

July 20, 2020
Updated October 23, 2020
Updated November 4, 2020
Updated December 14, 2020
Updated April 5, 2022
Updated October 21, 2022
Updated March 9, 2023

To all students

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

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).

For an enjoyable campus life with peace of mind, we ask that you take the following preventive measures from April 1, 2023.

○ Basic guidelines

As measures to prevent the spread of Covid-19 infections, continue to avoid the three Cs, maintain physical distancing, use hand sanitizer, and help ensure adequate ventilation. Follow these measures both on and off campus.

Mask-wearing is essentially at your own discretion, but we ask that you follow any special instructions from the University or other authorities if infections are spreading or exceptions must be made for classes, research, or training.

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 health 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 Health Check Sheet mentioned above, 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.

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 6-7 (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 4-7. Do not return to campus until you receive approval from the University.

While commuting

- Mask-wearing is essentially at your own discretion.
- 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)

[Regarding Appropriate Mask Usage \(website of Ministry of Health, Labour and Welfare\)](#)

When arriving on campus

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

During activities on campus

(1) Wearing a mask

- **Mask-wearing on campus is essentially at your own discretion.**

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

- Prevent spraying of droplets, especially when giving presentations or speaking inside a classroom or other building.

(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, or 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 2 while on campus, promptly contact the relevant section listed on page 6-7 (The Clerk for Campus Life, Student Support Division, or The Clerk for Student Services, Etchujima Campus Administration Division) by telephone as a general rule (refer to the signs by the campus thermometer stations or on page 6-7 for telephone numbers) and then follow any instructions.

(5) Extracurricular activities

Extracurricular activities should be conducted according to Guidelines for the Prevention of Covid-19 Infection in Extracurricular Activities distributed separately to each group by the University.

(6) 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 while eating, keep conversations to a minimum and refrain from speaking loudly.

(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 6-7 (Shinagawa: Student Support Division or Academic Affairs Division; Etchujima: The Clerk for Student Service or The Clerk for Student Affairs) 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 (The Clerk for Campus Life, Student Support Division, or The Clerk for Student Services, Etchujima Campus Administration Division).

- ② Refer to the following websites, 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/close contacts.

Guidelines for consultation/medical examination and consultation methods)

[Tokyo Metropolitan Government: Consultation services Consultation Services new COVID-19 infection](#)

(Reference)

[Information on Local Call Centers](#)

- ③ Report your medical condition to the University by email following the instructions from the relevant section (The Clerk for Campus Life, Student Support Division, or The 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 (The Clerk for Campus Life, Student Support Division, or The Clerk for Student Services, Etchujima Campus Administration Division) will report to the relevant university divisions, and the Academic Affairs Division or The Clerk for Student Affairs, Etchujima Campus Administration Division 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 (The Clerk for Campus Life, Student Support Division, or The 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.

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- 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
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Ultimately, you will be notified whether you can resume attendance by the University (The Clerk for Campus Life, Student Support Division, or The 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 when attendance is suspended, refer to "Student and University Response in Matters Involving Coronavirus Infection," published on March 26, 2020.

(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 (The Clerk for Campus Life, Student Support Division, or The 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 page7.)

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

- [Tokyo Positive Persons Registration Center](#)
- [Positive person registration in Kanagawa Prefecture](#)
- [Positive person registration/test kit distribution in Chiba Prefecture](#)
- [Positive person registration in Saitama Prefecture](#)

② Duration of suspension of attendance is as follows.

However, any such period that is indicated by a doctor or public health center will apply.

- **Infected persons**

If you have symptoms: Until 7 days have passed from the day after onset (day 0) and 24 hours since the symptoms have abated.

Until 10 days have passed since the start date, record your health condition in the Health Check Sheet, thoroughly manage your health, avoid unnecessary outings, and refrain from going to school as much as possible.

If you are asymptomatic: 7 days from the day after sample collection (day 0).

In addition, if the test using the antigen qualitative test kit* is confirmed to be negative on the 5th day, the period 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 in the Health Check Sheet and thoroughly manage your health. Avoid going out unnecessarily.

- **Close contacts of infected persons**

If you live with an infected person: The day of onset of the infected person (the date of sample collection if there are no symptoms) or the day 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 0, and the period will be 5 days from the next day.

Other cases: The day of last contact with an infected person during the infection period is considered day 0, and the period will be 5 days from the next day.

In either case, if the test using the antigen qualitative test kit* is confirmed to be negative on the 2nd and 3rd days consecutively, attendance from the 3rd day is permitted.

*Antigen qualitative test kits are purchased at your own expense. Use kits labeled "in vitro diagnostics." ("Research use" is not acceptable.)

Ultimately, you will be notified whether you can resume classes by the University (The Clerk for Campus Life, Student Support Division, or The Clerk for Student Services, Etchujima Campus Administration Division) after the relevant section coordinates with the Health Service Center. Follow instructions from the University when resuming attendance.

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 \(updated on March 9, 2023\).](#)

Inquiries (8:30–6:00 weekdays)

Shinagawa Campus

- The Clerk for Campus Life, Student Support Division
TEL: (03) 5463-0433
Email: g-gaku(at)o.kaiyodai.ac.jp
- The Clerk for Student Affairs, Academic Affairs Division
Email: k-kyomu1(at)o.kaiyodai.ac.jp

Etchujima Campus

- The Clerk for Student Service, Etchujima Campus Administration Division
TEL: (03) 5245-7316
Email: e-gaku(at)o.kaiyodai.ac.jp
- The Clerk for Student Affairs, Etchujima Campus Administration Division
Email: e-kyomu(at)o.kaiyodai.ac.jp

Change (at) to @ when sending email.

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

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

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