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

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Vice President for Student Affairs

筑波大学課外活動における団体活動開始ガイドライン
Guideline for Re-Starting Extracurricular / Club Activities (Under COVID-19 Crisis)

1. はじめに Introduction

Since the University of Tsukuba considers that the extracurricular / club activities are one of the precious opportunities that the students can gain a sense of independence, coordination, or rich humanity, we permit the student organizations to restart face-to-face activities from this October, at the same timing of resuming face-to-face class.

It is still unpredictable situation, however, we believe that we should find a way to resume those activities following the precautionary measures and preventive guidelines that are announced by the Government or Prefecture (ex. 新しい生活様式; New Lifestyle ※1)

2. ルール順守の徹底 Rules for Resuming Activities

In order to balance COVID-19 prevention and the students' activities, the activities should be carried out with thorough precautions and safety measures that are handled by their representative (s). In case the measures are not enough for their safety, the University may ask you to suspend the activities.

(1) 団体活動開始届の提出 Submit a Notification to Resume Activities; 団体活動開始届

The University has established this guideline for the activities under this COVID-19 circumstances. If you are planning to resume your group activities, please read through this guideline as well as the guidelines established by the association where your activity or competition (, etc.) belongs to. After having check the guidelines, submit a form “団体活動開始届(notification on the commencement of activities)” and start your activities under thorough precautionary measures.

Once the request has been approved, you can re-start your activities. However, please keep in mind that you must respect the will of the individual, and never push / force your members to participate in your activities when they worry about working under COVID-19 circumstances.

- ① **Submission Dates:** Start from October 1st, 2020
- ② **Submission Deadline:** At least 5 days prior to the date of resuming activities. (by 10 am)
*Incomplete forms will not be accepted.
- ③ **How to Submit:** Submit the form “団体活動開始届(notification on the commencement of activities)” in electronic format by email; gk-kagai@un.tsukuba.ac.jp.
*The answer will be given within 5 working days from the time of submission.

(2) 感染拡大防止のための基本ルール Basic Precautionary Measures

【感染防止対策】Precautionary Measures

- Follow the guidelines that have been established by each association.
- Hand hygiene should be performed before and after activities.

- Wearing a face-mask to protect yourself and others from droplet infection. When you could get a heatstroke, you can remove your mask as necessary. Instead of that, take other measures to reduce the risk of infection.
- Placing hand sanitizers in the locations where members use in their activities, and cleaning / sanitizing the public spaces.
- Avoid sharing personal items, particularly water bottles and cups.
- Avoid unnecessary gathering. After practices / activities, leave the place soon without having chat or meal together.
- Refraining from hosting or participating in a) training camp, away game, etc. or b) the events that involves participants from afar or a large audience.

However, if it is necessary for your groups to host / participate in those activities, consult to the Faculty Advisor of your organization and obtain a special permission from the Vice President for Student Affair. (* “とくれいきよか特例許可しんせい申請 (request for special permission)” is required. ※2)

Further, in case of training camps, accompanying (faculty) staff is the condition to conduct overstay activities.

- Tips on Prevention in Clubhouse / Changing Rooms
 - Limit the number of users at one time.
 - Avoid eating and drinking in your clubhouse.
 - Ensuring proper ventilation with outside air.

【健康管理】 Taking Care of Health

- Select a member as the person in charge of taking care of member’s health; けんこうかんりたんとうしゃ健康管理担当者. The persons in charge of health must handle the けんこうかんさつきろく健康観察記録 (14days Health Observation Report *which is required to resume activities) of each member, and report it to the Faculty Advisor.

Those who reported “feeling sick” or “having fever” cannot participate the activities.

<Where to Download File> <https://www.tsukuba.ac.jp/en/important-notice/20201202174500.html>

- Select a member as the person in charge of activity log. The person in charge must record followings; Date of Activities, Location / Venue, Time (start& end time), and 15 minutes / longer of Close Contact (including the contact with external users)
- Refrain from participating in any activities when you feel sick (fever, short of breath, fatigued, etc.)

【3密回避】 Avoid the 3Cs; Closed Space, Crowded Places, and Close-Contact Settings

- Following the guidelines established by associations, keep space between you and others.
- In case of indoor activities, the number of users shouldn’t exceed 1/3 of the capacity, and provide enough space between users.
- Ensuring proper ventilation (always / regularly ※3) with outside air.
- Face-to-face meetings / gatherings are no longer an option. Use online tools proactively.
- Avoiding from unnecessary voice projection, excluding the ones for safety purpose.
- If the activities are encouraged to limit the participants, follow the guideline even though the conditions above are all clear.

3. 団体活動を通じて感染が疑われる者が発生した場合 In case of suspected infection

(1) If the cases below apply to you, follow the action guideline; COVID-19 Flowchart

(<https://www.tsukuba.ac.jp/en/news/pdf/202012241754-en.pdf>)

- Having suspected symptoms that require medical consultation
- Being identified as a Close Contact
- Living in the same household as someone who are waiting for PCR-test
- Finding out the fact that you have been closed with infected persons

(2) In addition to following the flowchart, report the matter to your Club (Student Organization) Representative.

(3) Club representative reports the matter to a) the Faculty Advisor and b) the Division of Student Welfare.

※1 厚生労働省「新しい生活様式」の実践例 Example of Practicing “New Lifestyle”

[JP] https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html

[EN] <https://www.mhlw.go.jp/content/en.newlifestyle.pdf>

※2 特例許可申請について Request for Special Permission

It is needed to obtain a “^{とくれいきよか}特例許可 (special permission)” from Vice President for Student Affair in order to host / participate in an activity that involves overnight stay, participants from afar, or a large audience. Submit the required documents in accordance with “課外活動制限下における団体活動に関する申合せ”, the arrangements on group-activities that are held under COVID-19 crisis. Write necessary documents addressed to the Vice President, and submit them at least 10 days prior to the activity / event date (by 10 am).

How to Submit: Submit the required documents in electronic format by email; gk-kagai@un.tsukuba.ac.jp. *It will take around 1 week to give you the answer. Please make a plan that have plenty of time to spare.

※3 換気について Proper Ventilation

You should carry out activities under proper ventilation, intaking outdoor-air as much as possible.

If it is difficult to leave the window / door open always, try to let some fresh air in at least once an hour. In case of the activities that involve vocal exercise or blowing instrument, please follow the ventilation guideline established by the associations.

(換気の例) Example of Ventilation Methods

Ex. 1 Leaving windows open for 5 to 10 minutes / Hour.

(Better to open frequently than to leave window open longer; “5 minutes × 2” is better than “10 minutes × 1”)

Ex. 2 Changing air constantly (twice an hour) with mechanical ventilation systems.

Ex. 3 Ensuring proper ventilation in the place where guests / audience enter.