

2022 Student 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.(1)[2] How to handle cases of COVID-19 infection

Revised the contents regarding close contacts.

② 7. What to do if you are infected or suspected to have the new coronavirus

The situation-specific flowchart in the link updated

March 22, 2022

For Sophia students,

This Manual describes the points students are asked to pay close attention to in their behavior during Academic Year 2022. The most important points have been compiled as "Sophia New Normal."

["Sophia New Normal"](#) is the new campus rule to be followed by all members of the university community in order not to stop campus activities even during the outbreak of COVID-19 and for the safety and security of university members.

<< Basic rules of Sophia New Normal >>

1. **Wear a mask properly in public places**
2. **Wash or sanitize your hands frequently**
3. **Eat in silence and wear a mask when not eating**
4. **Maintain physical distancing**
5. **Watch videos or join Zoom meetings by connecting to Sophia Wi-Fi only when required**

Further details are provided below.

We ask for your cooperation for the safety and security of all university members.

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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, please consult with the Health & Wellbeing Center.

(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 of each building. Please cooperate in disinfecting your hands before entering a building. As the number of disinfectant is limited in each classroom, please carry your own disinfectants or disinfecting wipes.
- 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 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. Please measure your temperature before leaving home and if it is over 37.5°C, please stay home.

- If you are not feeling well and cannot attend in-person classes, please notify the class instructor and follow the instructions given.

(4) Entering campus

- Students will not be allowed to enter campus **if their temperature is above 37.5°C.**
- If you develop fever, respiratory symptoms, fatigue or other cold symptoms, loss of taste or smell on your way to university or while on campus, the university urges you to take care and go home immediately.

(5) Getting around campus

- As a general rule, take the stairs to the 5th floor in Bldg. #2, the 4th floor in Bldg. #11 and the stairs or escalator to the 6th floor in Bldg. #6.
- In other buildings, the use of elevators is permitted, but please refrain from talking and make every effort to avoid 3Cs situations. Please be considerate for those who need to use the elevators., including those in a wheelchair.

(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. Take a note of your activities, when, where, with whom, and what, so you can answer their questions promptly when you are infected.

(7) Installing the Contact Confirmation Application

- 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) In-person classes

[1] Use of classrooms

- Please be seated keeping a distance from other students as much as possible.
- Please wear a mask and keep a distance of at least 1m from others when engaging in discussions or pair work.
- When possible, please keep the door and windows open to ventilate the room.

- To reduce congestion in the cafeteria, students are allowed to have lunch in the classrooms with some exceptions. Please cooperate in opening and closing the windows at the end of 2nd period and the beginning of 3rd period for ventilation.

[2] How to handle cases of COVID-19 infection

- If a student is infected with the coronavirus, or is identified as a person in close contact, the student's attendance will be suspended in accordance with the School Health and Safety Law.
- In such cases, please contact the instructor in charge and follow the instructions given.

(2) Taking on-demand classes on campus

- If you need to take on-demand classes in between in-person classes, you can take them in designated classrooms (8F, 821 in library) , the library reading area (1F to 5F) and cafeterias (except during lunch hours).

(3) Taking real-time online classes (Zoom) on campus

- If you need to take real-time online classes on campus in between in-person classes, you can use classrooms allotted. (Please bring your own PCs and headsets.) The Learning Commons of the library and cafeterias (except during lunch hours) are also available. When using these facilities, please speak only as necessary in the class and behave in a manner that will not disturb others. When participating in Zoom on campus, please be mindful of your 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."

3. Research activities

- For research activities in Graduate research rooms and laboratories, etc., please follow the instructions of your Faculty or Graduate School.

4. Use of campus facilities

(1) Computer rooms (COM /CALL rooms)

- The open hours are subject to change. Detailed information will be updated on "Our Facilities", on the ICT Office website.
<https://ccweb.cc.sophia.ac.jp/en/>
- Microphones, keyboards, and mouse devices of the computer (COM / CALL room) will not be disinfected. Please be sure to disinfect your hands 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 your own headsets(No need to bring them)..
- Please bring sterile tissues or other items to wipe them off before use, if you wish.

(2) Library

- Information on library services are updated on website of Library.
<https://www.lib.sophia.ac.jp/?lang=en>
- Your student ID card is required to enter the library.
- Be sure to wear a mask when using library.
- Please be seated in the reading area to avoid congestion.
- The search tool terminals in the library are not disinfected. Please disinfect your hands thoroughly and bring your own gloves and disinfectant wipes if you feel uneasy about it.
- Please bring your own headphones when using the AV corner.
- For the Group Study Rooms, please reserve the facility through the website of library.
- Library services such as lending, browsing and inter-library cooperation have returned to normal. There will be no lending of books by postal service or copying service of Sophia collection materials.
- The number of books that can be checked out from the library is 10 books for 14 days for undergraduate students and 20 books for 30 days for graduate students.
- You may be asked to wait to use the Mejiro Seibo Campus Library and Law School Library depending on the number of users.

(3) 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 scheduled to be 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 do not move partitions on tables.
- Classrooms (except for 6-101, Bldg. #10 Auditorium and other designated classrooms) may be used for lunch. Please keep sufficient distance from others and refrain from talking without wearing a mask.
- The cafeterias are open to students for self-study from 8:00a.m. to 7:30p.m. except during lunch time.
- Please refrain from talking while eating, and wear your mask when not eating.

(4) Shops, etc.

- Seven-Eleven
Weekdays 10:00a.m. – 5:00p.m.
- Campus Store "Kinokuniya Sophia Square" (B1F, Bldg. #2) :
Weekdays : Open 10:00a.m. – 6:00p.m. (Closed on 1st and 3rd Saturdays, Sundays, and national holidays)
- Campus Store "PATINE SPORTS" (B1F, Bldg. #2) :
Weekdays : Open 10:00a.m. – 6:00p.m. (Closed on 1st and 3rd Saturdays, Sundays, and national holidays)

* Office hours for Kinokuniya and PATINE SPORTS are subject to change.

- Photocopy Service Room (5F Library) :
Weekdays 10:00a.m. – 5:00p.m.

5. Extracurricular activities

- Please follow the notice from the Center for Student Affairs and take all possible measures to prevent infection.

6. 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, the number of entries at a time will be limited for the service desks on 1F, Bldg. #2 (Center for Academic Affairs, Center for Global Education and Discovery, and Center for Student Affairs).

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.

7. What to do if you are infected or suspected to have the new coronavirus

Please refer to the following.

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

8. 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.

9. 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 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

*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 you miss a class for vaccination or side effects, you will not be disadvantaged. Please inform the instructor of the class missed.