

2022 Faculty Manual for Novel Coronavirus (COVID-19) Infection

Prevention —Campus operations and infection prevention measures—

Revised on April 8, 2022

① 1. Health management and behavior / 2. Classes

Since the campus network expansion work has been completed, the contents related to cooperation in limiting network usage have been removed.

② 4-(1) Computer rooms

When using the CALL system, the installed headsets are NOT replaceable with your own headsets (No need to bring them).

Revised on June 8, 2022

① 1.(1) Policies for masks

Policies for wearing masks on Yotsuya campus are revised.

② 1.(4) Entering campus

There's no fever screening at the North Gate and the restrictions on the gates that can be entered have been lifted.

Revised on August 1, 2022

① 2.(5) What to do if a student is infected

Revised the contents regarding close contacts.

② 6. What to do in case of infection or suspicion of COVID-19

The contents have been summarized in the situation-specific flowchart, and the flowchart itself is updated.

March 22, 2022

We are calling on students to adapt to "[Sophia New Normal](#)" and follow the rules to prevent infection. For details, please refer to "2022 Student Manual for Novel Coronavirus (COVID-19) Infection Prevention".

This is an effort to be made by all members of the university community to prevent the spread of the epidemic, and we ask for the understanding and cooperation of all teachers.

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1. Health management and behavior

(1) Policies for masks

- Please refer to [this page](#) regarding policies for wearing masks on Yotsuya campus.
- If you are unable to obtain a mask or if your mask is damaged, the Health & Wellbeing Center can provide masks for you.

(2) Thorough hand washing and disinfection

- Please wash and disinfect your hands while on campus.
- Alcohol disinfectants are available at each gate and entrance/exit, etc. of each building. Please cooperate in disinfecting your hands before entering the building. Please note that the number of disinfectant is limited in each classroom.
- Make sure to wash your hands before touching your face, if you have used shared items or equipment in common areas.
- When sharing items or equipment, please make sure to disinfect them to prevent infection.

(3) Temperature check and health management

- If you feel ill, you will not be allowed to enter the campus or take part in research activities. In particular, please refrain from leaving home, if you have a fever of 37.5°C or higher, respiratory symptoms, fatigue, other cold symptoms, or loss of taste or smell.
- If you have any concerns about your health, please do not come to university and contact the Center for Academic Affairs to cancel in-person classes.

(4) Entering campus

- Students will not be allowed on campus if their temperature is 37.5°C or above. The University has informed students that if they develop fever, cough or other cold symptoms, loss of taste or smell on your way to university or while on campus, they are urged to go home immediately. The same applies if they use the Health & Wellbeing Center.

(5) Getting around campus

- To avoid congestion in the elevators and to allow those who need to use the elevator, including those in a wheelchair, to use them, please use the stairs or escalators.
- In the elevator, please refrain from talking and make every effort to avoid 3C situations.

(6) Record of behavior

- When an infection is confirmed, the university or public health center will check your behavior record from two days prior to the onset of the infection and the people you came into contact with. Your response will be needed urgently, so please keep the record of your behavioral history.

(7) Installing the Contact Confirming Application

- As the number of people entering the campus will increase, please download the COVID-19 contact confirming application "COCOA" recommended by the Ministry of Health, Labor and Welfare. If you are notified that you have been in "contact" with an infected person, you may take a PCR test by contacting the public health center.
⇒ [What to do if you are notified by COCOA that you have been in contact with an infected person](#)

2. Classes

(1) Use of classrooms

- You may use only the classrooms allotted for your classes.
- Please instruct students to be seated keeping a distance from other students.
- When possible, please keep the door and windows open and ventilate the room.
- Before using the microphones, please wipe them with the distributed disinfectant wipes.
- In order to reduce congestion in the cafeteria, students are basically allowed to have lunch in the classrooms, with some exceptions. If you teach 2nd period, please instruct students to open the window at the end of your class for ventilation. If you teach the 3rd period, please close the window before starting your class.

