

Kyoto Institute of Technology  
Manual on Limiting Novel Coronavirus  
(COVID-19) Transmission  
(3<sup>rd</sup> edition)

Revised on April 1, 2021

Novel Coronavirus Infection Control Task Force

## Introduction

Control of COVID-19 infection at Kyoto Institute of Technology began with a warning issued on January 23, 2020. We followed this with the establishment of a Novel Coronavirus Infection Control Task Force on February 26, 2020, to determine and implement best practices for undertaking entrance examinations, classes, and research activities. We concluded it advisable to cancel events such as our degree completion and entrance ceremonies. We also responded to the emergency directive from the Kyoto Prefectural government for restriction of campus facility use to prevent the spread of the virus.

As of May 21, 2020, Kyoto Prefecture lifted the COVID-19 state of emergency. Now, in conjunction with minimizing the risk of contagion, it is vital to establish (1) a learning environment where students can concentrate on their studies with peace of mind, (2) an environment where faculty members can engage in educational research and student support activities with peace of mind, and (3) an environment where persons residing near the university feel secure.

For these reasons, based on the Kyoto Prefecture request for universities to institute a gradual phased-in resumption of activities (including face-to-face classes), in accordance with its “Guidelines for Preventing Novel Coronavirus Infection when Resuming University Activities,” we have created this Manual on Limiting Novel Coronavirus (COVID-19) Transmission. In this way, we have implemented thorough measures against infectious diseases with the cooperation of students and faculty members.

Now, to fully resume face-to-face university education and research activities, we ask all students and faculty members to follow the recommendations outlined in this manual.

Many aspects of the novel coronavirus remain unclear. Considering the continued rates of infection in Japan and overseas, a long-term response on the part of society as a whole will be required.

We will continue to ask that everyone be consistently aware of general infection-prevention strategies such as maintaining physical distance from other people, wearing masks, regularly washing hands and thoroughly avoiding the 3Cs, (closed (unventilated) spaces, crowded places and close-contact settings) on a daily basis. We ask that you take these preventive measures and actively practice the government’s “new lifestyle” advice to protect your health and prevent others from being infected.

### On the Third Edition

It has been more than a year since our daily lives were radically changed by COVID-19. In

Kyoto Prefecture, the second state of emergency was lifted on February 28, 2021, but the threat of a resurgence of the virus persists. We must continue to take consistent measures against infection. With the start of the new academic year, we have made some revisions to the manual based on past experience. Students, faculty and staff are encouraged to continue to review and act on the recommendations in this manual.

Kiyotaka Morisako

Chief of the Novel Coronavirus Infection Control Task Force

## — Table of Contents —

|   |   |
|---|---|
| 1 . Infectious disease control basics . . . . .                                     | 1 |
| ( 1 ) Avoiding the 3Cs – (closed spaces, crowded places and close-contact settings) |   |
| ( 2 ) Consistent handwashing and disinfection                                       |   |
| ( 3 ) Coughing etiquette  |   |
| ( 4 ) Practicing “New Lifestyle”  |   |
| ( 5 ) Avoiding the “5 situations”   |   |
| ( 6 ) What to do when you have cold symptoms  |   |
| ( 7 ) What to do when you suspect you may be infected                               |   |
| 2 . Classes . . . . .   | 3 |
| ( 1 ) Lectures  |   |
| ( 2 ) Experimentation and practical training  |   |
| 3 . Research activity . . . . .   | 5 |
| ( 1 ) Research activity in the laboratory   |   |
| ( 2 ) Other research activity (joint research, fieldwork etc.)                      |   |
| 4 . Extracurricular activities . . . . .  | 6 |
| 5 . Cafeteria . . . . .   | 7 |
| 6 . The University Library . . . . .  | 9 |
| 7 . The Museum and Archives . . . . .   | 9 |

|  |    |
|--|----|
| 8 . Administrative counter services . . . . .        | 10 |
| 9 . Events, ceremonies, conferences, etc. . . . .    | 11 |
| 10. Other (daily practices, etc.) . . . . .          | 12 |
| Attachments . . . . .                                | 14 |
| • Guidelines on Avoiding the 3Cs                     |    |
| • “New Lifestyle” Guidelines                         |    |
| • “5 situations” that increase the risk of infection |    |
| • Self-Health Management Sheet                       |    |
| • Action flow chart for suspected infection          |    |

## 1 . Infectious disease control basics

Students, faculty members and staff should understand and implement the following infectious disease control measures.

