

## Call for Caution Regarding the Novel Coronavirus (Ver.14)

May 21, 2020

To all Students, Faculty and Staff

President, Kochi University of Technology

<Major revision to the past notice>

Revision in accordance with “Planning for the phased resumption of campus activities” accompanied by the lift of the state of emergency in 39 prefectures and also revision to 6. Three conditions to join university-related activities

According to the “Planning for the phased resumption of campus activities and KUT basic policy towards the COVID-19” dated May 15<sup>th</sup> we request all the students, faculty and staff of KUT to follow the measurement described below.

Now, even healthy people who have no symptom may have coronavirus and may spread it. In order to avoid not only catching the virus but also spreading the virus, your cooperation to follow the instruction and to work together is appreciated.

### 1. Everyday preventive actions

Please keep taking the following basic preventive actions, such as keeping social distance with others, wearing a facemask and washing your hands frequently, and also try to practice “New Lifestyle” shown in the attachment in your daily life so that you can continuously take preventive measure against COVID-19.

- 1) Take enough sleep and well-balanced diet of nutrition to increase your immunity.
- 2) Wash your hands with soap and water frequently. Using alcohol-based hand sanitizer gel is also effective. The virus within droplets may stuck on the surface and others can be infected by touching their mouths, nose, or possibly, eyes, after touching the surface that has the virus on it. Possible channels of such transmission include hand straps of trains and buses, doorknobs, switches and buttons.
- 3) Dry air will cause a reduction of defense function of the mucous membrane of the throat. Try to keep a proper humidity (around 50%-60%). Humidifier is one of the most reliable appliances. It is also effective to wash your mouth frequently.
- 4) Try to avoid visiting packed places. Wearing a facemask might help avoid catching droplets emitted from others when you have to be in a clouded rooms.
- 5) When you have symptoms such as coughs and sneezes, please wear a mask or cover your mouth and nose properly. If you cover coughs and sneezes with your hands and touches objects around you with those hands, there is a chance of spreading virus via those objects.
- 6) Let some fresh air in your room frequently. (Open windows to ventilate more than twice per hour. Open more than 2 doors and windows)
- 7) Try to avoid using goods and equipment, such as phones, PCs and desks, with multiple people. If you need to use them unavoidably with others, sanitize them frequently.
- 8) Check your health condition and measure your body temperature every morning.

### 2. To prevent mass infection

Avoid the places where the following three conditions may occur

- 1) Poorly ventilated
- 2) Spaces where people gather closely together

3) Places where an unspecified number of people are likely to come into contact within arm's reach

### 3. In case of flu like symptoms

- 1) If you feel unusual with cold symptoms, refrain from going out, keep stay in your house and record your body temperature every day.
- 2) If you have any symptoms, please refer to the attachment provided by Ministry of Health and Welfare (Japanese version only) for when to see a doctor. Also, please contact at IRC.
- 3) You must not visit a clinic/hospital without prior contact by phone. Also, refrain from visiting multiple clinics or hospitals.
- 4) Even if you recovers, please stay home until no symptom appears.

### 4. University-related activities

As a general rule, remote learning will continue until the end of the second quarter. In accordance with the lifting of the state of emergency in 39 prefectures, graduate students will begin resuming experiments in laboratories on campus depending on when individual laboratories are deemed to be in avoidance of the "3 Cs". And, aiming for the start of the second quarter, degree coursework including thesis experiments and urgent or absolutely essential class activities which have been recognized by KUT (classes for graduate course) will resume on campus. In case students can not come back to campus due to COVID-19, KUT will make some arrangement.

Also, the month of September will be set as the supplementary class period. During this time, classes from the first and second quarters which could not be taught remotely and also tests for degree credits which could not be taken remotely will be held on campus.

Please follow the instruction separately given by your supervisor and also refer to "Message From IRC "as of May 19<sup>th</sup> and "Second quarter lesson format, relocating to Kochi Prefecture, and conditions for participation in university related activities "as of May 21.

All extracurricular activities are still prohibited. The athletic facilities of the university are not lent as well.

### 5. Policies for resuming campus activities

Students who reside in a prefecture or other division which is not under a state of emergency can join the campus activities stated in the above item "4. University-related activities ". However, students must meet the conditions set by KUT. Please refer to "Second quarter lesson format, relocating to Kochi Prefecture, and conditions for participation in university related activities "as of May 21.

