

July 20, 2020
Updated October 23, 2020
Updated November 4, 2020
Updated December 14, 2020
Updated April 5, 2022
Updated October 21, 2022

To all students

Regarding Measures for the Prevention of Covid-19 Infection When Attending Classes

As a measure to prevent the spread of Covid-19 infections, messages from the President have urged all students to take action to minimize the risk of infection to themselves and others by avoiding the three Cs (closed spaces, crowded places, and close-contact settings).

Additionally, to do our utmost to prevent infections, we have been asking students to take the following preventive measures since July 21, 2020.

○Basic guidelines

All students shall remain aware of the following measures against Covid-19 infections and follow them conscientiously, both on and off campus.

In particular, be sure to wear a mask and maintain distance from others (at least one meter), even while in motion.

After classes and other activities, avoid eating with others and return home as soon as possible.

Monitoring your health

(1) Careful health monitoring, including daily morning temperature checks

① **Take your own temperature every morning** and **enter** your physical condition in the [Health Check Sheet \(Excel file; Attachment 1\)](#).

(You can also enter and save your information in the “**Health Diary**” (*Kenko Nikki*) app available separately from app stores, for which the University is a registered health administrator. If you will use the app, be sure to refer to [this page](#).)

※ In addition to the above Health Check Sheet, also record your routine activities referring to [Recent Personal Activities \(Attachment 2\)](#).

※ If you later become infected with Covid-19 or are identified as a potential close contact of someone infected, the university may need to ask you to submit data from your Health Check Sheet or Recent Personal Activities to check the course of events.

Faculty of Marine Technology students should follow any separate instructions provided by their faculty, if applicable.

② Results of Health Check Sheet records

Do not go on campus if you have any symptoms such as a fever (generally 37.5°C or higher), a cough, difficulty breathing, fatigue, or an abnormal sense of taste/smell. Contact the relevant section listed on page 6 (Campus Life Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration

Division) and follow the instructions under “**What to do if you have symptoms**” on pages 4-5. **Do not resume attendance until you receive approval from the University.**

While commuting

- **Based on the government's guidelines, wear a mask correctly and go to school.**
- If you commute using public transportation: (1) Wear a mask and keep conversations to a minimum. (2) Cooperate with measures to ensure ventilation. (3) Try to commute at less congested times and ride in less crowded train cars, buses, etc.

(Reference)

["About wearing a mask" \(Website of Ministry of Health, Labor and Welfare \)
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kansentaisaku_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kansentaisaku_00001.html)

When arriving on campus

- Always carry your student ID card and present it when necessary.

During activities on campus

(1) Wearing a mask

- **As a general rule, wear a mask on campus.** If you have a compelling reason not to wear a mask, you may indicate this by using a "Wakega Arimask" card or other notification. When using a face shield or clear mask, ensure a distance of at least two meters from others and adequate ventilation in consideration of aerosol scattering.

However, if separate instructions are given for a particular class or activity, follow those instructions.

- **Always wear a mask** when giving presentations or speaking inside a classroom or other building to prevent spraying of droplets.
- As an exception, when participating in outdoor activities, you may remove your mask to avoid the risk of heatstroke after ensuring adequate distance from others (at least two meters).
- While wearing a mask, you may have a harder time noticing when you are thirsty. Watch out for heatstroke, especially in summer, and stay well hydrated even if you do not feel thirsty.

Reference:

[Points to prevent heat stroke based on measures against COVID-19 infectious diseases \(Website of Ministry of Health, Labor and Welfare\)
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_coronanettyuu.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_coronanettyuu.html)

If for some reason you cannot obtain a mask, as soon as you arrive on campus, request one from the Academic Affairs Section, Academic Affairs Division (Shinagawa Campus), or the Academic Affairs Section, Etchujima Campus Administrative Division (Etchujima Campus).

(2) Careful hand sanitizing before entering buildings

- Before entering any building, be sure to **sanitize your hands using the sanitizer placed at the entrance, etc.**
- Contact infection may occur from items shared with others and surfaces that are touched (such as tables, chair backs, doorknobs, keyboards, touch panels, electric switches, tablets, and elevator buttons). For this reason, **try to wash your hands with soap and running water frequently while on campus. Be especially careful to wash and sanitize your hands before**

and after classes.

(3) If you were not able to take your temperature before going on campus

If you cannot obtain a thermometer for some reason or forgot to take your temperature, **do so promptly as soon as you arrive on campus** using the **self-service stationary non-contact thermometers** located in areas designated by the University (**Shinagawa Campus: Hakuyo Hall, 1F Entrance; Etchujima Campus: Building No. 1, 1F Entrance**).