### ( 1 ) Avoiding the 3Cs – (closed spaces, crowded places and close-contact settings)

\*Refer to the attached “Guide for avoiding the 3Cs”.

#### ① Thorough ventilation (closed spaces prevention)

- Provide continuous ventilation to the extent the climate allows.
- If continuous ventilation is difficult, frequently open windows on two sides of a room at the same time for a few minutes to ventilate the space.

#### ② Ensure distance between people (prevent crowding)

- Avoid close contact between/among people and provide for a minimum of 1 (up to 2) meters between/among people.
- If congestion is anticipated, mark the floor with tape or use other ways of encouraging physical distance among people. If needed, limit the number of people to insure the minimum spacing is achieved.
- Use online contact as much as possible to reduce contact among people.

#### ③ Wearing a mask (to combat situations where close-contact is unavoidable)

- In principle, always wear a mask.
- When wearing a mask in the summer when temperature and humidity are high, regularly take heat stroke preventative measures, such as diligently rehydrating.

### ( 2 ) Consistent handwashing and disinfection

- Encourage hand washing with hand soap and hand disinfection with alcohol, as needed.
- Periodically disinfect areas that are touched by multiple people, such as all room door knobs.
- If you share equipment or items, disinfect them after use and thoroughly wash your hands.

### ( 3 ) Coughing etiquette

- When you cough or sneeze, cover your mouth and nose with a mask, tissue,

handkerchief, sleeve, or the inside of your elbow.

( 4 ) Practicing "New Lifestyle"

\*Refer to the attached "Practical Examples for "A New Lifestyle".

- Actively implement the "new lifestyle" recommended by the Novel Coronavirus Expert Meeting.

( 5 ) Avoiding the "5 situations"

\*Refer to the attached "5 situations" that increase the risk of infection.

- Be aware of the Government's Subcommittee on Novel Coronavirus Disease Control "5 situations" that increase the risk of infection", and act with caution.

( 6 ) What to do when you have cold symptoms

- If you have cold symptoms such as cough or fever, do not go to university or work. Also, follow any instructions received from your doctor.
- If you have cold symptoms such as cough or fever, record your body temperature and symptoms on the attached "Self-health management sheet," and consult the Health Care Service Center (075-724-7173) if necessary.

( 7 ) What to do when you suspect you may be infected

\*refer to the attached "Action flow chart for suspected infection"

\*required actions may vary depending on the local government; be sure to check the website of your local government.

- For any of the following, immediately consult the "Returnee/Contact Counseling Center" (name varies depending on the region; same below) (consultation is not limited to the following items).
    - ① If you have any of the following symptoms: shortness of breath (dyspnea), strong lethargia (fatigue), high fever, etc.
    - ② If you are prone to severe illness\* and have relatively mild cold symptoms such as fever and cough
    - (\*) If you are over the age of 65, have a preexisting condition such as diabetes, heart failure, respiratory disease (COPD, etc.), are undergoing dialysis, are taking immunosuppressants or anticancer drugs
    - ③ Persons other than those above who have relatively mild symptoms such as fever or cough, which are persistent
- (Be sure to consult the Center below if symptoms persist for 4 days or more.

Symptoms vary from individual to individual, so immediately consult a physician if you think that you have severe symptoms. This also applies to persons who must continue to take antipyretics.)

- \* As a precaution, pregnant women should consult the Center below as soon as possible, just as those who are prone to serious illness are advised to do.

|   |
|---|
| Kyoto Novel Coronavirus Medical Consultation Center<br>Reception hours: 365 days 24 hours a day<br>Phone number: 075-414-5487 |
|---|

\*In Kyoto Prefecture, when you have cold symptoms you should first consult a nearby medical institution by telephone.

- If you are informed that you may have COVID-19 by the Returnee/Contact Counseling Center, you can get a special “Returnee/Contact Outpatient” referral. Follow the instructions of the center, wear a mask and avoid using public transportation. Go see a doctor.
- **If you consult the Returnee/Contact Counseling Center and are identified as a close contact of an infected person, or if you have a confirmed COVID-19 infection** and are a student, please contact Student Activities and Support, Student Affairs Office. Faculty members and staff should report to the General Affairs and Planning, General Affairs and Planning Office **by phone**.

|  |   |
|--|---|
| <b>【Students】</b><br>Student Activities and Support<br>Student Affairs Office<br>Tel : 075-724-7144  | <b>【Faculty and Staff】</b><br>General Affairs and Planning<br>General Affairs and Planning Office<br>Tel : 075-724-7014 |
| -----<br>After business hours, and when phone contact is unavailable:<br>Email: covid-kinkyu[at]kit.ac.jp (replace the [at] with @)<br>Responses may take time |   |

## 2. Classes

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when conducting and attending classes. If there are other instructions you have received individually, follow those instructions as well.