### 6. Three conditions to join university-related activities (permitted university-related activities)

Students who have traveled to Kochi in accordance with the condition stated in the above item 5 "Policies for resuming campus activities", have undergone the two week standby period accordingly, and have met all the three conditions are allowed to join university-related activities. Those students who do not meet any one of the following conditions must stay at home:

1) He/she is not applicable to all of the following.

- He/she is infected with the novel coronavirus
- He/she is certified as the person who had close contact with a infected person
- His/her family member or house mate has been certified as the person who had close contact with a infected person.
- He/she has been requested by a public health center to observe health condition in relation to the novel coronavirus

\*After meeting these conditions, you may participate in university activities once you or your family member or other person who lives with you has been diagnosed as negative and the health observation period has elapsed.

2) He/she is not applicable to all of the following.

- He/she entered Japan in the past 2 weeks from other countries

- He/she had close contact in the past 2 weeks with someone who had entered Japan within 2 weeks prior to the contact.

3) He/she has no symptom of the following:

Fever over around 37.5 , Cough, Sneeze, Runny nose, Nasal Congestion, Sore throat, Phlegm, Cold symptoms, Fatigue, Shortness of breath, Taste/Smell disorder

\* Expect for the symptoms you are aware of the cause, such as fey fever

\* For example, even if you only have a sore throat and are unsure if it is a different illness you are aware of, please remain at home.

\* Regarding fevers, be sure to remain at home if your temperature exceeds 37.5 degrees Celsius. Even if your temperature is below 37.5 degrees, if your normal temperature is in the range of 36 degrees and you feel like you have a fever, please remain at home just in case.

\* If by some chance you have been infected with the novel coronavirus, you will need to remain at home to avoid infecting other people, so, if there is concern, please choose to remain at home.

- Students who meet 1), mentioned above, please contact the following.

Student Support Section

TEL: 0887-53-1118 E-mail: [student@ml.kochi-tech.ac.jp](mailto:student@ml.kochi-tech.ac.jp)

- If you would like to discuss the above conditions, please contact the following.

Health Consultation Office

TEL: 0887-57-2020 (Weekday 8:30-17:15 )

- \* If you are international student , please contact the following.

International Relations Section

TEL : 0887-53-1130 Email : [international@ml.kochi-tech.ac.jp](mailto:international@ml.kochi-tech.ac.jp)

## 7. Administrative Services at the Administrative Office

Students need to contact the section in charge via email or phone in advance if he/she wishes to come to the administrative office. The person in charge will inform him/her the date and time he/she can come to the office. This applies to their visiting to the Health Consultation Office. Please refer to the email as of May 19th

## 8. Job Hunting Activities

KUT basically prohibits students to travel to prefectures where the state of the emergency has been issued with the purpose of job hunting.

## 9. Attendance or business trips of the faculty or staff

Please follow the KUT announcement based on the email as of May 19<sup>th</sup> until May 31<sup>st</sup>.

- 1) KUT requests faculty members to work at home basically. When he/she needs to work in the campus so as to accomplish education and research activities including the on-line education, he/she can come to the campus.
- 2) If you need to come to the campus, judge yourself according to the KUT measure stated in the item 6 "Three conditions to join university-related activities". If you don't meet the three conditions, report to your direct supervisor and Personnel Section, and take your leave based on the notice by the chancellor as of March 2nd.
- 3) You must contact Personnel Section in case of failure to meet the 1st or the 2nd condition among those stated in the item 5 "Three conditions to join university-related activities" regardless of the place you work.
- 4) KUT prohibits all overseas business trips and also business trip to the cities/prefectures in Japan where a state of emergency is declared
- 5) A business trip to other prefectures is admitted only when it is urgent and unavoidable. In the case when you need to go out from Kochi prefecture due to unavoidable situation, you must get the permit from your

boss and the Personnel Section in advance. After coming back, we may request you to work remotely for 14 days or follow the restriction of activities ordered by KUT.

- 6) A business trip in Kochi should be planned after careful thought.
- 7) Inviting anyone from outside of Kochi is prohibited. Inviting someone from inside of Kochi should be planned after careful thought.
- 8) KUT prohibits any face-to-face events to be held.

