

* __ parts have been revised.

Faculty and Staff Members Guidelines for Preventing COVID-19 Infection

Partial Revision on July 8, 2020

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April 9, 2020

Decided by University of Fukui

Headquarters for COVID-19 Crisis Control

On May 21, the Japanese Government changed areas where emergency measures should be taken from 8 prefectures (Hokkaido, Saitama, Chiba, Tokyo, Kanagawa, Kyoto, Osaka and Hyogo) to 5 prefectures (Hokkaido, Saitama, Chiba, Tokyo and Kanagawa). As of May 25, the Declaration of a State of Emergency has been lifted in all prefectures, as it is deemed that the emergency situation measures are no longer necessary.

Responding this, Fukui released the response guideline in Fukui from July 10.

Based on above, in order to take all possible measures against infections at university, please be aware of the following and act accordingly.

1. Basic policy

- (1) Take infection control measures thoroughly, such as by keeping a distance of 2 meters (at least 1 meter) between yourself and others, practicing correct coughing etiquette and hand washing on a regular basis.
- (2) Avoid situations in which the following three conditions overlap (so-called 3C's):
 - (i) Closed spaces with bad ventilation
 - (ii) Crowded places with many people nearby
 - (iii) Close-contact settings such as close-range conversations

2. Measures at work

(1) Working Precautions

- Regarding students' extracurricular activities, the University of Fukui is guiding them to use campus outdoor facilities (athletic field, baseball ground, tennis court, etc.). Students need to confirm with their advisor or coach about the measures of avoiding 3C's thoroughly before doing the activities and apply for that to the University. Then, students can do activities with permission from the University.

It's prohibited such as sport trips, competitions, training camps or farewell/welcome parties. Therefore, especially for advisors, please take this into consideration and act accordingly.

- If you have any cold symptoms such as a fever, coughing or general malaise, take appropriate actions according to the attached "Measures to take when faculty members and staff members are infected or

suspected of being infected with novel coronavirus.”

- The University of Fukui recommends to use online meeting system when you meet a visitor concerned on university and hold a meeting. If it is absolutely necessary to make a person come to the university or hold a face-to-face meeting for the business reason, take a measure to prevent the spread of infection by wearing a mask and avoiding 3C's.
- In view of the increasing number of infected people and deaths all over the world, refrain from any business trips. Overseas travel is especially prohibited regardless of travel alert levels. In case you return from overseas and move to Fukui from the area where confirmed cases are going on increasing, stay home for two weeks from the day of your move and manage your health condition. If you have any changes in your health condition, contact your work place and take necessary measures.
- Regarding lunch at the co-op cafeteria, those who are in a bad health condition must refrain from entering the cafeteria. Follow the instructions of the co-op, such as washing hands and disinfecting with alcohol, refraining from talking in the cafeteria, and leaving there once you finish your meal. In addition, the number of eating places should be spread out by eating lunch in your office, etc.
- According to the situation of the division, the head can have staff members work from home to preventing the spread of infection in workplace. If a staff member has any cold symptoms such as a fever, coughing, general malaise, the head commands him/her to stay home.

(2) Daily precautions

- Do not go in and out of places with a high infection risk because of poor ventilation and/or crowds of people. Keep in mind to behave in a moderate and responsible way as a university member.
- Make every effort to prevent infectious diseases and stay healthy by washing hands with soap or alcohol disinfectant frequently and obeying coughing etiquette.
- Keep a distance of 2 meters (at least 1 meter) between yourself and others and avoid conversations at close range or in a loud voice. When necessary, wear a mask to prevent spitting as you speak.
- Use “COVID-19 Contact-Confirming Application” positively. (Refer to the following URL to know the outline and how to install the application (Ministry of Health, Labor and Welfare website))
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html
- Try to have enough sleep, moderate exercise, and a balanced diet.
- Refrain from long-term parties where many people eat and drink together for the time being.
- Grasp enough information about the infection situation of the area you visit, and when you go to Tokyo and the surrounding area, Hokkaido or other area where the number of confirmed cases are going on increasing, act with caution in preventing the spread of infection.
- Take your temperature at a designated time and record it regularly. Keep the “Health Checklist” by yourself and be ready to submit to the university when requested.
- If a faculty or staff member is infected by or suspected of having contracted COVID-19, it is important to know your activities for the past 14 days. Try to keep the record of your activities each day for the hearing from the public health center, etc.