

KUT's Response to the Novel Coronavirus (COVID-19)

Oct 6, 2020

To all Students, Faculty and Staff

President, Kochi University of Technology

<Major revision to the past notice>
-Added description about COCOA (Item2, 7)

KUT requests 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) Please avoid places where there are many people as much as possible. In particular, please avoid dining or drinking together in large groups.
- 5) Please wear a mask when going out. In situations where it is not possible to maintain sufficient distance between yourself and others, please always wear a mask, especially indoors. However, wearing a mask in a high temperature or high humidity environment may increase the risk of heatstroke, so remove your mask when you are outdoors and able to maintain sufficient distance from others (at least 2 meters).
- 6) Please observe proper coughing etiquette. Always wear a mask when you have symptoms such as coughing or sneezing, and in the event you must cough or sneeze while not wearing a mask, please use a tissue, handkerchief, sleeve, or the inside of your elbow to cover your mouth and nose. If you stifle a cough or sneeze with your hands, the virus will be spread to anything you touch with your hands. If you accidentally used your hands, please wash them thoroughly, and use alcohol hand sanitizer if available.
- 7) Please ventilate room frequently. (Open windows to ventilate for few minutes, more than once per 30 minutes. Open more than 2 windows at different side of the room if the room has multiple windows so that wind can flow. If the room has only one window, open the door.)

- 8) 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.
- 9) Check your health condition every morning (taking your temperature, etc.) and log it.

2. Precautions to prevent mass infection

Many new clusters are being reported at places where young people and students congregate, such as restaurants and parties. More and more cases of infections among university students are being reported. Each person must endeavor to change their behavior to adapt to the "new normal."

- 1) Thoroughly avoid places where there is increased risk of the three Cs: closed spaces, crowds, and close contact settings.
- 2) Avoid large-scale parties and meals with groups.
- 3) If using restaurants for group meals, ensure that the restaurant has taken preventive measures like installing protective panels to block the dispersion of droplets (in Tokyo and Osaka, some shops complying with industry guidelines post stickers to indicate this).
- 4) Refrain from loud behavior (such as talking loudly in restaurants, taking part in karaoke or other social events, cheering at sporting events, et cetera).
- 5) Refrain from large-scale group trips for clubs and events and training camp for extracurricular activities.
- 6) When engaging in part-time work, it is important to wear a mask at all times, and to select a workplace where sufficient preventive measures are in place.
- 7) Take adequate prevention measures before, during, and after club activities, including during practice. (Such as proper use of club rooms and changing rooms, selecting suitable restaurants, et cetera)
- 8) Endeavor to fully wear a mask, wash your hands and disinfect them, and ventilate the space on a regular basis.
- 9) Please consider using the "COVID-19 Contact Confirming App COCOA", recommended by the Ministry of Health, Labor and Welfare.
<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

3. In case of flu like symptoms

- 1) If you have any symptoms, such as a fever or cold-like symptom, stated on "3) He/she has no symptom of the following:" of "7. Three conditions to join university-related activities ", you must remain at home.
- 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. Classes and research activities

- Please refer to "Third and Fourth Quarter Classes and Our Policy on Novel Coronavirus Countermeasures" dated Oct 6th
- Research activities are conducted putting infection prevention measures such as avoiding 3Cs in place.
- If receiving course or academic guidance from a faculty member, please continue using e-mail, the telephone, and the web conferencing system.

5. Extracurricular activities

KUT allow students to resume extracurricular activities after June 19 based on the premise that he/she is implementing measures to prevent infection. Gym, tennis court and outdoor facility, excluding the training room, are also available.

6. Conditions for relocating to Kochi from outside Kochi and resuming University-related activities

- (1) Only those students who have met the conditions below in "7. Three conditions to join university-related activities" over the last two weeks are permitted to travel to Kochi Prefecture.
- (2) If the national government or your current prefecture of residence has issued a 24-hour stay at home advisory or has requested refraining from traveling to or visiting prefectures including Kochi Prefecture, travel from such prefectures is prohibited*. Likewise, travel from travel avoidance areas designated by Kochi Prefecture is prohibited*. However, travel to Kochi Prefecture for the purpose of resuming university activities shall be permitted, with the requirement that you remain at your home or dormitory for 2 weeks after the travel to Kochi Prefecture (health observation).

*Currently as of October 6th, there are no applicable regions (according to official sources). Please confirm yourself the areas/time periods and details for stay at home or travel avoidance advisories, etc., issued by your current prefecture of residence as necessary before deciding to travel or remain at home in accordance with the above conditions.

