

## Special Measures to new coronavirus infection for the 2023 Academic Year (April 1 to May 7)

RIKKYO University

### 1. Details of classes and conducting of examinations in accordance with the Activity Restriction Guidelines to prevent the spread of new coronavirus infection for the 2023 academic year

The university will conduct face-to-face classes with adequate infection control measures in place. In addition, in the 2023 academic year, based on a comprehensive review of trends in fluctuations in the number of cases in the Tokyo metropolitan area; requests from the Ministry for Education, Culture, Sports, Science and Technology of Japan, local governments, and other parts of society; as well as the situation on campus, the university has set the details of classes and examinations conducted based on restriction level according to our Activity Restriction Guidelines, as follows. The restriction level setting may change in the middle of the academic year.

Class formats for courses for the 2023 academic year have been determined on the assumption of a restriction level of 0. If the restriction level is changed to 1 through 4, the measures of face-to-face classes may switch (to online/on-demand, mixed classes with simultaneous online streaming, etc.), depending on the restriction level setting at the time.

Information on the Activity Restriction Guidelines, current level setting, and period covered by the Guidelines is announced in the "Information Related to New Coronavirus : To enrolled students."

Details of classes and examinations based on the restriction level are as follows. Information on the policy on conducting face-to-face classes according to the level of restriction set by each college or graduate school based on the above university policy is also provided in "Face-to-face classes." Be sure to check the "Examination Method Announcement Notice" for details of conducting examinations.

The restriction level at the beginning of classes for the spring semester of 2023 is "Level 1". However, the restriction level will be "Level 0" after May 8, when new coronavirus infections will be classified as Category 5 infectious diseases under the Infectious Disease Control Law. In the case of "Level 0", the details of "classes" and "examinations" will be as prescribed in Course Guidebook and R Guide. If there will be any changes from the normal situation, we will announce them in the "Notices from Academic Affairs" on the SPIRIT Academic Affairs page.

< Activity Restriction Guidelines >

Restriction level	Status	Class	Written exams	Report exams
0	Normal.	No restrictions.	For all class formats, if the performance evaluation method described in the syllabus is "written exam", it will be conducted face-to-face as usual.	All submissions are made online.

1	Infections remain at a fixed level.	Face-to-face classes are conducted with maximum consideration given to prevent the spread of infection. Changes to online or on-demand implementation may also be made.	For all class formats, if the performance evaluation method described in the syllabus is “written exam”, it will be conducted face-to-face with due consideration given to infection control.
2	Precautions against infection are required. (Such as when the number of infected individuals in Tokyo and its 3 neighboring prefectures is increasing)	It is recommended that face-to-face classes be conducted in a mixed format, but it may also be possible to change to an online or on-demand format, or continue face-to-face classes with due consideration given to infection control.	
3	Heightened precautions against infection are required. (Such as when the number of infected individuals in Tokyo and its 3 neighboring prefectures is dramatically increasing, and certain restrictions on campus activities are necessary)	As a general rule, all face-to-face classes should be conducted online or on-demand. Face-to-face classes (including mixed-type classes) are allowed only when specifically approved with due consideration given to infection control.	
4	Extreme precautions against infection are required. (Such as a situation where a state of emergency has been declared and a request to prohibit entry into the university has been issued)	All face-to-face classes should be conducted online or on-demand.	

## 2. Face-to-face classes

- Policy on conducting face-to-face classes

Please refer to the materials for each college below for the policy on conducting face-to-face classes according to the restriction level established by each college or graduate school.

The restriction level may change in the middle of the academic year.

See below for the current restriction level.

<https://spirit.rikkyo.ac.jp/covid-19/SitePages/students.aspx>

The class format described in the syllabus is for Level 0.

If the class format is changed by course when the restriction level becomes 1 or higher, instructions from the person in charge of each course will be updated as needed (through a class support system such as Canvas LMS or Blackboard). Check the class support system when necessary for details.

In the following policy on conducting face-to-face courses by college and graduate school, “mixed” courses are face-to-face classes that combine simultaneous streaming (one-way or two-way). Classes that become mixed due to a change in the restriction level can also be taken online.

- [Policy on conducting face-to-face classes by college and graduate school \(3/10 up\)](#)

- Taking face-to-face classes

Check the following when taking face-to-face classes.