(2) Management of in-person classes

- For classes with practical training or practical skills, please reduce risk by keeping a sufficient distance or using a mask or face shield as necessary.
- When engaging students in discussions or pair work, please have them wear a mask and keep sufficient distance. Please do not have students talk to each other without wearing a mask. In particular, when the infections are widespread, please take measures, such as shortening the time allocated for each pair.
- If you notice a student who is feeling ill (fever, cough, fatigue, or other cold symptoms) during class, or if the student asks you to help, please advise the student to go home immediately. If you have trouble making a decision, please contact the Health & Wellbeing Center (03-3238-3394).

(3) Hy-flex classes

- Please refer to the online class portal site for explanation of the Hy-flex class method. (The location of the portal site has changed since Academic Year 2021.)
⇒ <https://sophiamail.sharepoint.com/sites/sophiportal/onlineclass2021>

- For information on students who have applied to take online classes, please refer to the student list on Loyola. The student list will be ready on April 20.
- When allowing students to participate in Zoom on their own PCs or other devices in the classroom, please make sure that they are aware of their surroundings. In particular, when participating in the same Zoom meeting in the same space, it is necessary to "wear a headset that does not leak sound" and "switch the microphone on and off properly."

(4) Location for borrowing and receiving corona-related items

- If you need a face shield etc., they are available at the Office of Property on the first floor of Building No. 2.

(5) What to do if a student is infected

- If a student is infected with coronavirus, or is identified as a close contact, the student will be subject to "Suspension of Attendance" in accordance with the School Health and Safety Act.
- Similarly, if a student misses a class or joins a class online due to illness or other health reasons, we ask you to make considerations to avoid any disadvantages for the student, based on the student's explanation.
- In the case of Hy-flex classes, we ask for your consideration to decide and give your approval individually for students who have not applied for online classes in advance to join class online on a temporary basis.
- Please urge students to promptly report using the format provided on Loyola.

⇒ [What to do if a student who has attended in-person classes is infected](#)

3. Research activities

(1) Basic approach

- Observe the【Basic rules】(details below), be constantly take precautions against cluster infections in faculty offices and laboratories.
- Keep in mind that there are students who have requested to take spring semester classes online as well as those who cannot make an entry to the country for various reasons.
- Please refer to the following page for business trips, meetings, events, etc. as the rules are subject to change.

(2) Research on campus

- There are no restrictions on on-campus research activities of faculty members. Please follow the university's [Basic Rules] and take thorough measures to prevent infection.
- Research activities at institutions outside Sophia University will be permitted, provided the rules of the institution are observed and preventive measures in line with campus rules are taken.
- As for students, research at institutions outside Sophia University shall be permitted if granted

permission from the faculty or the graduate program.

(3) Procedures for entering on campus for visitors

- No prior appointments are required for visitors. However, in case of an outbreak of infection, in order to quickly identify those who have been in close contact with the patient, we ask the department to maintain a record of the visitor's information.
- Please ask visitors to inform the main gate guard station of their destination before entering the building.

(4) University-wide 【Basic Rules】

- Enough distancing in closed spaces. No rules for the maximum number of people in each room.
- No need to maintain access records (name of users, time of entry and exit) of research rooms and laboratories. Please ask your students to be prepared to explain the detailed situation if they're infected.
- Leave the door open when possible and ventilate the room for 10 minutes per hour. Use ventilators if available.
- Foods should not be consumed together in group in a small room.

(5) 【Individual Rules】 at each graduate school or research project

- If necessary, please determine the capacity and operation of laboratories as "Individual Rules" for each faculty, department, graduate school, and major, in order to observe the university's common "Basic Rules".
- There is no need to notify the university of those individual rules.

4. Use of campus facilities

(1) Location of online classes for students

- If students need to take on-demand classes on campus, they can do so in designated classrooms (8F,821, Library), the Library (1F-5F only), or cafeterias (except during lunch hours). For taking real-time online classes (Zoom online classes where students may speak) on campus, students can use the classrooms allotted for the classes and the Learning Commons of the library with their own PCs and headsets.