#### 10. Visiting to/from oversea countries

- 1) The university prohibits all students, faculty and staff from going abroad and from inviting someone from other countries.
- 2) If you go abroad or invite someone from other countries due to unavoidable circumstances, you must notify the International Relations Section in advance. Due to strict quarantine, you may be requested after entry into Japan to stay in the designated place for 14 days and not to use public transportation like trains, buses, taxis or domestic airlines.

#### 11. If you entered Japan or had close contact with someone who had entered Japan in the past two weeks

- 1) You are not allowed to join any university-related activities in 2 weeks after entering Japan from other countries or after contacting with a person who had entered Japan in the past 2 weeks. Please stay at home for 2 weeks even if you do not have any symptoms. When you need to go out or see someone due to unavoidable circumstances, you must wear a face mask.
- 2) If symptoms, such as fever and cold, appears within 2 weeks after entering or contacting, please avoid contact with others, wear a face mask and report to the Counseling Center for Coronavirus Disease

#### 【Contact】

\*If you have symptoms such as shortness of breath, strong fatigue, cold symptoms or a high fever, or you suspect that you have been infected, please contact the following:

The Counseling Center for Coronavirus Disease

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/covid19-kikokusyassessyokusya.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokusyassessyokusya.html)

The Counseling Center for Coronavirus Disease, Kochi

TEL: 088-823-9300 Open hours: 9:00-21:00 everyday

<https://www.pref.kochi.lg.jp/soshiki/130401/2020020300117.html>

\*If a faculty or staff member fail to meet “Three conditions to join university-related activities”

Personnel Section

TEL: 0887-53-1112 Email: [personnel@ml.kochi-tech.ac.jp](mailto:personnel@ml.kochi-tech.ac.jp)

\*If you are planning to visit/invite someone to/from overseas countries due to unavoidable circumstances  
International Relations Section

TEL : 0887-53-1130 Email : [international@ml.kochi-tech.ac.jp](mailto:international@ml.kochi-tech.ac.jp)

#### 【Related website】

Ministry of Health, Labor and Welfare

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage\\_00032.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html)

"Overseas Travel Safety Information" web site provided by the Ministry of Foreign Affairs of Japan

<https://www.anzen.mofa.go.jp/>

"Overseas Travel Registration" service provided by the Ministry of Foreign Affairs of Japan

<https://www.ezairyu.mofa.go.jp/>

# Example of practicing "New Lifestyle"

## (1) Basic infection prevention measures for each person

### Three basics for preventing infection:

#### ① Keeping physical distance, ② wearing a mask, ③ washing hands

- Keep a distance of two meters as much as possible, or at least one meter, between two persons
  - Chose outside rather than inside if you are to play
  - Avoid standing right in front of each other during conversation as much as possible
  - Wear a mask when you go out or talk inside even without any symptoms
  - Wash your hands and face first when you get back home, followed by changing clothes and showering as soon as possible
  - Carefully wash your hands with water and a soap for approximately 30 seconds (also possibly with hand sanitizer)
- ※ Pay more attention to your health, especially when meeting those who may have a high risk of serious symptoms, such as the elderly or people with chronic diseases.

### Infection prevention related to traveling

- Refrain from traveling to and from where the infection is prevailing
- Refrain from traveling upcountry or for leisure. Business trips only when it is unavoidable
- Keep a record of the people you meet and the time of meeting in case you get infected
- Carefully follow how the infection is prevailing locally

## (2) Basic lifestyle for daily life

- Wash and sanitize hands frequently
  - Make sure to observe coughing etiquette (by covering your mouth)
  - Ventilate frequently
  - Keep physical distance
  - Avoid gatherings in crowded places, close contact settings and closed spaces**
  - Check your health condition and measure body temperature every morning
- Do not force yourself to go out, and stay home if you have symptoms of fever or cold



## (3) Lifestyle for each scene of daily life

### Shopping

- Use online shopping
- Shop by yourself or in a small group, at off-peak hours
- Use electronic payment
- Plan your shopping in advance and shop quickly
- Refrain from touching displays like samples
- Keep a distance while lining up at the cashier

### Leisure, Sports etc.

- Select places like parks at off-peak time
- Refer to videos for home muscle training or yoga
- Jog in a small group
- Keep a distance as etiquette when passing others
- Utilize booking systems for leisure
- Do not stay long in small rooms
- Keep a distance or stay online for singing or cheering others