- When taking classes on campus, be sure to join after taking your own infection control precautions. For more information, see “3. Precautions for taking face-to-face classes and taking online classes in a classroom.”
- If there is a risk that you will become seriously ill if infected with COVID-19 due to an underlying condition, and consideration is required for attending face-to-face classes, please refer to “5. Cases requiring consideration for attending face-to-face classes due to an underlying condition when activity restriction is Level 1 or higher.”
- Follow the instructions of the person in charge of the course regarding the format for each class.
- Communication from the person in charge of the course to registered students is done through the class support system (Canvas LMS, Blackboard, etc.) as well as instructions during the class. Make sure to check communication through the system for face-to-face courses as well. For more information, see “Basic Tools for Taking Classes” and be prepared to use these before classes begin.
- Face-to-face courses (all face-to-face) may also be held online in the middle of the semester, depending on the status of the spread of COVID-19.
- In the case that there are students who are unable to participate in face-to-face classes due to a risk of serious illness, the class will be conducted in a mixed format (simultaneous delivery (one-way and two-way)).

- Contact method for students when the class format differs or changes depending on the class

Communication from the person in charge of the course to registered students is done through the class support system (Canvas LMS, Blackboard, etc.) as well as instructions during the class. Make sure to check the class support system (Canvas LMS, Blackboard, etc.) before taking each class.

### 3. Precautions for taking face-to-face classes and taking online classes in a classroom

When taking classes on campus, please pay close attention to the following points and take your own precautions to prevent the spread of COVID-19.

- Precautions on infection prevention when taking classes

- 1 Use hand sanitizer placed at building entrances and in hallways and classrooms before and after classes.
- 2 In computer and LL classrooms, use sanitizing sheets placed in the classroom to disinfect keyboards, mice, and desks by yourself before and after classes.
- 3 Wearing a mask is recommended in classes that involve speaking in close proximity, regardless of whether indoors or outdoors. If you develop a fever or feel ill after entering the campus, refrain from using classrooms and leave the building immediately.

- 4 When taking classes, be sure to record the date, time, classroom number, and approximate seating position for each student, and keep the record for the next three weeks.

\*The above records are used to confirm contact history at a later date, in the event that you are infected with COVID-19 or are found to have an infected person nearby. Be sure to keep records.

- 5 Ventilate the room by opening the windows and doors to an extent that does not interfere with air conditioning and heating.

\*Ventilation signs are posted on the windows and doors of each classroom.

\*Automatic ventilation is provided in the type of classroom where windows cannot be opened or closed.

- 6 Charge devices for online classes at home, then bring them with you. (The number of university rental PCs is limited) Also, be sure to bring your own headset with you when taking online classes in a classroom.
- 7 Classroom computers can be used in computer and LL classrooms, but bring your own headset (headphones and microphone) to prevent infection. Refer to the types of headsets compatible with the main computers on campus to find out if your headset can be used.
- 8 After class, please leave the room as soon as possible and cooperate in avoiding close contact. Also, please return home as soon as classes and other business on campus are over.

- Other precautions

Information about new coronavirus infection is posted on the university's website and updated as needed. Each student should act with an awareness of infection prevention upon checking this information.

Summary webpage on new coronavirus infection

<https://www.rikkyo.ac.jp/covid19/>

Information on new coronavirus infection (for enrolled students)

<https://spirit.rikkyo.ac.jp/covid-19/SitePages/students.aspx>

<Main items on the above website>

Prevention of COVID-19

Guidelines for consultation regarding COVID-19/seeing a doctor

Guidelines for preventing the spread of COVID-19

Campus entry possibility regarding COVID-19

Contacting the university about COVID-19 infection

Q&A on COVID-19

#### 4. Academic response to students infected (or suspected to be infected) with new coronavirus infection

Until May 7, when the new coronavirus infection is a Category 2 infectious disease under the Infectious Disease Control Law, the following academic measures will be taken for students who are infected (or suspected to be infected ) with COVID-19.

Students who are infected or suspect they are infected with COVID-19\* are not allowed to enter campus. (See below for campus entry possibility regarding COVID-19.) They are also prohibited from attending face-to-face classes.

This response will change after May 8, when new coronavirus infections will be moved to Category 5 infectious diseases under the Infectious Disease Control Law.

Campus entry possibility [https://spirit.rikkyo.ac.jp/newlist/\\_layouts/15/Vc5.Spirit.PortalV2/Post.aspx?ID=00021448](https://spirit.rikkyo.ac.jp/newlist/_layouts/15/Vc5.Spirit.PortalV2/Post.aspx?ID=00021448)

Students who are infected with COVID-19 or who are close contacts (suspect they are infected) should contact the Health Center immediately. (See below for information on how to contact the university about COVID-19 infection.)

