

Guideline for the Prevention of COVID-19 Infections in On-campus Dormitories

1. Basic policy

International Christian University ("ICU") has stipulated this Guideline for the Prevention of COVID-19 Infections in On-campus Dormitories ("Guideline"). Residents (including students scheduled to enter a dormitory) and their guarantors must understand and accept the terms of this Guideline for students to enter and live in the dormitories.

The content of this Guideline may be revised depending on the situation of the pandemic.

2. Principles for residing in the dormitories

In accordance with the ICU Guidelines for Activities to Prevent the Spread of COVID-19 (Business Continuity Plan, hereinafter referred to as "BCP"^{*1}), in the case of Stage 2 or lower, students are considered to be "staying in the dormitory"^{*2}, and in the case of Stage 3 or higher, students are "in principle, requested to leave campus"^{*3}.

* 1 Guidelines for Activities to Prevent the Spread of COVID-19 (BCP)

<https://www.icu.ac.jp/en/news/docs/BCP20220805-E.pdf>

* 2 This does not apply to foreign students residing in countries that are restricted or denied entry into Japan by the Japanese government.

* 3 Measures will differ by the restriction level. See BCP for details.

3. Points of attention before entering and returning to the dormitories

- (1) Use the Health Observation Form below to inform the University of your daily temperature and state of health for seven days counting from the day before you plan to enter or return to the dormitory.

Health Observation Form: <https://forms.gle/P84waNoz4BvFgDkc6>

- (2) If you have a fever, flu-like symptoms, or gastrointestinal symptoms, etc., during the seven days before your entrance or return to the dormitory, (counting from the day before you plan to enter or return to the dormitory) you must postpone your entrance or return until you satisfy the below.

In the case of a negative COVID-19 test: Symptoms* are on a mild trend, 48 hours have passed since the onset of fever without medication*, and 5 days have passed with the day of onset as day 0 (entrance possible from Day 6).

If the COVID-19 test has not been conducted: Symptoms* are on the decrease, 48 hours have passed since the onset of fever without medication*, and 7 days have passed with the day of onset as day 0 (entrance possible from day 8).

However, those with a fixed period of suspension of attendance, such as measles, are subject to each rule.

If you have any questions, please contact the Health Care Office at healthcare@icu.ac.jp. Contacts received on weekends or other non-working days will be responded to on working days.

- (3) If you are designated as a "close contact person" with a COVID-19 patient before you enter or return to the dormitory, you must postpone your entrance or return and spend 5 days (counting from a day after you became a close contact person with a COVID-19 patient) in self-isolation at home, etc. to observe your state of health. If you have no fever, sense of fatigue, or

gastrointestinal symptoms etc., during this period, you can enter or return to the dormitory.

- (4) Those who have lived or stayed abroad are required to go through the border control measures* set forth by the Japanese government before entering the dormitory. Please check and comply with the latest Border Control Measures.

*Based on the request of the ministries in charge of immigration control. Please refer to the following page for details.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html

https://www.moj.go.jp/isa/hisho06_00099.html

- (5) When you test positive for COVID-19 before you enter or return to the dormitory, you should postpone entrance or return and follow instructions from the Health Center and the university. If you were recuperating from COVID-19 at home or another facility (including when you were hospitalized and then discharged because your symptoms were mild and stayed at home or another facility), you must have permission from your attending doctor or Health Center to enter or return to the dormitory.

4. When residents test positive for COVID-19 or become a close contact person of a COVID-19 patient

- (1) Report promptly to the University

When residents test positive for COVID-19, become a close contact person of a COVID-19 patient, or come in close contact with either, inform both offices immediately.

【Contact Information】

Health Care Office: Email: [healthcare@icu.ac.jp/](mailto:healthcare@icu.ac.jp) Tel. 0422-33-3119

Housing Office: Email: [housing-office@icu.ac.jp/](mailto:housing-office@icu.ac.jp) Tel. 0422-33-3069

Upon receipt of a report of an outbreak of symptoms, the university may instruct you to see a doctor at a medical institution, etc. We ask for your cooperation in preventing the spread of infection within the dormitory.

- (2) When residents test positive for COVID-19

When a number of residents in a dormitory test positive for COVID-19 and there are many close contact persons (including “suspected close contacts”), the University may decide to close down a floor or the whole building. Residents testing positive for COVID-19 must move to a hospital for treatment, be placed in designated isolation facilities such as hotels, or will be asked to go home for treatment, under instructions from the Health Center and medical institutions. Also, the University will not be involved in the medical treatment of students testing positive for COVID-19. However, under certain conditions, residents who have difficulty going home to recuperate may be allowed to stay in the health observation dormitory provided by the university. In such cases, students will be required to pay for any expenses incurred (such as arranging for a nurse) at their own expense.