Note that the self-service handheld non-contact thermometers located at the entrances to buildings other than those listed above are shared instruments also used by other students. Before using them to take your temperature, be sure to sanitize your hands with the sanitizer next to the thermometer.

(4) Development of symptoms while on campus

If you develop any of the symptoms described in ② on page 1 while on campus, promptly **contact the relevant section listed on page 5** (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division) **by telephone as a general rule** (refer to the signs by the campus thermometer stations or page 5 for telephone numbers) **and then follow any instructions.**

(5) Classes and laboratory activities

- **As a general rule, wear a mask during classes and other activities.**
- When seated, **maintain distance from other students** (ideally two meters, but at least one meter).
- **Follow any other faculty instructions on avoiding the three Cs** during classes and other activities.

(6) Extracurricular activities

- Extracurricular activities should be conducted based on the **Guidelines for the Prevention of Covid-19 Infection in Extracurricular Activities** separately disseminated to each group by the University.

(7) Using campus facilities

- When using campus facilities, follow facility instructions on avoiding the three Cs.

(8) Eating on campus

- Eat in designated locations, being careful to avoid the three Cs.
(The cooperative and university-designated open classrooms, etc.)
- **When eating with others, maintain physical distancing, sit side by side instead of face to face, and keep conversations to a minimum and refrain from speaking loudly** while eating.

(9) Using restrooms

- After using the restroom, be sure to **wash your hands with soap and running water and use hand sanitizer.**
- Bring a handkerchief or hand towel, etc. to wipe your hands.

(10) Office inquiries

- Make inquiries by email, etc. whenever possible instead of at the desk or counter in person.
- When lining up in front of the desk or counter in an office, stay at least one meter away from the person in front of you to maintain physical distancing.

(11) Consultations

To discuss any anxieties about your daily life or concerns about classes or studying, contact the relevant division/section listed on page 5 (Shinagawa: Student Support Division or Academic Affairs Division; Etchujima: Student Support Section or Academic Affairs Section) or the Health Service Center or Student Consultation Room.

After activities on campus

- **After your classes or other activities have finished, return home as soon as possible.**

What to do if you have symptoms

(1) If you have symptoms

- ① **Students who have any symptoms** such as a fever (generally 37.5°C or higher), a cough, difficulty breathing, fatigue, or an abnormal sense of taste/smell **must stop attending classes** according to Article 19 of the School Health and Safety Act.

Avoid going on campus and contact the relevant section (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division).

- ② Refer to the following website, and **if the guidelines for consultation or medical examination apply, consult your regular physician, a coronavirus consultation center, or your nearest consultation center for returnees from overseas and close contacts.**

Guidelines for consultation/medical examination and consultation methods

○Tokyo Metropolitan Government: About consultations for Covid-19

https://www.fukushihoken.metro.tokyo.lg.jp/iryu/kansen/corona_portal/soudan/coronasodan.html

○Consultation/medical information about COVID-19 and contact information of the
[consultation/consultation center](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryu/covid19-kikokusyasessyokusya.html)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryu/covid19-kikokusyasessyokusya.html

- ③ **Report your medical condition to the University by email following the instructions from the relevant section (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division).** **Continue taking your temperature each morning and evening** and be sure to **fill in the Health Check Sheet** according to your daily state of health.

* The section concerned (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division) will report to the relevant university divisions, and the Academic Affairs Division or Etchujima Campus Academic Affairs Section will

contact the relevant faculty members as needed.

④ **Rely on the judgment of a medical institution whenever possible to determine when to resume attendance.**

In this case, report your diagnosis to the University (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division) and follow the University's instructions.

As guidelines for resuming attendance, both of the following conditions should be met.

- 1) Seven days have elapsed since the day after the onset of your symptoms.
- 2) You have had no fever and been otherwise asymptomatic for at least three days without taking medication.

※ **Ultimately, you will be notified whether you can resume attendance by the University (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division)** after the relevant section coordinates with the Health Service Center (which will provide health guidance as necessary) based on your Health Check Sheet and the judgment of your medical institution.

※ For study arrangements while attendance is suspended, refer to “Student and University Response in Matters Involving Coronavirus Infection” published on March 26, 2020 (Updated October 21, 2022) .

