

*原文は日本語です。日本語版と英語版とで差違がある場合には、日本語版が優先されます。

The original arrangement has been provided in Japanese. If there is any difference between JP and EN version, the original Japanese guide shall prevail.

(Posting Date of the Original) July, 2020

Vice President for Student Affairs

(Rev. Oct.1,2020)

課外活動制限下における団体活動に関する申合せ

Arrangements on Group-Activities Under COVID-19 Crisis

Under this COVID-19 circumstances, the University has restricted some group-activities to protect students from infection. In principal, any higher risk activities should be avoided. However, if the student organizations / clubs can proof the safety of the activities in the process mentioned below, the University may give special permission after the examination of their validity.

Please remember that the University may ask you to suspend / cancel the permitted activities depending on the COVID-19 situation. If the Government (or Prefecture) announces “^{まんきゅうじたいせんげん}緊急事態宣言(State of Emergency)” or requests citizens to stay local; refraining from traveling far from your region.

Further, any activities beyond the restriction level that have been set by the Government / Prefecture cannot be permitted. Also, in case of overstay activities, accompanying staff is required on top of obtaining the activity permission.

1. 申請手続き Request Process

Make the required documents (which are listed on section 3 below) in joint names of the a) 学生代; Student Representative of the organization / club and b) 顧問教員; the Faculty Advisor. Submit the documents in electronic format by email at least 10 days prior to the activity / event date (by 10 am).

○Where to Submit (Email) ; gk-kagai@un.tsukuba.ac.jp

2. 申請が必要な活動 Activities that Require “Special Permit”

(1) Overstay Activities

(2) Activities that involve participants from afar or large audience

3. 申請書に記載すべき事項は、次のとおりとする。The Matters to Be Stated in Forms

(1) Activity Overview (including the advance preparation)

(2) Activity Date (Period) & Location

(3) Transfer Method

(4) With / Without Food & Beverage

4. 申請書に添付する書類は、次のとおりとする。The Documents to Be Attached

(1) Original Preventive Measures taken by group members ※1

(2) Preventive Measures / Guidelines established by respective associations ※2

※1 Please review the “(別紙) attachment” for the information to be provided in the document 4-(1).

※2 Attach the guidelines established by associations (ex. sport organization, etc.) if your activity applies to the case the guideline shows.

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申請書に添付する書類に記載すべき事項

The Information to be Provided in the Attached Documents; 4-(1)

1. 移動・活動時の感染防止対策 Preventive Measures for the Activity & Travelling;

Please provide following information as your original preventive measures for COVID-19

- (1) How to keep / make safe environment; wearing masks, avoiding 3密(3Cs)
 - (2) In case of an overstay activity, extra measures for overstay must be provided in addition to (1).
 - (3) In case of using a chartered bus, following items/rules must be cleared. (must be checked by Faculty Advisor)
 - ① Number of passenger does not exceed 50% of seating capacity.
 - ② Seating Arrangements; not seating next to each other
 - ③ No abnormal condition on けんこうかんさつきろくひょう健康観察記録表 (14days Health Observation Report)
 - *The member who have/had some symptoms cannot participate in the activity / event.
- <Where to Download File> <https://www.tsukuba.ac.jp/en/important-notice/20201202174500.html>
- (4) Preventative measures on public transportation (ex. wearing a mask, hand hygiene, etc.)
 - (5) In case of activity that involves group-eating/drinking, extra measures for the action must be provided.

2. 健康管理方法 Taking Care of Health

You must mention how to check/handle the health record of the members. In case the activity involves people from outside of the University, you must make a way to approach their health record.

*If the event organizers / coordinators are taking control of the participants' health-record, mention that effect on the documents and attach the relevant documents, such as their guidelines (, etc.).

3. 活動履歴の確認方法 How to Check the Members' Activity-Log

You must know how the members spend their time; activity-log. Make a way to record / manage the members' activity-log. In case the activity involves people from outside of the University, you must make a way to approach to their activity record.

*If the event organizers / coordinators are taking control of the participants' activity record, mention that effect on the documents and attach the relevant documents such as their guidelines (, etc.).

4. 体調不良者発生時の対応方法 How to Cope with Sudden Illness

Plan how to cope with sudden illness that happen during the activity.

5. 活動参加者の制限 Limiting Participants

If there is some entry-restriction (announced by Government / Prefecture) in the area where the activity held, you must limit the participants depending on their living place. Mention the way (decision criteria) you limit the participants.

6. その他 Others

If you are planning to HOLD an event that invite many unspecified visitors, other than the above information, you must make and submit the implementation plan.