

学校法人宮崎学園 新型コロナウイルス感染拡大防止のための行動指針（BCP） 【R2.7.30現在】

この行動指針は、適宜見直しを行う。また、感染状況に応じて各所属ごとに個別判断することがあります。

宮崎県の警報発表の目安			宮崎学園の行動指針				
段階	表示	目安	①授業等 ※1	②部活動等 ※1	③教職員の出張（県外）※2	④教職員の私事旅行（県外）※3	⑤外来者（県外から）の受入
レベル0	持続的な警戒	新たな感染者がでていない状態	感染拡大防止に配慮した上で対面授業を実施	感染拡大防止に配慮した上で活動を許可	感染拡大防止に配慮した上で出張を許可。ただし、宮崎県発表の「感染流行地域」への出張は控える。	事前の届け出がある場合に限り、感染拡大防止に配慮した上で、私事旅行を許可。ただし、宮崎県発表の「感染流行地域」への私事旅行は原則認めない。	宮崎県発表の「感染流行地域」からの外来者は原則受け入れない。 ※納入業者及び事前にアポイントのある来訪者を除く
レベル1	警報	新規感染者が一定数発生					
レベル2	特別警報	①新規感染者の増加、感染経路不明の例が連続（直近1週間） ②クラスター発生	状況に応じて、遠隔授業と対面授業（分散登校等）を併用して実施	※冠婚葬祭については、個別対応			
レベル3	感染拡大緊急警報	特定の圏域において、 ①新規感染者又は感染経路不明の例が急増（直近1週間） ②クラスター発生	原則として、遠隔授業による科目のみ開講とし、対面授業によるものは開講しない。	外部団体（他校）との交流を禁止するとともに、部活動団体に活動の自粛を求める。	宮崎県発表の「感染流行地域」への出張は原則認めない。		
レベル4	緊急事態宣言	県全域において、 ①新規感染者又は感染経路不明の例が急増（直近1週間） ②クラスター発生	遠隔授業による科目のみ開講とし、対面授業によるものは開講しない。	一切の部活動等を禁止するとともに、部活動施設を全て閉鎖する。	県内訪問を含め、出張は原則認めない。	私事旅行は原則認めない。 ※冠婚葬祭については、個別対応	

※1：中高校については、周辺学校や県教委の対応を参考に個別対応とする。

※2：「感染流行地域」へやむを得ず出張させた場合は、3日間テレワークまたは自宅待機（職務専念義務免除による休暇）

※3：「感染流行地域」へやむを得ず旅行した場合は、3日間テレワークまたは自宅待機（職務専念義務免除による休暇）。事前に届け出る事なく旅行した場合は「嚴重注意」。

その他：宮崎学園図書館等は、新型コロナウイルス感染症が収束するレベル0までの間、地域への開放は行わない。

◆学園内に感染者又は濃厚接触者が出た場合

- ① 感染者（症状の無い者含む）については、出校（勤）停止（生徒等は欠席扱いしない。教職員は傷病休暇）
- ② 濃厚接触者については健康観察期間終了（2週間程度）まで自宅待機（生徒等は欠席扱いはしない。教職員は職務専念義務免除による休暇）
- ③ 感染者が出た学校は3日間休校。感染者・濃厚接触者が利用した施設（教室・研究室等）の消毒。活動範囲（学科・クラス等）を特定し、休校の延長等を検討する。

Miyazaki Gakuen Action Guidelines for Prevention of the Spread of New Coronavirus Infection (BCP) 【As of 7.30.2020】

This Action Guideline will be reviewed as appropriate. In addition, institutions may make judgments independently in accordance with infection status.

Guideline for Warning Announcements in Miyazaki Prefecture			Miyazaki Gakuen Action Guidelines				
Level	Display	Guideline	①Classes, etc. ※ 1	②Club activities, etc. ※ 1	③Faculty/staff business travel (outside pref.) ※ 2	④Faculty/staff personal travel (outside pref.) ※ 3	⑤Receiving external visitors (from outside pref.)
Level 0	Persistent Vigilance	No new cases of infection	Conduct face-to-face classes with consideration for preventing the spread of infection	Allow activities after considering the spread of infection	Allowing business trips giving consideration to preventing the spread of infection. However, refrain from business trips to the "infectious epidemic areas" announced by Miyazaki Prefecture.	Only when notified in advance , private travel is permitted giving consideration to preventing the spread of infection. However, in principal, private travel to "infectious epidemic areas" announced by Miyazaki Prefecture is not permitted.	In principle, visitors from the "infectious epidemic areas" announced by Miyazaki Prefecture not permitted.
Level 1	Warning	Certain number of new infections					
Level 2	Special Warning	①Increasing number of new infections, followed by cases of unknown infection routes (most recent one week) ②Cluster occurrence	Depending on the situation, conduct both remote lessons and face-to-face lessons (with staggered mandatory attendance days, etc.) concurrently.	Prohibit interaction with external groups (other schools) and ask clubs to refrain from activities.	In principle, business trips to "infectious epidemic areas" announced by Miyazaki Prefecture are not permitted.	*Decisions concerning ceremonial occasions made on a case-by-case basis	*Excluding suppliers and visitors with appointments made in advance
Level 3	Emergency Warning of Spread of Infection	In a specific area, ①A rapid increase in new infections or cases of unknown infection routes (most recent one week) ②Cluster occurrence	As rule, conduct only remote classes; do not offer face-to-face classes.				
Level 4	Declaration of State of Emergency	Throughout the entire prefecture ①A rapid increase in new infections or cases of unknown infection routes (most recent one week) ②Cluster occurrence	Conduct only remote classes; face-to-face classes not offered.	Prohibit all club activities and close all club activity facilities.	In principle, business trips to "infectious epidemic areas" announced by Miyazaki Prefecture are not permitted.	In principal, private travel is not allowed. *Decisions concerning ceremonial occasions made on a case-by-case basis	

※ 1 : Decisions regarding the junior high and high school will be made on a case-by-case basis in accordance with the actions taken by surrounding schools and the prefectural board of education.

※ 2 : Employees required for unavoidable reasons to travel to outbreak areas for business will telework or stay home for 3 days upon return (requires submission of request for exemption from full-time duties)

※ 3 : Employees required to travel to outbreak areas for unavoidable personal reasons will telework or stay home for 3 days upon return (requires submission of request for exemption from full-time duties). Failure to report such travel in advance will result in a notice of stern warning.

OTHER : The Miyazaki Gakuen Library will not be open to the community until warning returns to Level 0, and the new coronavirus infection is contained.

◆ **If an infected person or a person who has had concentrated contact with such person appears on campus**

- ① For infected persons (including those who do not have symptoms), attendance at school (work) will be suspended (students will not be treated as absent. Faculty and staff will be processed as sick leave)
- ② Those who have had concentrated contact with an infected person (including those who do not have symptoms) will be required to stay home for 2 weeks until health monitoring period is complete. (students will not be treated as absent. Faculty and staff will be processed as exemption from full-time duties)
- ③ Schools where infection occurs on campus will be closed for 3 days. All facilities (classrooms, laboratories, etc.) used by infected persons or by those who have had concentrated contact with an infected person will be disinfected. The scope of such person's activities will be determined (department, classes, etc.) and consideration will be given to extending school closure.