(2) **If you become infected with Covid-19 or are identified as a close contact of someone infected**

① Students **infected with Covid-19 or identified as a close contact of someone infected must stop attending classes** according to Article 19 of the School Health and Safety Act. **Avoid going on campus and be sure to contact the relevant section** (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division). (*Outside of the University’s regular hours, refer to the information on inquiries in case of infection (guard stations) on page 5.

※ If you are infected with COVID-19, please register as a positive person with the prefecture where you live.

● [Positive person registration center of Tokyo Metropolitan](https://www.fukushihoken.metro.tokyo.lg.jp/iryo/kansen/corona_portal/shien/youseitouroku.html)
https://www.fukushihoken.metro.tokyo.lg.jp/iryo/kansen/corona_portal/shien/youseitouroku.html

● [About COVID-19 positive person registration window \(Kanagawa Prefecture\)](https://www.pref.kanagawa.jp/docs/ga4/covid19/ms/registration.html)
<https://www.pref.kanagawa.jp/docs/ga4/covid19/ms/registration.html>

● [About Chiba Prefecture COVID-19 Infectious Disease Test Kit Distribution and Positive Person Registration Center](https://www.pref.chiba.lg.jp/kenfuku/kenkoufukushi/test_distribute_and_register_positive.html)
https://www.pref.chiba.lg.jp/kenfuku/kenkoufukushi/test_distribute_and_register_positive.html

● [COVID-19 positive person registration \(Saitama Prefecture\)](https://www.pref.saitama.lg.jp/a0710/covid-19/youseisya-touroku.html)
<https://www.pref.saitama.lg.jp/a0710/covid-19/youseisya-touroku.html>

② **Duration of suspension of attendance shall be as described below.**

However, if there is an instruction from a doctor or public health center, it will be that period.

● **Infected persons**

- ◆ **If you have symptoms:** Until 7 days have passed since the day of onset, and 24 hours have passed since the symptoms subsided.
- ※ Until 10 days have passed since the start date, record your health condition on the health management table, thoroughly manage your health, avoid unnecessary outings, and refrain from coming as much as possible.
- ◆ **If you are asymptomatic:** 7 days from the next day with the date of sample collection as 0th.
In addition, if the test using the antigen qualitative test kit (*) is confirmed to be negative on the 5th day, it will be 5 days.
- ※ If the period of suspension of attendance is shortened, it will be possible to attend classes, but until 7 days have passed since the start date, record your health condition on the health management table and thoroughly manage your health. Avoid going out unnecessarily.

● **Close contacts of infected persons**

- ◆ **If you live with an infected person:** The date of onset of the infected person (the date of specimen collection if there are no symptoms) or the date on which infection control measures were taken in the residence due to the onset of the infected person, whichever is later, will be counted as day 0th, it will be 5 days from the next day.
- ◆ **Other cases:** The date of last contact with an infected person during the infection period is set as day 0th, and 5 days from the next day.

In either case, if the test using the antigen qualitative test (*1) kit on 2nd and 3rd days is confirmed to be negative consecutively, you can go to university from 3rd days.

(*) Antigen qualitative test kits must be labeled as “in-vitro diagnostics” (“research use” is not acceptable). And buy it with your money.

- **Ultimately, you will be notified whether you can resume attendance by the University** (Clerk for Campus Life, Student Support Division, or Clerk for Student Services, Etchujima Campus Administration Division) after the relevant section coordinates with the Health Service Center.
- **For details and study arrangements while attendance is suspended, refer to “Student and University Response in Matters Involving Coronavirus Infection” published on March 26, 2020 (updated on October 5, 2022).**

Inquiries (8:30 a.m.-6:00 p.m. weekdays)

Shinagawa Campus

- Campus Life Support Section, Student Support Division
Tel: (03) 5463-0433 Email: g-gaku(at)o.kaiyodai.ac.jp

- Academic Affairs Section, Academic Affairs Division
Email: k-kyomu1(at)o.kaiyodai.ac.jp

Etchujima Campus

- Student Support Section, Etchujima Campus Administration Division:
Tel: (03) 5245-7316 Email: e-gaku(at)o.kaiyodai.ac.jp
- Academic Affairs Section, Etchujima Campus Administrative Division
Email: e-kyomu(at)o.kaiyodai.ac.jp

*Change (at) to @ when sending emails.

For inquiries in case of infection (outside the above hours or in emergencies)

Shinagawa Campus (Guard Station): (03) 5463-0376

Etchujima Campus (Guard Station): (03) 5245-7323