

July 20, 2020
Updated October 23, 2020
Updated November 4, 2020
Updated December 14, 2020

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 infection, 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—conditions that promote transmission of the virus (closed spaces, crowds, and close contact).

Additionally, to do our utmost to prevent infection, we have asked students to take the following preventative measures since July 21.

○ Basic guidelines

All students should be aware of the following measures to prevent the spread of Covid-19 infection. Follow these measures conscientiously, both on and off campus.

In particular, be sure to wear a mask and stay a safe distance from others (at least 1 meter), even when you are in motion.

After class and other activities, also avoid eating with others. Return home as soon as possible.

Monitoring your health

(1) Careful health monitoring, including morning temperature checks

① Take your temperature every morning and enter your physical condition in the Health Management Table (attachment 1, Excel file).

(Otherwise, you can enter and save your health information in the Kenko Nikki (health diary) app, for which the university is a registered health administrator. If you will use the app, refer to [this page](#).)

Note: In addition to the Health Management Table, also refer to the Activity Record (attachment 2) and record your routine activities.

Note: If you become infected with Covid-19, or if you may have been in close contact with someone infected, the university may need to ask you to submit data from the Health Management Table or Activity Record so that we can check the course of events.

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

② Results of your Health Management Table records

Do not go on campus if you have any symptoms such as a fever (generally 37.5°C or higher), cough, difficulty breathing, fatigue, or abnormal sense of taste/smell. Contact the relevant staff member listed on page 5 (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) and follow the instructions in "What to do if you have symptoms" on pages 4–5. Do not return to campus until you receive approval from the university.

Going to and from school

- Wear a mask when going to and from school.
- If you commute on public transportation or the like, ① Wear a mask and keep any conversations quiet. ② Help keep the vehicle well ventilated. ③ Try to commute when it is less congested, and use less crowded means of transportation.

Going on campus

- Present your student ID card at the guard station.

During activities on campus

(1) Wearing a mask and taking similar precautions

- As a general rule, wear a mask on campus. If some condition prevents you from wearing a mask, you can indicate this by using a card or other notification ("Wakega Arimask card"). When using a face shield or clear mask, ensure a distance of 2 meters or more from others and sufficient ventilation, in consideration of aerosol scattering.

Note that when separate instructions are given for a particular class or activity, you should follow those instruction.

- To avoid spraying droplets, be sure to wear a mask, especially when giving presentations or speaking indoors in a classroom or other building.
- As an exception outdoors, you may remove your mask before strenuous activities to avoid the risk of heat stroke, but ensure sufficient distance from others (at least 2 meters).
- Be aware that you may not notice that you are thirsty when wearing a mask. Avoid the risk of heat stroke, especially in the summer, and stay well hydrated.

For reference:

[Points to Observe to Prevent Heatstroke in the "New Normal"](#) (Ministry of Health, Labour and Welfare)

⎓ If for some reason you cannot obtain a mask, request one at the Academic Affairs Section, Academic Affairs Division (Shinagawa Campus) or the Academic Affairs Section, Etchujima ⎓

(2) Careful hand sanitizing before entering buildings

- Before entering any building, be sure to clean your hands with the hand sanitizer.
- Contact infection may occur from items shared with others, door handles, and other surfaces that are touched (such as tables, chairbacks, doorknobs, keyboards, touch-panel displays, power switches, tablets, or elevator buttons). For this reason, be sure to keep your hands clean by washing with soap and water when on campus, especially before and after class.

(3) If you cannot check your temperature before going on campus

If you cannot obtain a thermometer or forgot to check your temperature, as soon as you arrive on campus, take your temperature at the self-service Non-contact Thermometer Station in the designated area (Shinagawa Campus: Hakuyo Hall, 1F Entrance; Etchujima Campus: Building No. 1, 1F Entrance).

Before using any self-service handheld non-contact thermometers at other entrances, be sure to clean your hands with the hand sanitizer next to the thermometer, because the instruments are shared among students.

(4) If you notice symptoms while on campus

If you notice that you have any of the symptoms described in ② on page 1 while on campus, promptly contact the relevant staff member indicated on page 5 (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) generally by telephone at the number on the sign by the Thermometer Station or on page 5, and then follow their instructions.

(5) In class and lab activities

- As a general rule, wear a mask during classes and other activities.
- When seated, ensure a sufficient distance from others. (Ideally 2 meters, but at least 1 meter.)
- Also follow faculty instructions on avoiding the three Cs during classes and other activities.