- (3) When a resident is designated as a “close contact person” or a “suspected close contact”

When you are designated as a close contact person or a suspected close contact, follow instructions from the Health Center or the university. The close contact person and suspected close contact person is at high risk of infection and must observe his/her health for 5 days after close contact with a COVID-19 patient (counting from a day after he/she had contact with a COVID-19 patient. This applies to all following cases). This period should be spent observing your health. Going out for non-essential and non-urgent matters should be avoided. Follow instructions from the Health Center or the university even if you test negative in the PCR test, such as avoiding going out for non-essential and non-urgent matters for 5 days. In addition, please pay attention to your health condition and observe your health for 7 days.

- (4) Informing your guarantor/ emergency contact person and temporary accommodation

When you visit a medical institution due to a possible coronavirus infection, and when you test positive for COVID-19 or are designated as a close contact person (including “suspected close contact”), please inform your guarantor/emergency contact person. There may be cases that the university will contact your guarantor/emergency contact person. If you test positive or are designated as a close contact person(including “suspected close contact”), you must in principle move out of the dormitory on campus to a facility designated by the Health Center or your guarantor’s house, etc. outside the campus. In this case, we ask you to keep yourself and others safe by

refraining from going out. (However, the school physician may, at his/her discretion, allow self-isolation in the dormitory for those who have no symptoms and are "close contacts (including "suspected close contacts").

(5) Other

When dormitory residents take a PCR test due to a fever etc., and the result is negative, they may be asked to leave the dormitory to stay at their guarantor's house or a facility off-campus for a certain period. We ask for their cooperation in refraining from going out during this time. (However, the school physician may, at his/her discretion, allow self-isolation in the dormitory.)

5. Preventing infection in the student dormitories

All ICU student dormitories are single or double rooms. Residents share toilets, kitchens, lounges, social rooms, and study rooms, which can lead to cluster infections. Therefore, we ask you to be thorough with the following infection prevention measures.

- Take your temperature, observe your health and implement prevention measures (washing hands, gargling, disinfecting hands and fingers, ventilating rooms, wearing masks, and coughing/sneezing into your sleeve or covering your mouth) every day. If you do not have a thermometer, you can borrow one from the Dormitory Supervisor.
- Avoid directly touching surfaces in common spaces. After you touch things touched by other people in the bathroom, shower room, or the washing machine switch or doorknobs, wash or disinfect your hands and fingers frequently.
- Maintain social distance from other residents, in the kitchens, social rooms, study rooms, and lounge, keep these spaces well-ventilated, and avoid sitting face-to-face with others.
- Residents in dormitories with common baths should avoid crowded hours when taking a bath. Common baths may be closed depending on the number of infected patients.
- Residents should basically remain in their rooms, and avoid gathering in large numbers in common spaces.
- Please observe the following rules 1~6 when dining together in the dormitory.
 1. Drinking alcohol prohibited.
 2. The organizer must know the number of participants in advance, set the number of participants at an appropriate distance to prevent infection, and ensure that those who are not feeling well are not allowed to participate.
 3. Refrain from sharing chopsticks, glasses, and plates, and wash and sanitize hands frequently before and after meals.
 4. Refrain from shouting during conversations, and wear a mask when not eating or drinking.
 5. Ventilate the room thoroughly by opening at least two windows.
 6. Participants who test positive for any infectious disease within one week of the gathering must report to the organizer immediately. The organizer should report to all participants, and those who have been in close contact or who are unwell should promptly contact the Housing Office, Health Care Office, or dormitory/floor representative, and follow their instructions.
- When holding meetings and conferences in the dormitories, be sure to ventilate the rooms, wear masks and avoid close contact with others. Consider holding meetings by Zoom or another online method.
- Some of your part-time jobs may place you at high risk of infection (e.g. working at restaurants where customers gather in large numbers, sit in close-contact settings in a confined space with poor ventilation) . We would like you to avoid these situations, but if you must work there, please be thorough with anti-infection measures (handwashing, gargling, disinfecting your hands and fingers, and wearing masks) after you return to the dormitory from work to prevent infection in the dorms.
- Abide by instructions from the Dormitory Supervisor for anti-infection measures.

6. Consultation Services

You may be struggling with a variety of issues during the pandemic. Feel free to consult the offices below if you wish to consult us about any anxieties you may have about your physical and mental well-being.

【Contact】

Health Care Office Email:healthcare@icu.ac.jp Tel.0422-33-3119
Counseling Center Email:icu-counseling@icu.ac.jp Tel.0422-33-3499