7. 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 6 "Conditions for relocating to Kochi from outside Kochi and resuming University-related activities", have undergone the two week standby period accordingly, and have met all the three conditions are allowed to join face-to-face university-related activities (face-to-face classes, laboratory activities, extracurricular activities and other activities KUT permits). 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.

- ① He/she is infected with the novel coronavirus
- ② He/she is certified as the person who had close contact with an infected person or the subject of administrative tests, including PCR test.
- ③ His/her family member or house mate has been certified as the person who had close contact with an infected person or the subject of administrative tests, including PCR test.
- ④ He/she has been requested by a public health center to observe health condition
- ⑤ He/she is ordered by KUT to stay at home because he/she has (or might have) had close contact with an infected (or suspected infected) person.

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

- ① He/she entered Japan in the past 2 weeks from other countries
- ② 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°C, 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 for whom item (1) ①~④ and/or (2) ①② above applies or who have taken an administrative test including a PCR test under doctor's advice must notify the contact desk below. As for the time of resuming face-to-face university related activities, KUT will inform the individual after

the consultation with Public Health Center and other related institutions.

Student Support Section

TEL: 0887-53-1118 E-mail: student@ml.kochi-tech.ac.jp

- In case the “COVID-19 Contact Confirming App COCOA”, recommended by the Ministry of Health, Labor and Welfare, confirms that you have had close contact with a person who tested positive for COVID-19, please make phone call to see a doctor. In case you take an administrative test including a PCR test under doctor’s advice, please contact Student Support Section.
- Students who would like to consult about the conditions above
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

8. 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.

9. Job Hunting Activities and internships

Given that the majority of COVID-19 cases are caused by dispersion of droplets and direct contact, travel for job-hunting must involve wearing a mask both when in travel and at your destination, carrying/use of portable disinfectant, avoiding crowds, and considering alternative transport measures to reduce risk exposure. Avoid stopping at other places en route to your destination. Ask for the support of your faculty member affiliated with your cohort or assisting with job-hunting, and place a change request via the web contact desk if necessary.

If your destination prefecture has issued a 24-hour stay at home advisory or has requested refraining from traveling to or visiting other prefectures which include Kochi Prefecture, job hunting activities and internships in such prefectures are prohibited*. Likewise, job hunting activities and internships in travel avoidance areas designated by Kochi Prefecture are prohibited*. If you must do job hunting or an internship in an affected area, you are required to remain in your home or dormitory for two weeks (health observation) after traveling to Kochi Prefecture.

*Currently as of October 6th, there are no applicable regions (according to official sources). Please confirm yourself the areas/time periods and details for stay at home or travel avoidance advisories, etc., issued by your destination prefecture as necessary before deciding to travel or remain at home in accordance with the above conditions.

10. Travel pursuant to student extracurricular activities, research, and academic conferences, etc.

Travel by students for extracurricular activities, research, and academic conferences, etc., is subject to the same terms as those in "11. Attendance or business trips of the faculty or staff."

11. Attendance or business trips of the faculty or staff

Please follow the KUT announcement based on the email as of August 28th.

- 1) As for physical attendance, judge yourself according to the KUT measure stated in the item 7 “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, if necessary. If you are subject to a PCR test or other administrative testing, please contact the head of your department and the Personnel Section.

- 2) Business trips and invitations must be given due consideration, with each faculty member rendering a decision and, in the case of administrative staff, their departmental director rendering a decision. Note that business trips and invitations are prohibited in regions where 24 hours stay-at-home is requested or travel restriction across the prefectural borders is issued. Likewise, business trip to or invitation from the prefectures which Kochi Prefecture requests to refrain from visiting is prohibited. Currently, there are no applicable regions. In case you need to travel to those region unavoidably, you need to obtain an approval in advance and also will be requested to work from home for 2 weeks after the business trip.
- 3) In-person events within 2020 are subject to the following measures. However, these measures may be subject to change depending on emergent conditions regarding COVID-19.
 - Hosting of events at which unspecified numbers of extramural congregate is forbidden, irrespective of whether within or without the campus.
 - A decision on whether to host a small-scale event at which exact participants can be identified should be made following consultation with the relevant parties (please consult the General Affairs Section; address is found at the end of this document.)

12. 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.

13. 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-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 “Three conditions to join university-related activities” or have taken an administrative test including a PCR test

Personnel Section

TEL: 0887-53-1112 Email: personnel@ml.kochi-tech.ac.jp

*If a faculty or staff member would like to consult about in-person events

General Affairs Section

TEL: 0887-53-1113 Email: general@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

Contact at KUT

https://www.kochi-tech.ac.jp/about/contact/contact_info.html

【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/>

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.



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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