### (1) Lectures

【Practices implemented by the university】

- **In principle, conduct face-to-face lessons. Online lessons may be held under special**

circumstances.

- In principle, the capacity of lecture rooms is that of their use during examinations.
- Install alcohol disinfectant for hand disinfection, and disinfection wipes for desk disinfection, in the lecture room.
- Disinfect desks in the lecture room once a day.
- Ventilate the lecture room properly.
- Allocate a lecture room for every course, so that students on campus can take classes online.
- Give consideration, to the extent possible, to students who are at high risk of becoming seriously ill from COVID-19 due to preexisting or chronic conditions.
- Give consideration, to the extent possible, to students who could not attend classes due to becoming infected, being identified as a close contact of an infected person, having a fever or cold symptoms, etc.
- To help reduce cafeteria congestion during lunchtime, extend the lunch break by 10 minutes, and change the starting time of third period to 1 pm. Note that Joint Tri-University Liberal Arts Education courses are excluded from this schedule change.

**【Points to be observed by students】**

- Measure your body temperature and manage your physical condition two weeks before attending classes.
- If you have cold symptoms such as cough or fever, do not attend face-to-face classes. Also, follow any instructions received from your doctor.
- Follow the instructions of faculty and staff.
- Be sure to disinfect your hands before entering the classroom.
- To the extent possible, maintain distance from people around you when entering or leaving the classroom.
- Bring and wear your own mask and refrain from unnecessary conversation.
- Disinfect your desk and acrylic space divider before leaving.
- Sit in the designated place.
- In principle, refrain from eating inside the classroom (water replacement for heat stroke prevention is permitted). Eating inside the classroom is permitted only when the cafeteria is crowded during the lunch break (from 12 to 1 pm). During this time, be especially vigilant about maintaining a distance of at least 2 meters from others and refrain from talking. After eating, disinfect the desk and chairs you used.
- Be cautious to avoid the 3Cs (closed spaces, crowded places, close-contact) and do not speak loudly or talk for a long time at short distances, even during free time



between classes or during breaks.

( 2 ) Experimentation and practical training

【Practices implemented by the university】

- Provide for a minimum of 2 meters between/among people who enter the room; if that space cannot be provided, take measures to prevent infection according to the situation, such as installing vinyl sheets or plastic partitions.
- Provide adequate ventilation in each room, by operating the ventilation fans and opening windows.

【Points to be observed by students】

- Follow the instructions of faculty and staff.
- Keep a distance of at least 2m between/among people.

### 3 . Research activity

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when conducting research activities. If there are other instructions you have received individually, follow those instructions as well.

( 1 ) Laboratory activities

【Practices implemented by the university】

- Keep the number of students inside the laboratory at a minimum.
- Seminars, research meetings etc. should be conducted, to the extent possible, online.
- In principle, conduct laboratory activities between 8.50 am and 7.30 pm.
- Provide for a minimum of 2 meters between/among people who enter the room; if that space cannot be provided, take measures to prevent infection according to the situation, such as installing vinyl sheets or plastic partitions.
- Provide adequate ventilation in each room, by operating the ventilation fans and opening windows.
- Provide mildly acidic hypochlorous acid tablets used in disinfectants (used for diluting) for each room.

\*provided by the Safety and Environment department of the Facility Management and Security Office (ext. 7961).

**【Points to be observed by students】**

- Follow the instructions of faculty and staff
- Research activities that can be conducted off-campus (data organization, writing or reviewing papers/materials/drawings, other desk work, etc.) should be done, **to the extent possible**, at home.
- Try to maintain a distance of 2 meters or more among people who enter the room.
- Regularly disinfect the doorknobs in each room, and disinfect keyboards and switches depending on actual usage.
- Encourage frequent hand washing.
- Be sure to wear a mask when entering the room.

( 2 ) Other research activities (joint research, fieldwork etc.)

**【Practices implemented by the university】**

- Make use of online meetings as much as possible and reduce direct contact.
- During activities, fully coordinate with target companies, local governments and organizations and comply with the infection prevention guidelines of the other party.
- If face-to-face activities are required, implement thorough infection control measures such as wearing a mask and disinfecting.

## 4 . Extracurricular activities

Students, faculty members, staff and extracurricular activity groups should implement the following in addition to “1. Infectious disease control basics” above, when conducting extracurricular activities. If there are other instructions you have received individually, follow those instructions as well.

