

Guidelines to Prevent the Spread of COVID-19

(For all UTokyo students, faculty and staff)

All UTokyo members are requested to follow the below guidelines to make the university campus a safe place to conduct research and educational activities, while living with the novel coronavirus.

[IMPORTANT] Each day you come to campus, report your body temperature and physical condition by filling out the online form on the website below.

Health Management Report Form: <https://www.u-tokyo.ac.jp/ja/general/healthcheck.html>

- When entering the university campus, you must show the [ENTRY OK] e-mail you receive after submitting your form, at the campus gate or entrance to facilities.
- If you receive a [STAY HOME] e-mail after submitting the form, you will not be allowed to enter the campus. In such a case, please inform the contact point of your department.

To prevent the spread of infection, please install the Ministry of Health, Labour and Welfare's

COVID-19 Contact Confirming Application (COCOA).

(Applicable to those who have a compatible smartphone or tablet device.)

<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

1. Everyday precautions

(1) Health and hygiene

• **Wash hands, gargle, use hand sanitizer**



• Observe **coughing etiquette**

When you cough or sneeze, cover your mouth or nose with a mask, tissue, handkerchief, sleeve, or the inside of your elbow.



• **Wear a mask** at all times on campus. (Also wear a mask as much as possible off campus.)

• Do not touch your eyes, mouth, or nose with unclean hands.

• Disinfect items shared by multiple people.

(2) On campus

• **Record your activities on campus**

and retain your record for the past 2 weeks.

Example: Places you visited (classrooms, laboratories, meeting rooms, offices, etc.); people with whom you had close contact (generally, within 1 meter for at least 15 minutes).

• Open windows and doors of classrooms, etc. to keep them **well ventilated**.

• To avoid crowding, maintain social distance from the person you are sitting next to in the classroom, etc.



• In the dining hall, avoid sitting face-to-face and refrain from talking while eating.

• In shared spaces, such as the dining hall, library, and common room, wash your hands and use hand sanitizer frequently.

(3) Going out and holidays

• Refrain from going out unnecessarily.

• **Avoid gatherings in crowded places, close contact settings and closed spaces (3Cs)** if you have to go out.

• Avoid parties and events where many people gather.

• Manage your health even during weekends, holidays, and long vacations.

• Refrain from traveling home or for leisure if it's not urgent.



Stay Home | Avoid gatherings in crowded places | Avoid gatherings in close contact settings



Avoid gatherings in closed spaces | Ventilation | Coughing etiquette | Wash hands

2. If you are not feeling well

- If you have a fever or symptoms such as malaise, cough, or sore throat, and loss of taste or smell
⇒ **Report to the contact point of your department.**
- Please consult the Health Service Center about seeing a doctor, and the need for testing and treatment.

● The University of Tokyo Health Service Center (<http://www.hc.u-tokyo.ac.jp/en/>)
[Hongo] TEL: 03-5841-2579
[Komaba] (Students) TEL: 03-5454-6180, (Faculty and Staff) TEL: 03-5454-6166
[Kashiwa] TEL: 04-7136-3040

- If the Health Service Center is closed, such as at night or during holidays, please call the appropriate consultation center below for consultation by phone.

- COVID-19 consultation centers
TOKYO Tokyo Coronavirus Support Center for Foreign Residents (TOCOS)
(https://www.seikatubunka.metro.tokyo.lg.jp/chiiki_tabunka/tabunka/tabunkasuishin/0000001452.html)
[Weekdays (10:00 – 17:00)] TEL: 0120-296-004 (toll free)
- CHIBA AMDA Medical Information Center (<https://www.amdamedicalcenter.com/activities>)
[Weekdays (10:00 – 15:00)] TEL: 03-6233-9266
- SAITAMA Coronavirus Hotline for Foreign Residents (<https://sia1.jp/en/topics/coronahotline/>)
[24 hours including weekends and holidays] TEL: 048-711-3025
- KANAGAWA Phone Counseling Services (https://www.pref.kanagawa.jp/docs/k2w/covid19/en_call.html)
[Seven days a week (around the clock)] TEL: 045-285-1015
* Residents of Yokohama City, Kawasaki City, Sagami City, Yokosuka City, Fujisawa City and Chigasaki City & Samukawa Town are advised to visit the website of the respective municipal office.
- Call center for foreign travelers (https://www.mlit.go.jp/kankocho/news08_000311.html)
[24 hours, 365 days] Japan Visitor Hotline TEL: 050-3816-2787
- Your nearest medical institution, primary care doctor

- If you consult a medical institution as directed by the Health Service Center or other consultation center, please report the results to the contact point of your department.

3. If you get infected with the novel coronavirus

Report to the contact point of your department immediately.

Be ready to provide information on:

- Time of onset, symptoms
- Cause of infection, circumstance
- Instructions from the public health center, consultation center or medical institution to you and others
- Record of your activities on campus for the 2 weeks prior to when the sample that tested positive for the coronavirus was collected (places you visited, people with whom you had contact)
- Public health center, consultation center, medical institution you consulted (name, staff in charge, contact)

4. If you or a household member is considered a close contact

(1) If you are considered a close contact of a person with COVID-19

- **Quarantine at home until you receive instructions from the public health center.** Make sure to follow instructions from the public health center when they contact you.
- **Report to the contact point of your department** immediately.
- Generally, you will have to stay home for 14 days from the day you had contact with the infected person. During this period, take your temperature every morning and night, and monitor your health carefully. If you show any severe symptoms, such as difficulty breathing (dyspnea), fatigue (malaise), high fever, etc., please consult the Health Service Center by phone before consulting a medical institution. If you contact an off-campus consultation center first, such as during the night or on a holiday (refer to 2 above), please report the results to the contact point of your department.

(2) If a household member is considered a close contact

- **Report to the contact point of your department** immediately.
- Continue to monitor your health, and stay home if you do not need to come to campus.
- If any symptoms appear in the household member exposed to the coronavirus, stay home and consult the public health center.
- If you are deemed a close contact by the public health center, follow (1) above in this section.
- If you are not considered a close contact, keep monitoring your health and carry on as you normally would as long as you do not show any warning signs.

(3) If you get a notice from COCOA (COVID-19 Contact Confirming Application)

- Follow the instructions on your device.
- **Report to the contact point of your department** immediately.