Contacting the university [https://spirit.rikkyo.ac.jp/newlist/\\_layouts/15/Vc5.Spirit.PortalV2/Post.aspx?ID=00021450](https://spirit.rikkyo.ac.jp/newlist/_layouts/15/Vc5.Spirit.PortalV2/Post.aspx?ID=00021450)

In case of infection or suspected infection, consideration will be given as much as possible to the accompanying absence from face-to-face or online classes and online participation in face-to-face classes. For more information, check the following. Please check the details of the handling of examinations when the examination method is announced.

##### 1. Campus entry possibility regarding infection

\*Suspected infection refers to any of the following situations.

- ▶ If you are identified as a close contact
- ▶ If you yourself have cold symptoms such as fever or taste or smell disorder
- ▶ If you received notice determining a “suspected positive” result from a monitoring test or private PCR test
- ▶ If you received notice that you have been in contact with a positive person through a COVID-19 contact-tracing app
- ▶ If a family member or other person living with you is infected

▶ If a family member or other person living with you has been identified as a close contact and the person has been instructed by a public health center to stay home  
Please check “Campus Entry Possibility Regarding COVID-19” for more information.

## 2. Reporting to the university, classes

In case of infection or suspected infection, consideration will be given as much as possible to the accompanying absence from face-to-face or online classes. Please contact the university or make an application to the person in charge of the course according to your circumstances as follows.

Students who are infected with COVID-19 or who are close contacts (suspect they are infected) should contact the Health Center immediately. Check “Contacting the University about COVID-19 Infection” for the contact information. In addition, if you require consideration for taking your courses because you are absent from classes due to ill health caused by infection or suspected infection, unable to attend classes in person due to campus entry criteria even if you do not have any subjective symptoms, or unable to attend online classes due to internet unavailability where you are hospitalized or recuperating, please check the following and make any necessary requests according to your situation. Also, if you test positive after contacting the university as a close contact, make another report to the university regarding your infection status.

<If infected>

After you report your infection to the university, the relevant administrative office (Academic Affairs Office) issues you a PDF version of the request for consideration addressed to the person in charge of the course. In such cases, contact will be made by email (to your Rikkyo email address). Then, if necessary, submit the document to the person in charge of the course to ask for instructions. Please check the contact information for the person in charge of the course on the class support system (Canvas LMS, Blackboard, etc.). (If contact information is not available, please use the class support system [Canvas LMS, Blackboard, etc.] faculty contact tool.)

<If you suspect you are infected>

Contact the person in charge of the course directly for advice. Please check the contact information for the person in charge of the course on the class support system (Canvas LMS, Blackboard, etc.). (If contact information is not available, please use the class support system [Canvas LMS, Blackboard, etc.] faculty contact tool.) The Academic Affairs Office will not issue a request for consideration in the case of a suspected infection (including cases reported to the university as close contacts), so please report the matter to the person in charge of the course yourself.

## 3. Regular examinations

Please check the details of the measures to be taken in case of infection regarding regular examinations when the examination method is announced.

## 4. Contact information

Ikebukuro Campus

Academic Affairs Office TEL: 03-3985-2220

Independent Graduate Schools Office TEL: 03-3985-2170

5. Cases requiring consideration for attending face-to-face classes due to an underlying condition when activity restriction is Level 1 or higher

If you have any of the underlying medical conditions listed below <Eligible applicants> that may pose a risk of serious illness if you contract COVID-19 and therefore have difficulty attending school, face-to-face classes, or practical training as usual, please consult your physician regarding the consideration needed. If, as a result of the consultation, you wish to request consideration from the university in attending face-to-face classes, please submit a medical certificate from your doctor describing your current treatment status and the consideration required (the form designated by the university) and a request for consideration. The university will take appropriate measures after reviewing the content.

However, in principle, consideration will be removed in the period of "Level 0" (no restriction) based on the university's Activity Restriction Guideline and when the Activity Restriction Guideline is abolished. Please be advised that the restriction level will be "Level 0" after May 8, when new coronavirus infection will be classified as a Category 5 infectious disease under the Infectious Disease Control.

For those deemed eligible after applying, consideration will be given such as allowing them to take online classes for the face-to-face classes they will take in the 2023 academic year.

Students who were approved for consideration during the last academic year also need to apply again. Please complete the application process by March 22, 2023 (August 2, 2023 if you wish to apply for fall semester subjects only) as described below.