**【Practices implemented by the university】**

- Request that extracurricular activity groups wishing to conduct activities create and submit a manual for infection control measures aligned with the characteristics of the activity, and examine and approve its content.
- Request that extracurricular activity groups wishing to conduct activities submit a plan that complies with the infection control manual, examine its content and only allow groups that have taken appropriate measures to conduct activities.
- When using extracurricular activity facilities, make necessary adjustments so that

the 3Cs (closed spaces, crowded places, close-contact) are avoided.

- Require extracurricular activity groups to create activity records on a daily basis, with the names of participants, in case of an infection outbreak.
- Prohibit eating and drinking events (social gatherings, etc.) in combination with extracurricular activities.
- Request a regular report from the person in charge of the extracurricular activity group on the status of compliance with the infection control manual and the plan.
- The above also applies to joint student-faculty projects and other student activity groups.

**【Points to be observed by extracurricular activity groups and participating students】**

- Follow the instructions of faculty and staff.
- Extracurricular activity groups wishing to conduct activities should create a manual for infection control measures, submit a plan and receive permission for the activity.
- Students participating in extracurricular activities should abide by the manual for infection control measures and the plan.
- Extracurricular activity groups should create daily activity records with the names of participants.
- Extracurricular activity groups should not allow those who have cold symptoms, such as cough or fever, or who are not in good physical condition to participate.
- Participants in extracurricular activities should record their daily health condition and, in the event they have cold symptoms such as cough or fever, or if they are not in good physical condition, they should report it to the extracurricular activity group and recuperate at home, without participating in the activities.
- Do not hold eating or drinking events (social gatherings, etc.) either inside or outside the university in combination with the extracurricular activities.
- Extracurricular activity groups should regularly report on their compliance with the infection control manual and the plan.
- The above also applies to joint student-faculty projects and other student activity groups.

## 5. Cafeteria

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when using the cafeteria. If there are other

instructions you have received individually, follow those instructions as well.

**【Practices implemented by the university and the cafeteria operator】**

- Thoroughly implement a health check of cafeteria employees and the washing/disinfecting of their hands.
- Conduct regular ventilation inside the cafeteria, and cleaning/disinfection of the acrylic space dividers in order to prevent droplet transmission to the floor and tables.
- Install an alcohol disinfectant for disinfecting hands and desks at the entrance and exits of the cafeteria and recommend its use to customers.
- Reduce the number of seats and expand the space between seats.
- Apply entrance restrictions, as necessary, to prevent overcrowding.
- Recommend the use of a prepaid card, in order to avoid congestion and contact through cash at the cash register.
- Register the cafeteria with the Kyoto Prefectural Novel Coronavirus Emergency Contact Service (Kocotoro) and the Kyoto City Novel Corona Secure Tracking Service.

**【Points to be observed by cafeteria users】**

- Follow the instructions of faculty and staff
- Refrain from using the cafeteria if you have cold symptoms, such as cough or fever, or if you are not in good physical condition.
- Wear a mask except when eating, and wash and disinfect your hands upon entry.
- For seats that do not have acrylic space dividers installed to prevent droplet infection, ensure a seat spacing of at least 2 meters.
- Refrain from talking during meals and leave the room as soon as you finish eating.
- Refrain as much as possible from using the cafeteria during peak hours (12:00～12:30).
- When crowded, use another temporary place (hall of the Student Center etc.) and refrain from eating in non-designated areas.
- Use prepaid cards as much as possible.
- When using the cafeteria, make use of the Kyoto Prefectural Novel Coronavirus Emergency Contact Service (Kocotoro) and the Kyoto City Novel Corona Secure Tracking Service.

## 6 . The University Library

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when using the university library. If there are other instructions you have received individually, follow those instructions as well.

### 【Practices implemented by the university】

- Install an alcohol disinfectant for hand disinfection and a disinfection sheet for desk disinfection at the entrance and reading rooms of the library.
- Carry out regular ventilation of the library and cleaning and disinfection of the tables and PCs.
- Reduce the number of seats and expand the space between seats.
- Limit usage time and the use of non-university persons as circumstances demand.
- Apply entrance restrictions, as necessary, to prevent overcrowding.

### 【Points to be observed by users of the library】

- Follow the instructions of faculty and staff
- Wear a mask and disinfect your hands when entering.
- Ensure a space of 2 meters or more (1 meter at a minimum) when seated.
- Disinfect the desk before using it.
- Find ways to make your stay as short as possible

## 7 . The Museum and Archives

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when visiting the Museum and Archives. If there are other instructions you have received individually, follow those instructions as well.

