

Call for Caution Regarding the Novel Coronavirus (Ver.8)

Mar. 27, 2020

To all Students, Faculty and Staff

President, Kochi University of Technology

<Major addition to the past notice>

- The whole world has been categorized as Level 2 of the “Travel Advice and Warning” on "Overseas Travel Safety Information" web site provided by the Ministry of Foreign Affairs of Japan. Accordingly the university prohibits all students, faculty and staff from going abroad and inviting someone from other countries. 【Items 8】
- The university requests all students to stay home during Apr.2-15. 【Items 4】
- Domestic business travels by the faculty or staff until Apr. 15 is now prohibited. 【Items 7】

As you know from media, the novel coronavirus has been rapidly spreading across the world. The World Health Organization (WHO) described the situation as a global pandemic. On March 25, the entire globe was categorized as Level 2 of the “Travel Advice and Warning” provided by the Ministry of Foreign Affairs of Japan.

Under these circumstances, all the students, faculty and staff of KUT are requested to follow the measurement described below to avoid catching or spreading the virus.

1. Everyday preventive actions

- 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 every one to two hour.
- 7) 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 and keep stay in your house.

- 2) Please contact with the Counseling Center for Coronavirus Disease and see a doctor at designated hospital if you have had cold symptoms or a fever of 37.5° C or over for four days or more, or if you have a strong feeling of weariness (fatigue) or shortness of breath (difficulty breathing)
- 3) Refrain from visiting multiple clinics or hospitals.

4. University-related activities (from Apr. 2 to Apr. 15)

During the period from Apr. 2 to Apr. 15, all the students are requested to stay home. The separately instructed university-related activities (medical check etc.) and indispensable outing to buy food, to see a doctor etc. are allowed. During this period, faculty educates students through on-demand course materials or in other ways. Face-to-face instruction is allowed to start on Apr. 16. The athletic facilities are not lent during this period. Detailed instruction on this measure is given separately.

5. University-related activities (till Apr. 2 and after Apr. 15)

All students and faculty members who conduct any university-related activity on or off campus must meet all the three conditions below. Those students and faculty members 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 take a medical check in relation to the novel coronavirus
- 2) He/she has not been to the countries (area) where COVID-19 is spreading, nor he/she has had close contact with someone from these area in the past 2 weeks:
 - For example, China, Korea, US, almost all countries in Europe, Singapore, Thailand, the Philippines, Malaysia, Egypt (As of Mar. 27th)
 - The above are countries where are categorized as level 2 or higher of the “Travel Advice and Warning on Infectious Diseases” on “Oversea Travel Safety Information” website provided by the Ministry of Foreign Affairs.
<https://www.anzen.mofa.go.jp/>
- 3) He/she has no symptom of the following:
 - Fever 37.5°C, Cough, Sneezes, Runny nose, Nasal Congestion, Sore throat, Phlegm, Cold symptoms, Fatigue, Shortness of breath
 - * Expect for the symptoms you are aware of the cause, such as fever

6. Joining events and sports festival etc. (till Apr. 2 and after Apr. 15)

KUT requires all students and faculty members:

- 1) Refrain from organizing/ joining events and/or official sports festival
- 2) Refrain from holding events with other university's circles and/or practice matches
- 3) Refrain from joining sports practice and/or camp outside of KUT which are conducted in a large group

* Please give the first priority to the prevention of the spread of infection and avoiding the risk.

7. Attendance or business trips of the faculty or staff

- 1) Judge yourself whether you are allowed to work or not according to the KUT measure stated in the item 5 “University-related activities”.
Please consult with personnel section and your direct supervisor about your leave based on the notice by the chancellor as of March 2nd.

- 2) KUT prohibits all overseas business trips.
- 3) KUT prohibits all domestic travels until Apr. 15.
- 4) Refrain from any events unless it is urgent.
- 5) You must contact Personnel Section in case of failure to meet the 1st or the 2nd condition among those stated in the item 5 “University-related activities”

8. Visiting to/from overseas 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.
- 3) When you go abroad after due consultation with the International Relations Section, you must confirm the risk information on "Overseas Travel Safety Information" web site provided by the Ministry of Foreign Affairs of Japan and also register Tabi-reji provided by the ministry.

9. If you come back from or have close contact with someone from countries where the infection is quickly spreading

- 1) You are not allowed to join any university-related activities in 2 weeks after coming back from the countries stated in the item 5 “University-related activities” or have close contact with those people. 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, please avoid contact with others, wear a face mask and report to the Counseling Center for Coronavirus Disease.

【Contact】

*If you have had cold symptoms or a fever of 37.5°C or over for four days or more

The Counseling Center for Coronavirus Disease

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokusyasessyokusya.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 the 1st or the 2nd condition among those stated in the item 5 “University-related activities”

Personnel Section

TEL: 0887-53-1112 Email: 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

【Related website】

Ministry of Health, Labor and Welfare

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/>



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.



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.

Before washing hands

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

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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