If eligible for consideration, the applicant's risk of infection is considered, and admission to the university and use of on-campus facilities during the semester are restricted. In addition, various procedures, counseling, services, etc., will be considered by each office and handled individually using alternative means as much as possible.

Please contact the Academic Affairs Office if you wish to request the cancellation of consideration due to recovery from your medical condition or reduced risk due to vaccination in the middle of the academic year.

Please refer to “2. Policy on conducting face-to-face classes” for the policy on conducting face-to-face classes by college and graduate school.

<Eligible applicants>

Degree-seeking students or students who will enroll at the university who fall under both (1) and (2) below

People currently being treated for an underlying illness and who are at risk of becoming seriously ill if infected with COVID-19\*

\*Diabetes, cardiovascular disease, chronic lung disease, chronic kidney disease, people taking immunosuppressants or anti-cancer drugs, etc.

People who can submit a medical certificate that their physician deems it difficult for them to attend school and take face-to-face classes as usual because of their current treatment and medical condition

<Application documents>

Request for Consideration in Respect of COVID-19 (Risk of Becoming Serious) (University Format)

[For students enrolled before the 2022 academic year](#)

[For new students in the 2023 academic year](#)

[Medical Certificate of Underlying Illness for Students at High Risk of COVID-19 Becoming Serious \(University Format\)](#)

<Application deadline and method for submitting documents>

Please submit the two application documents by post before the deadline.

Deadline for application: Spring semester (due NLT) Wednesday, March 22 2023

Fall semester (due NLT) Wednesday, August 2, 2023

How to submit: By post (simple registered mail/express mail only)

Submit to:

[Students who belong to a college or graduate school on the Ikebukuro Campus]

Class Consideration Application Desk, Rikkyo University Academic Affairs Office, 3-34-1, Nishiikebukuro, Toshima City, Tokyo 171-8501

[Students who belong to a college or graduate school on the Niiza Campus]

Class Consideration Application Desk, Rikkyo University Academic Affairs Office, 1-2-26 Kitano, Niiza City, Saitama 352-8558

\*Late submissions will also be accepted, but in order to receive recognition for consideration in time for class registration and the start of classes, submission must in principle be made by the above deadline.

\*Please note in advance that the submitted documents, such as the medical certificate, will be shared with the relevant offices, such as the university Clinic and Health Center as well as the college to which you belong, in order to review and determine the university's considerations.

\*The Academic Affairs Office will notify you of details of the considerations after a decision is made by the university. (In principle, you will be contacted by email.)

## 6. Special measures for changing school zones

The system will accept applications for restriction Levels 2 and 3. Please follow the procedure to apply if needed.

[Precautions]

This treatment is limited to the duration of restriction Levels 2 and 3.

[Application conditions]



People who fall under either (1) or (2) below, and people who fall under both (1) and (2)

(1) Those who are not required to commute to their original campus because they are not in principle required to take face-to-face courses there, and who wish to commute to the other campus for reasons such as library use, use of a sports facility (including use of Fujimi Sports Field), or use of a university reception counter.

(2) Those who wish to commute to school from a station (\*) different from the one nearest to their home in order to prevent the spread of COVID-19.

\*For example, to reduce commuting time, a student will be transported by private car to Station B, which is the transfer station, so the student wants to purchase a commuter pass from Station B instead of Station A, which is the nearest station to home.

[Review]

We will confirm the detailed reasons in (1) and (2) above on the application form and accept the application if it is found reasonable.

[Application procedure]

Download a request to change school zones.

Fill out the necessary information and affix a personal seal.

Send the completed and sealed request to change school zones by email as follows.

#### [Request to change school zones](#)

Scan the completed and sealed request to change school zones and convert it to a PDF file or obtain clear photo data (showing the entire paper) and attach it to an email as follows.

From: Your university SPIRIT email address (Student ID Number + @rikkyo.ac.jp)

Subject: Request to change school zones submission Student ID Number

(Example) Request to change school zones submission 20AB001A

To: tugaku@rikkyo.ac.jp

(This email address is for this matter only.)

The university will contact you by email (reply) as soon as we approve the change to the school zone and are ready to issue a student commuting certificate.

\* It will take an estimated three to four weekdays from application to issue.

\* If you do not receive a reply after one week, please contact us at 03-3985-2230.

Please pick up your student commuting certificate at the reception desk for the Academic Affairs Office of the campus where you wish to receive it, indicated on the request to change school zones.

Please follow the procedure to purchase a commuter pass at the railway company counter.