### 【Practices implemented by the university】

- Install an alcohol disinfectant for hand disinfection at the entrance of the building.
- Install a partition at the reception to prevent droplet infection.
- Have the temperature of visitors checked and request them to disinfect their hands and wear a mask.
- Ventilate by keeping the entrance constantly open and partially opening the windows

of some exhibition rooms.

- Regularly disinfect the reception desk, stair handrails, door knobs, elevator buttons etc. inside the building.
- Always place tickets, money, materials etc. on a tray or desk when handing them out.
- Remove handouts, samples and leaflets.
- Record the visitors' names and contact information, in case of an infection outbreak.
- Register the Museum and Archives with the Kyoto Prefectural Novel Coronavirus Emergency Contact Service (Kocotoro) and the Kyoto City Novel Corona Secure Tracking Service.

**【Points to be observed by visitors】**

- Follow the instructions of faculty and staff.
- When entering the building, wear a mask, have your temperature checked and disinfect your hands.
- Maintain a distance of 2 meters or more from the person next to you and refrain from talking.
- Write your name and contact information upon entry.
- Make use of the Kyoto Prefectural Novel Coronavirus Emergency Contact Service (Kocotoro) and the Kyoto City Novel Corona Secure Tracking Service.

## **8. Administrative counter services**

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, during face-to-face window-service. If there are other instructions you have received individually, follow those instructions as well.

**【Practices implemented by the university】**

- The person responding should wear a mask and request the visitor wear a mask, too.
- Install an alcohol disinfectant and regularly disinfect areas that are touched by multiple people, such as doorknobs and counters.
- Install a vinyl sheet or plastic partition in window-services that deal with a large number of people (students, faculty, staff, vendors, etc.)
- If congestion is anticipated, display required intervals/restrictions on the allowed number of people, to avoid crowding.

**【Points to be observed by visitors】**

- Disinfect your hands before visiting.
- Follow the instructions on the bulletin boards and the instructions of the staff regarding how to line up.
- Wear a mask.

## 9. Events, ceremonies, conferences, etc.

Students, faculty members and staff should implement the following in addition to “1. Infectious disease control basics” above, when hosting or participating in events or meetings where a large number of people gather. If there are other instructions you have received individually, follow those instructions as well.

**【Practices implemented by the university】**

- When holding an indoor event, the number of participants should not be more than half the total capacity.
- When holding an event outdoors, ensure sufficient distance between people (if possible at least 2 meters (1 meter minimum)).
- When holding an event, depending on the type of event, be sure to avoid the 3Cs (closed spaces, crowded places, close-contact).
- Participants are requested to wear a mask.
- If congestion is anticipated, display intervals/restrictions on the number of people to avoid crowding.
- Remind participants not to speak loudly or talk for a long time at short distances.
- Prohibit eating and drinking events.
- Organizers are required to make a list of participants' names and contact information in case of an infection.
- Organizers are required to prepare an implementation plan that describes how they will limit infection.

**【Points to be observed by organizers and participants】**

- Follow the instructions of faculty and staff.
- The event organizer should take sufficient infection measures.
- The event organizer should create a list of participants' names and contact

information.

- The event organizer should create an implementation plan that describes the infection measures. The implementation plan should be submitted when applying for the use of on-campus facilities.
- The event organizer should carry out the event according to the implementation plan and provide appropriate instructions to those whose actions increase the risk of infection.
- Event participants should follow the instructions of the organizer.
- When attending an event, be sure to wash your hands and wear a mask.

## 10. Other (daily practices, etc.)

Students, faculty members and staff should also implement the following in addition to “1. Infectious disease control basics” above, in everyday life and activities. If there are other instructions you have received individually, follow those instructions as well.

### 【Practices implemented by the university】

- Strive to prevent the spread of infections, whether in public or private.

### 【Points to be observed by students, faculty and staff】

- Take steps to regularly measure your body temperature and manage your physical condition on a regular basis.
- Wear a mask when you commute to school or to work to prevent infection.
- In addition to this manual, each organization, such as the Information Science Center, may have its own infection control measures. Be sure to inquire about this in advance and follow the instructions for each center with whom you work.
- Return home promptly after completing classes, research activities, extracurricular activities, work, etc. and do not conduct or participate in unnecessary activities/fraternization on campus.
- When going out, avoid places with a high risk of infection, especially facilities where clusters are likely to occur or places with 3Cs.
- Be extra cautious when meeting elderly people and people with lung disorders such as emphysema, diabetes, or underlying disorders such as immunodeficiency syndrome.
- Avoid crowded days and times when traveling/commuting.