### Public Transports

- Refrain from chatting
- Avoid peak-hours
- Also take a walk or use bikes

### Meals

- Take away or delivery
- Enjoy meals at outside spaces
- Serve individually, avoid sharing plates
- Do not sit face-to-face, rather besides
- Concentrate on eating, refrain from chatting
- Avoid serving alcohol, sharing glasses or sake cups

### Family ceremonial occasions

- Avoid banquets or meetings with large numbers
- Decline participation when you have symptoms of fever or cold

## (4) New working style

- Work remotely and rotate commuting shifts
- Keeping a distance while commuting during different working hours
- Open and widen working spaces
- Use online meetings
- Exchange business cards online
- Wear a mask and ventilate venues in case of a face-to-face meeting

※ Infection prevention guidelines for each business sectors will be prepared by relevant organizations.

## 新型コロナウイルス感染症についての相談・受診の目安

### 1. 相談・受診の前に心がけていただきたいこと

- 発熱等の風邪症状が見られるときは、学校や会社を休み外出を控える。
- 発熱等の風邪症状が見られたら、毎日、体温を測定して記録しておく。
- 基礎疾患（持病）をお持ちの方で症状に変化がある方、新型コロナウイルス感染症以外の病気が心配な方は、まずは、かかりつけ医等に電話で御相談ください。

### 2. 帰国者・接触者相談センター等に御相談いただく目安

- 少なくとも以下のいずれかに該当する場合には、すぐに御相談ください。（これらに該当しない場合の相談も可能です。）

☆ 息苦しさ（呼吸困難）、強いだるさ（倦怠感）、高熱等の強い症状のいずれかがある場合

☆ 重症化しやすい方（※）で、発熱や咳などの比較的軽い風邪の症状がある場合  
（※）高齢者、糖尿病、心不全、呼吸器疾患（COPD等）等の基礎疾患がある方や透析を受けている方、免疫抑制剤や抗がん剤等を用いている方

☆ 上記以外の方で発熱や咳など比較的軽い風邪の症状が続く場合

（症状が4日以上続く場合は必ずご相談ください。症状には個人差がありますので、強い症状と思う場合にはすぐに相談してください。解熱剤などを飲み続けなければならない方も同様です。）

- 相談は、帰国者・接触者相談センター（地域により名称が異なることがあります。）の他、地域によっては、医師会や診療所等で相談を受け付けている場合もあるので、ご活用ください。

（妊婦の方へ）

妊婦の方については、念のため、重症化しやすい方と同様に、早めに帰国者・接触者相談センター等に御相談ください。

（お子様をお持ちの方へ）

小児については、小児科医による診察が望ましく、帰国者・接触者相談センターやかかりつけ小児医療機関に電話などで御相談ください。

※なお、この目安は、国民のみなさまが、相談・受診する目安です。これまで通り、検査については医師が個別に判断します。

### 3. 医療機関にかかる時のお願い

- 複数の医療機関を受診することにより感染を拡大した例がありますので、複数の医療機関を受診することはお控えください。
- 医療機関を受診する際にはマスクを着用するほか、手洗いや咳エチケット（咳やくしゃみをする際に、マスクやティッシュ、ハンカチ、袖・肘の内側などを使って、口や鼻をおさえる）の徹底をお願いします。



# Please cooperate in measures against infectious diseases.

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners”** including wearing a mask.

## 1. Washing hands

### Correct way to wash hands.

### Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.



1 After thoroughly wetting your hands with running water, apply soap and rub the palms well.



2 Rub the back of your hands up and down.



3 Thoroughly rub the fingertips and nails.



4 Wash between your fingers.



5 Twist and wash your thumbs with the palms of your hands.



6 Don't forget to clean your wrists.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.

## 2. “Coughing manners”

### Three “coughing manners”

- Observe the manners on a train, at work, school or wherever people gather.



Coughing or sneezing without shielding your mouth or nose.

Using your hands to cover coughs or sneezing.



Wear a mask. (covering mouth and nose)

Cover your mouth or nose with a tissue/handkerchief.

Cough or sneeze into your sleeve.

### Correct way to wear a mask.



1 Ensure both your nose and mouth are covered.



2 Place the rubber string over your ears.



3 Cover up to your nose so there are no gaps.



Ministry of Health, Labour and Welfare

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