or anxiety.

- (3) 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.
- (4) Anyone feeling uneasy or concerned about slander or defamation should consult with the AIU Counseling Room or AIU's Harassment Advisers.

【For any questions about these guidelines】

Contact the AIU Administration Office

Risk Management Officer Phone: 018-886-5902

Level	Courses (Lectures, etc.)	On-Campus Meetings	Use of Facilities (Dorms/Apartments)	Use of Facilities (Other than Housing)	Student Extracurricular Activities	Administrative Office	
0	Normal Operations						
1	Partial Operations Restriction (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.
2	Restricted Operations (Medium) (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.)
3	Restricted Operations (High) (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.
4	Restricted Operations (Maximum) (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. (In some cases, 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.)	Permit the minimum number of staff required to maintain essential operations to work from campus and require teleworking in principle.

※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.

– What to do when you feel ill –

※Light symptoms/convalescence at home possible
 • Obtain test kit from "Test Kit Distribution and Positive Person Registration Center" or

※If at risk for severe symptoms, etc.
 • Consult with **your family doctor** or call "**Comprehensive Information Center**"
 • Go to the clinic or the hospital where you are referred for examination. Use your own car or public transportation to get there.

Take antigen test on your own

Take a PCR test (official test)

No PCR test (official test)

tested positive

tested negative

• Stay at home or your own room, if you are a student or a staff/faculty member.
 • Self-quarantine will be lifted based on the doctor's advice after the symptoms subside.

Convalesce at home, in general
 Register positive result with "Test Kit Distribution and Positive Person Registration Center"

If necessary, based on symptoms, go to designated hospital or care facility, as instructed by the Public Health Center

• The periods of convalescence are as follows. If you are:
【symptomatic】 7 days after the onset (counting the day of onset as day 0), and at least 24 hours after all symptoms have gone.
【asymptomatic】 after 7 days have passed since testing day (counting the testing day as day 0). If you test negative using a testing kit on the 5th day, then after the 5 days have passed.

Things to keep in mind after discharge/end of convalescence:
 • Practice infection risk reduction measures
 • Check your health condition

– What to do when an infection case happens on campus –

※Students (including commuting students) and staff/faculty members

Following release from the hospital or care facility/end of recuperation period at home, continue to practice thorough anti-infection measures.

Informed about an infection case on campus

Based on the level of infections on campus, stay at home or your own room until Close Contacts, etc., are identified.

Identified as a Close Contact, etc.

not a Close Contact, etc.

If a PCR test is determined necessary, follow the instructions of the Public Health Center to travel to the designated facility for testing

If a PCR test is not conducted

Self-quarantine not required. However, based on the level of infections on campus, Stay at home or your own room until instructed otherwise after all close contacts are confirmed under self-quarantine.

tested positive

tested negative

【Close Contacts】
 Self-quarantine at home or your own room is required for 7 days (counting the day of contact as day 0)

【Contacts】
 Follow instructions from Public Health Center (same quarantine as Close Contacts may be required in some cases)