- Refrain from eating and drinking for more than two hours at parties, social gatherings etc. where a large number of people gather.
- Do not use stores that do not comply with established infection prevention guidelines.
- When staying overnight on a business trip or traveling, use a private room and avoid staying with someone else in the same room.
- When you work part-time, follow the infection prevention guidelines established by the specific type of business you work in.
- Make use of the Ministry of Health, Labour and Welfare COVID-19 Contact-Confirming Application (COCOA), the Kyoto Prefectural Novel Coronavirus Emergency Contact Service (Kocotoro) and the Kyoto City Novel Corona Secure Tracking Service.
- Follow the requests of the national and local governments and be cautious so as not to spread the infection by actions that increase such risk.
- If the national, or local, government declares a state of emergency, comply with requests to impose emergency measures, or otherwise request stricter restrictions than those specified in this manual.

Important notice for preventing COVID-19 outbreaks.

# Avoid the “Three Cs”!

**1. Closed spaces** with poor ventilation.

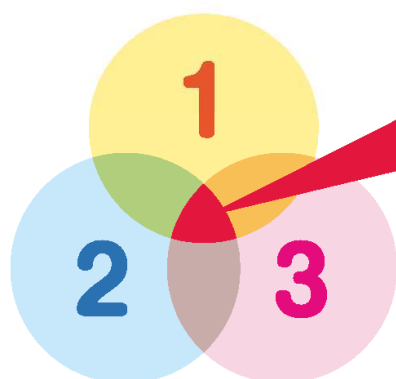
**2. Crowded places** with many people nearby.

**3. Close-contact settings** such as close-range conversations.



One of the key measures against COVID-19 is to prevent occurrence of clusters.

Keep these “Three Cs” from overlapping in daily life.



The risk of occurrence of clusters is particularly high when the “Three Cs” overlap!

In addition to the “Three Cs,” items used by multiple people should be cleaned with disinfectant.



# Practical Examples for “A New Lifestyle” for Prefectural Citizens

## (1) Basic Infection Prevention Measures for Individuals

### 3 Basic Measures for Infection Prevention: 1. Keep a safe distance 2. Wear a mask 3. Wash your hands

- ☐ Keep a distance of at least 1 meter, 2 meters if you can, from other people
  - ☐ Prefer outdoor activities over indoor activities.
  - ☐ If you must have conversation, avoid facing each other as much as possible.
  - ☐ When going out, staying inside, or talking, wear a mask even if you have no symptoms.
  - ☐ Wash your hands and face as soon as you return home. Change and shower quickly.
  - ☐ Wash your hands for 30 seconds with soap and water (you can also use disinfectant).
- ※ Monitor your health more strictly when meeting with high-risk individuals such as seniors or people with chronic illnesses.

### Infection Prevention Measures when Travelling

- ☐ Avoid going to and from locations where infections are prevalent.
- ☐ Avoid going back to your hometown or travelling. Only go on necessary business trips.
- ☐ Take notes of who you meet and where you go in case you become infected.
- ☐ Take notice of local infections.

## (2) Basic Infection Prevention Measures in your Daily Life

- ☐ Wash and disinfect your hands often
- ☐ Cover your coughs
- ☐ Air out rooms often
- ☐ Keep your distance from others
- ☐ Avoid the 3Cs (Closed spaces, crowded places, close contact)
- ☐ Take your temperature every morning. If you have a fever or cold symptoms, stay home and rest.

## (3) Lifestyle Measures

### Shopping

- ☐ Also use online shopping
- ☐ Go alone or in a small group at off-peak hours
- ☐ Use electronic payment systems
- ☐ Plan ahead and shop quickly
- ☐ Avoid touching samples or products
- ☐ Distance yourself from others in line

### Entertainment, Sports, etc.

- ☐ Choose empty areas and times at parks
- ☐ Use videos at home for weight training and yoga
- ☐ Jogging should be done in small groups
- ☐ Be kind and give space when passing by others
- ☐ Make reservations to make things easier
- ☐ Do not extend your stay in small rooms
- ☐ Keep your distance when singing or cheering, or do it online