(2) Computer Rooms (COM / CALL rooms)

- The open hours may be changed. Information will be updated on "Our Facilities", website of ICT Office.
⇒ <https://ccweb.cc.sophia.ac.jp/en/userguide-cat/facility/>

- Microphones, keyboards, and mouse devices of the computers (COM / CALL rooms) will not be disinfected. Please be sure to disinfect your hands and those equipment and bring your own gloves and disinfectant wipes if you feel uneasy.
- In 2022, CALL classrooms are available. When using the CALL system, the installed headsets are NOT replaceable with the students' own headsets(No need to bring them).
- Please bring sterile tissues or other items to wipe them off before use, if you wish.

(3) Library

- Information on library services will be updated on website of Library.
⇒ <https://www.lib.sophia.ac.jp/?lang=en>
- Please take measures to prevent infections, such as seating in the reading area so as not to be crowded.
- The search terminals in the library are not disinfected. Please be sure to disinfect your hands and bring your own gloves and disinfectant wipes if you feel uneasy about it.
- Library services have returned to normal. There will be no lending of books by postal service or copying service of Sophia collection materials.

(4) Operation of Cafeterias

Business hours for cafeterias are as follows. :

Student Cafeteria at 5F, Bldg.2

Weekdays 11:00am - 2:30pm, Saturdays 11:00am - 2:00pm, Closed on Sundays and national holidays
(Off-peak discount is available on weekdays 11:00am - noon and 1:30pm - 2:30pm)

Subway at 5F, Bldg.2

Weekdays 8:00am-2:30pm, Closed on Saturdays, Sundays and national holidays
(100-yen breakfast service is available on weekdays from 8:00am to 9:00am)

S-Café at Bldg.6

Weekdays 11:00am - 2:30pm, Closed on Saturdays, Sundays and national holidays

9-CAFE by PRONTO at Bldg. 9

Weekdays 8:00am - 2:30pm, Saturdays 11:00am - 2:30pm, Closed on Sundays and national holidays
(100-yen breakfast service is available on weekdays from 8:00am to 9:00am)

Lunch Box Sales at Active Commons, Bldg. 9

Weekdays 11:30am - 1:30pm

Lounge at Bldg. 11

Weekdays 11:00am - 2:30pm, Closed on Saturdays, Sundays and national holidays

Tokyo Halal Deli & Cafe at Hoffmann Hall,

Weekdays 11:00am - 6:00pm, Saturdays 11:00pm - 2:00pm, Closed on Sundays and national holidays

Food trucks (4 trucks on Main Street) weekdays 11:30am - 1:30pm

*100-yen breakfast and off-peak discount are sponsored by Parents' Association

- Please note that the cafeterias will be crowded with students.
- Please do not move partitions on tables.
- The cafeterias are open to students for self-study from 8:00a.m. to 7:30p.m.
- The faculty/staff cafeteria will not be open.

(5) Shops, etc.

- Seven-Eleven : Weekdays 11:00a.m. – 5:00p.m.
- B1F, Bldg. #2, Campus Store, Kinokuniya Sophia Square
Weekdays : Open 10:00a.m. – 6:00p.m. (Closed on 1st and 3rd Saturdays, Sundays, and national holidays)
A limited number of people can enter the store at a time.
- B1F, Bldg. #2, Campus Store, PATINE SPORTS
Weekdays : Open 10:00a.m. – 6:00p.m. (Closed on 1st and 3rd Saturdays, Sundays, and national holidays)
- Library 5F, Photocopy Service Room : Weekdays 10:00a.m. – 5:00p.m.

5. Contact information (weekdays only)

- If you have any questions, please visit our service desks or contact us by phone, e-mail or via our website.
- To avoid overcrowding at the beginning of the Semester, entry to the service desks on 1F, Bldg. #2 (Center for Academic Affairs, Center for Global Education and Discovery and Center for Student Affairs) will be limited. Faculty members are requested to visit the offices at times outside the students' lunch break or to contact us by e-mail etc.