(6) In extracurricular activities

- Extracurricular activities should be conducted according to *Guidelines for the Prevention of Covid-19 Infection in Extracurricular Activities*, presented separately 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 meals at designated locations, being careful to avoid the three Cs.
(Specifically, university-designated open classrooms and the like, as well as the cooperative.)
- When eating with others, sit at a sufficient distance, side-by-side rather than face-to-face, and keep any conversations quiet while eating.

(9) Using restrooms

- After using a restroom, be careful about washing your hands with soap and water and using sanitizer.
- Bring a handkerchief or the like to wipe your hands.

(10) Office inquiries

- To the extent possible, make any inquiries by email or similar means instead of in person at the office.
- When visiting an office, stay at least one meter away from the person in front of you to maintain a suitable distance.

(11) Consultation

To discuss any difficulties in your personal life or concerns about classes or studying, contact the relevant staff member indicated on page 5 (Shinagawa: Student Support Section, Student Support Division, or Etchujima: Student Support Section, Administration Division) or the Health Service Center/Student Consultation Room.

After on-campus activities are finished

- After class or other activities, 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), cough, difficulty breathing, fatigue, or abnormal sense of taste/smell are not permitted to attend classes, in accordance with Article 19 of the School Health and Safety Act.

Do not go on campus. Contact the relevant staff member (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division).

- ② Refer to the following websites, and if the criteria for consultation or a medical exam apply, consult your regular physician, the coronavirus consultation center, or your nearest repatriation consultation center.

Criteria and methods for consultation and medical exams

○ [Bureau of Social Welfare and Public Health, Tokyo Metropolitan Government response to Ministry of Health, Labour, and Welfare Covid-19 consultation and exam criteria](#)

○ [Updates on Covid-19 in Tokyo](#)

For reference:

○ [Call centers](#)

○ [Prefectural repatriation consultation call centers](#)

- ③ Report your state of health by email following the instructions of the relevant staff member (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division). Continue taking your temperature each morning and evening, and as you monitor your health from day to day, be sure to fill in the Health Management Table.

Note: The staff member (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) will report to the relevant university department, and the Academic Affairs Division of the Shinagawa Campus or the Academic Affairs Section of the Etchujima Campus will contact the relevant faculty members as needed.

- ④ To determine when to resume classes, rely on the judgment of a medical institution, to the extent possible.

Report the results of your diagnosis to the university (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) and follow the university's instructions.

As a guideline for resuming classes, both of the following conditions should be met.

- 1) At least 7 days have passed since the day after you last had symptoms.
- 2) At least 3 days have passed since your fever returned to normal and your symptoms dissipated while you were not taking medication.

Note: Ultimately, you will be notified whether you can resume classes by the university (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) after the relevant staff member makes arrangements with the Health Service Center (which will provide health guidance as necessary) based on your Health Management Table and the judgment of your medical institution.

Note: For information on studying if you cannot attend classes due to suspension from school, refer to Measures to be Taken in the Event of Infection with Covid-19, published on March 26, 2020.

- (2) If you become infected with Covid-19, or if you are determined to have been in close contact with someone infected

- ① Students infected with Covid-19 or determined to have been in close contact with someone infected are not permitted to attend classes, in accordance with Article 19 of the School Health and Safety Act. Do not go on campus. Be sure to contact the relevant staff member (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division). (Outside of regular hours, refer to the information on inquiries in case of infection (guard station) on page 5.)

- ② Suspension due to infection will continue until you have recovered, and suspension due to close contact with someone infected will be for two weeks from your last contact with the person.

Note: Ultimately, you will be notified whether you can resume classes by the university (Student Support Section, Student Support Division, or Student Support Section, Etchujima Campus Administration Division) after the relevant staff member makes arrangements with the Health Service Center.

Note: For details and information on studying if you cannot attend classes due to suspension from school, refer to Measures to be Taken in the Event of Infection with Covid-19, published on March 26, 2020.

Inquiries (8:30–6:00 weekdays)

Shinagawa Campus

- Student Support Section, Student Support Division (03) 5463-0433

Email address: g-gaku(at)o.kaiyodai.ac.jp

- Academic Affairs Section, Academic Affairs Division

Email address: k-kyomu1(at)o.kaiyodai.ac.jp

Etchujima Campus

- Student Support Section, Etchujima Campus Administration Division (03) 5245-7316

Email address: e-gaku(at)o.kaiyodai.ac.jp

- Academic Affairs Section, Etchujima Campus Administration Division

Email address: e-kyomu(at)o.kaiyodai.ac.jp

Change (at) to @ when sending email.

Inquiries in case of infection (outside of regular hours or in emergencies)

Shinagawa Campus (Guard station) (03) 5463-0376

Etchujima Campus (Guard station) (03) 5245-7323