

\* \_\_ parts have been revised.

## Faculty and Staff Members Guidelines for Preventing COVID-19 Infection (Update)

Partial Revision on October 9, 2020

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April 9, 2020

Decided by University of Fukui

Headquarters for COVID-19 Crisis Control

At present, the number of confirmed cases has been maintaining a constant level or is still increasing in areas where large spreads of infections occur such as Tokyo or Osaka, and the situation continues to be unpredictable. Although the Warning in Fukui Prefecture was lifted on September 25th, moving to/from areas where large spreads of infections occur should be determined carefully according to the Citizens' Action Guidelines of Fukui prefecture.

While there has been some progress in loosening restrictions as an economic measure by the government, such as the Go To Travel program, moving to/from areas where large spreads of infections occur is still something to be very careful about, as indicated above. Especially in a university, it is worrisome that group infections may occur because many students move to/from various areas.

Based on this, after October 9th, please keep in mind the points below for the time being in order to minimize the risk of infection:

In addition, do not slander or discriminate against infected persons, those who have close contact with infected persons, medical personnel, their families, or related parties.

### 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 mask wearing (coughing etiquette) and hand washing on a regular basis.

(2) Take actions keeping "new normal" in mind for preventing 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

- The University of Fukui regulates in the Student Action Guidelines that extracurricular activities are allowed within the levels indicated in “Guidelines for the Phased Deregulation of Extracurricular Activities for Students at the University of Fukui, and the President decides the level based on the infection situation. Also, using the building for club activities on Bunkyo campus or having training camps and parties involving eating and drinking are prohibited until the level becomes 1. Therefore, especially for club advisors, please take this into consideration and act accordingly.
- If you have any cold symptoms such as a fever, coughing or general malaise, first of all, take counsel with “Returnee and persons who had come into contact with infected persons consultation synthetic center” Telephone number is 0776-20-0795 (Opening hours 7:00-21:00, including the weekend and holiday, overtime will guide you the mobile phone number). Consult with your family doctor if you have any. In addition, in case your friends or family members living with you are diagnosed with COVID-19, or you have close contact with someone else who is, take the same action as above.
- 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, follow the instructions of the Co-op, such as practicing good hygiene (washing hands or fingers with soap and alcohol disinfectant), refraining from talking in the cafeteria, avoiding 3C situations and leaving there once you finish your meal. In addition, the number of eating places and using time should be spread out by taking lunch in your office or changing eating time (12:00-13:00 is the most popular time period) in order to avoid a crowdedness at the Co-op cafeteria.
- 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 regardless of inside and outside the university. 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 practicing good hygiene (washing hands or fingers with soap and alcohol disinfectant) and wearing a mask (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 or a face shield to prevent spitting as you speak.

- Use “COVID-19 Contact-Confirming Application (COCOA)” 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](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html)
- Try to have enough sleep, moderate exercise, and a balanced diet.
- It is recommended to choose restaurants posting Infection prevention drastic declaration sticker when you eat out. Refrain from long-term parties where many people eat and drink together for the time being.
- Voluntarily refrain from moving from/to Tokyo, Osaka, or other warning areas where large spreads of infections occur. Warning Areas, where large spreads of infections occur, are updated on a daily basis, so please check these on your own. In case you must unavoidably visit such areas, do not drop by any facilities which are unrelated to your purpose (such as facilities where group infections occur nationwide) and take adequate precautions to minimize the risk 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.