### Using Public Transport

- ☐ Avoid conversations
- ☐ Avoid crowded times
- ☐ Try to walk or use a bicycle

### Dining

- ☐ Use takeout and delivery services
- ☐ Enjoy eating outside
- ☐ Avoid shared plates, order small dishes
- ☐ Sit next to each other and not facing
- ☐ Focus on the food, avoid conversation
- ☐ Do not pass drinks around

### Funerals and other Family Events

- ☐ Avoid dining with many people
- ☐ Do not participate if you have a fever or experience cold symptoms

## (4) New Work Styles

- ☐ Telework and rotation commuting
- ☐ Staggered commuting
- ☐ Keep space in the office
- ☐ Online meetings
- ☐ Share business cards online
- ☐ Air out rooms and wear masks when meeting in person

# "5 situations" that increase the risk of infection

## Situation ①

### Social gatherings with drinking alcohol

- Drinking alcohol improves mood and at the same time decreases attention. In addition, hearing is dulled and it leads to speaking in a louder voice.
- The risk of infection increases when large numbers of people are in a small space for a long time.
- In addition, sharing glasses and chopsticks increases the risk of infection.



## Situation ②

### Long feasts in large groups

- Long-term meals, dinner receptions, drinking alcohol at night increase the risk of infection compared to a short meal.
- The risk of infection is increased by eating and drinking in a large group of people, for example, 5 or more people, because in groups you have to talk louder and droplets of saliva spread more often.



### Conversation without a mask

- Talking at close range without a mask increases the risk of airborne or micro-droplet infection.
- Cases of infection without masks were observed during gatherings in karaoke machines.
- Please be careful when traveling by car or bus.



### Living together in a small limited space

- Living together in a small limited space increases the risk of infection because the enclosed space is shared by several people for a long time.
- There have been reports of suspected infections in common areas such as dormitory bedrooms and bathrooms.



## Situation ⑤

### Switching locations

- When you move to another location, such as when you take a break in a workplace, the risk of infection may increase due to the feeling of relaxation and changes of the environment.
- Suspicious cases of infection were identified in breaking rooms, smoking areas and changing rooms.



## Self-Health Management Sheet

●Student number/Employee number ( )      ●Department ( )  
 ●Name ( )      ●Age ( )      ●Gender (male · female)

|         | Month/Day ( )                | Month/Day ( )                | Month/Day ( )                | Month/Day ( )                |
|---------|------------------------------|------------------------------|------------------------------|------------------------------|
| Morning | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   |
|         | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) |
|         | Cough<br>( + · - )           | Cough<br>( + · - )           | Cough<br>( + · - )           | Cough<br>( + · - )           |
|         | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          |
|         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         |
|         | Short breath<br>( + · - )    | Short breath<br>( + · - )    | Short breath<br>( + · - )    | Short breath<br>( + · - )    |
|         | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        |
|         | Other<br>( )                 | Other<br>( )                 | Other<br>( )                 | Other<br>( )                 |
| Evening | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   | Body temperature<br>( ) °C   |
|         | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) | Nasal secretion<br>( + · - ) |
|         | Cough<br>( + · - )           | Cough<br>( + · - )           | Cough<br>( + · - )           | Cough<br>( + · - )           |
|         | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          | Phlegm<br>( + · - )          |
|         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         | Fatigue<br>( + · - )         |
|         | Short breath<br>( + · - )    | Short breath<br>( + · - )    | Short breath<br>( + · - )    | Short breath<br>( + · - )    |
|         | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        | Diarrhea<br>( + · - )        |
|         | Other<br>( )                 | Other<br>( )                 | Other<br>( )                 | Other<br>( )                 |

※If you have a fever over 37.5°C, or respiratory symptoms, please contact below.

[Contact]

Kyoto Institute of Technology Health Care Center

TEL 075-724-7173

E-mail [hcsc\[at\]iim.kit.ac.jp](mailto:hcsc[at]iim.kit.ac.jp)

(Note: Convert [at] to @)

## Action flow chart for suspected infection

If you experience any of the following:

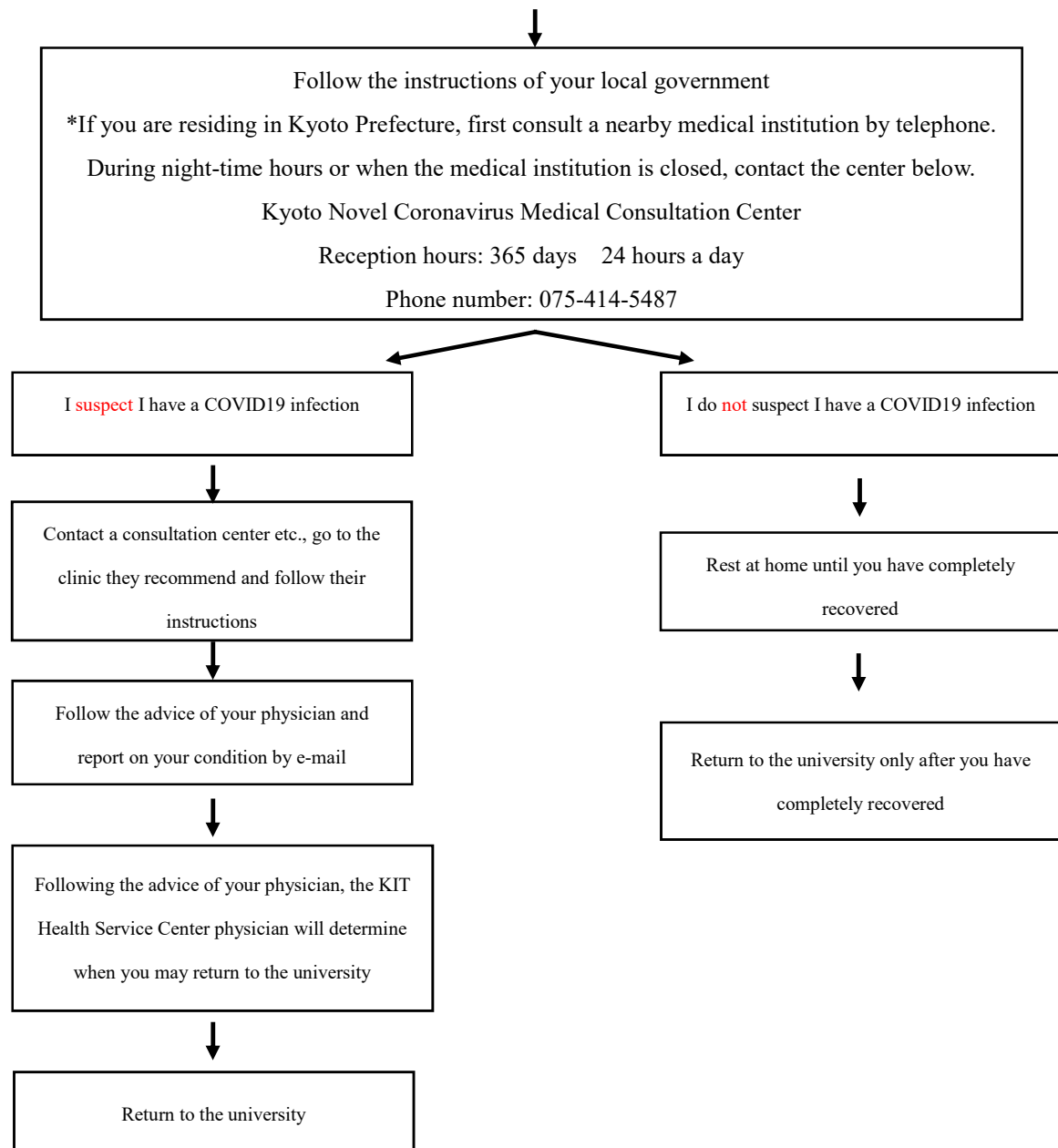
(1) Strong symptoms such as shortness of breath (breathing difficulty), strong dullness (fatigue) or high fever.

(2) If you are prone to severe illness (\*) and have relatively mild cold symptoms such as fever and cough.

(\*) Elderly persons, persons with underlying diseases such as diabetes, heart failure, respiratory diseases (COPD, etc.), persons on dialysis, persons receiving immunosuppressant treatment or anticancer drugs.

(3) Persons other than the above with relatively mild symptoms such as fever and cough that persist (Be sure to consult if symptoms persist for 4 days or more. Symptoms vary from person to person, so if you feel that you have strong symptoms, please consult immediately. The same applies to those who must continue to take antipyretic drugs).

Note: As a precaution, pregnant women should consult the Center below as soon as possible, just as those who are prone to serious illness are advised to do.




September 7, 2020      First edition

November 17, 2020      Revised to 2<sup>nd</sup> edition

(Revised the “what to do when you suspect you may be infected” section)

April, 1, 2021      Revised to 3<sup>rd</sup> edition

(Added the “On the Third Edition”. Added the “Avoiding the “5 situations””.

Revised the methods of conducting classes and research activity. Added language on response to state of emergence measures. Revised other words and phrases. Amended parts are indicated by )