For inquiries:

- On classes in general, Loyola : Center for Academic Affairs (Academic Services)
03-3238-3515 / Office hours : 10:00a.m. – 11:30a.m., 0:30p.m. – 3:30p.m.
- On Moodle, ICT account, Zoom etc. : ICT office
ict-support[at]sophia.ac.jp (for sending email, please change "[at]" to @)
- On classrooms, facilities and equipment : Office of Property
03-3238-3112 / Office hours : 9:00a.m. – 7:30p.m.
- On health counseling, report of infection : Health & Wellbeing Center
03-3238-3394 / Office hours : 9:30a.m. – 5:00p.m.

6. What to do in case of infection or suspicion of COVID-19

Please refer to the following.

[The novel coronavirus \(COVID-19\) Check for infection, close contacts, symptoms, etc.](#)

If you have tested positive by PCR, or are identified as a close contact by the public health center **or medical institution (including contact from the positive)**, please report promptly to university by Microsoft Forms "[Report for novel coronavirus infection / close contact \(Faculty and staff\)](#)".

7. Measures taken by University when epidemic spreads or infection is confirmed

- If a University personnel tests positive for COVID-19, University will begin contact tracing and take necessary measures such as disinfection according to the instructions of the public health center.
- Measures may be taken to temporarily prohibit campus entry, changes of classrooms, switching in-person classes to online, classes depending on when and how the cases of infection occurred.
- If the epidemic spreads in Japan and the government or Tokyo Metropolitan government makes a request, the University may partially restrict campus activities.

8. Instructions regarding COVID-19 vaccination side effects (from the day of vaccination through the following two days)

(1) If you have a fever (37.5°C+) as well as symptoms, such as a cough, shortness of breath, a runny nose, sore throat and loss of smell and/or taste: or

if you do not have a fever but have symptoms, such as a cough, shortness of breath, a runny nose, sore throat and loss of smell and/or taste:

- You are not permitted on campus.
- Please consult with your home doctor or a medical institution nearby, or your local COVID-19 consultation office, administered by the local government.
- If you test positive on the PCR test, please follow the instructions given by your local public health center.
- Even if you test negative on the PCR test and it has been confirmed that you are not infected with COVID-19, you will only be permitted on campus after 72 hours since the symptoms have completely subsided, provided that you have not taken any medication (medication to alleviate symptoms, including antipyretics).

(2) If you only have a fever; or

if you have a fever, accompanied by fatigue, headache, chills and/or muscle pain:

- You will not be permitted on campus

<You will be permitted on campus when the following conditions are met.>

[1] Your fever has declined (and you have not taken antipyretics within 8 hours).

[2] You have not developed COVID-19 symptoms (cough, shortness of breath, a runny nose, sore throat and

loss of smell and/or taste).

[3] Your health conditions have recovered to a level that you can engage in work (studies).

(3) If you do not have a fever, but have developed COVID-19 symptoms (cough, shortness of breath, a runny nose, sore throat and loss of smell and/or taste):

<You will be permitted on campus when the following conditions are met.>

- You have not been in close contact with a person infected with COVID-19 within 7 days of developing symptoms.

(4) If your fever continues and notice symptoms (including those listed in (1)-(3)) for more than 3 days:

[1] Please consult with your home doctor or a medical institution; or

[2] Contact and consult with the COVID-19 Vaccine Side Effects Consultation Center (Phone: 03-6258-5802)

*Open 24 hours every day, including Saturdays and Sundays.

*The following languages are available; Japanese, English, Chinese, Korean, Vietnamese, Tagalog, Nepalese, Burmese, Thai, French, Portuguese

[3] If you fail to take both [1] and [2], the conditions provided under (C)③ of the university flowchart will be applied. (i.e. 8 days have passed since infection, and both fever and symptoms have subsided for more than 3 days without using medication.)

(5) When a student misses a class for vaccination or side effects, please take measures so that the student will not be disadvantaged.