

Manual (10th version) in order to deal with new coronavirus(COVID-19)

Dear students and staff members,

Nara University of Education task force

Health center

This manual provide s instructions in case you have any symptoms of suspected infection of novel coronavirus, in case you are diagnosed to have been infected with novel coronavirus, in case you are designated as the person who had close contact with people infected with novel coronavirus and in case your family who lives together with you are designated as the person who had close contact with people infected with novel coronavirus. Please follow “University measures after the lifting of the state of emergency” and “Guideline for all students and staff members against coronavirus”, and when you have any symptoms or when you are diagnosed to have been infected with coronavirus, please report it to the university in accordance with this manual.

➤ About University response to the Novel Coronavirus (COVID-19)(5th version)

(Japanese)

https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/Coronataiou_afterlift5

(English)

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/measures1130.pdf>

➤ Guideline for all students and staff members against coronavirus

(Japanese)

<https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/kodoshishin0706.pdf>

(English)

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/shishin0706.pdf>

Please make sure to take your temperature and observe your health condition every day.

1. If you have any symptom of suspected infection

1-1. The first day when the symptom have appeared

If you have any one of the following symptoms (fever of about 37. 5 degrees centigrade, coughing, weariness(fatigue) of your whole body, smell disorder, taste disorder) (even though

you seems to have no symptoms (even though you are asymptomatic))

《how to deal with the situation》

- ✓ Please refrain from coming to university
- ✓ Student needs to report the following items ①～④ by email to student affairs section or on-campus health center. (Please attach file “様式 1”.) If you can't report it by email, you can report by phone as well.

You can find “様式 1” in the below URL.

<https://www.nara-edu.ac.jp/ADMIN/SOUMU/SOUMU/youshiki1.pdf>

- ① Information regarding the progress of your symptoms until they appeared: Since when have the symptoms appeared? What kind of symptoms have you been suffering? When has the fever started and how high has the centigrade risen?
 - ② Information of your family who lives together with you: the conditions of symptoms of your family who lives together with you (Whether those who have already infected with coronavirus are included in your family or not)
 - ③ Information of your activities until two days before the symptoms appeared (Whether you attended any meetings etc or not)
 - ④ Information regarding contact with people who have already infected with coronavirus (Whether you have contacted with people infected with coronavirus or not, whether you went any travels (either domestic or overseas))
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- ✓ If you don't have severe conditions either for part of your body or your whole body including having fever, please stay at your home and rest quietly. Please refrain from going out unless it is absolutely necessary or emergent.
 - ✓ If you have severe conditions either for part of your body or your whole body including having fever, please contact to medical institution near your home by phone depending on your symptoms, and confirm whether you can go to see a doctor. (This is because there is a possibility that you caught other diseases such as influenza.)
 - ✓ If you have severe weariness (fatigue), or difficulty in breathing including having fever, please contact to the “帰国者・接触者相談センター” by phone and ask how to deal with your situation and follow the instructions.
 - ✓ After that day, please take your temperature twice per day (morning and evening) and take notes about your temperature and symptoms etc.

1-2. The next day or two days later when the symptoms have appeared

- (1) When you recovered completely without taking any medicines including symptoms such as fever, coughing and weariness (fatigue) for your whole body etc.

《how to deal with the situation》

- ✓ You can come to university two days later when you completely recovered. However, please

make sure to wear mask, wash your hands and observe coughing manner including commuting on the way to university.

- ✓ If you caught any infectious diseases including influenza, you can come to university after the infectious diseases cured or doctor diagnosed that you can come to university.

(2) If your symptoms continues or deteriorated

《how to deal with the situation》

- ✓ Report the progress as you did on the first day when the symptom appeared
- ✓ If you have severe weariness(fatigue), or difficulty in breathing, or if you are elderly, or have been suffering from underlying diseases such as diabetes, heart failure, respiratory diseases, or undergoing dialysis, or using immunosuppressant drug or anticancer drug etc, or if you are pregnant, and while at the same time your symptoms have been continuing for more than two days, please contact to the “帰国者・接触者相談センター” which is designated depending on your residential area by phone and ask how to deal with your situation and follow the instructions.
- ✓ If you have underlying diseases, please take it into consideration that you will consult with your attending physician by phone as well.

1-3. Four days later when the symptoms have appeared

- (1) When you recovered completely **without taking any medicines** including symptoms such as fever, coughing and weariness(fatigue) for your whole body etc.

《how to deal with the situation》

- ✓ You can come to university two days later when you completely recovered. However, please make sure to wear mask, wash your hands and observe coughing manner.
- ✓ If you caught any infectious diseases including influenza, you can come to university after the infectious diseases cured or doctor diagnosed that you can come to university.

- (2) If symptoms such as fever, coughing and weariness(fatigue) for your whole body etc continues for more than four days **(including the situation that you have to continue to take antifebrile)**

《how to deal with the situation》

- ✓ please contact to the “帰国者・接触者相談センター” which is designated depending on your residential area by phone and ask how to deal with your situation and follow the instructions.
- ✓ Student needs to report it to student affairs section or on-campus health center by email. If you can't report it by email, you can report by phone as well.
- ✓ In the above situation, if you go to any medical institutions, please make sure to wear mask,

wash your hands and observe coughing manner in order to make every effort to avoid infections to other people.

✓ If you have any symptoms suspected infection, in accordance with the advice from the doctor of Health center, the head of the task force of Nara University of Education can request you and also the people who has contact with you during your pre-symptomatic stage to refrain from attending classes or going to work.

2. If you are diagnosed to have been infected with coronavirus

✓ If you are diagnosed to have been infected with coronavirus, attendance is suspended in accordance with the roles (students: School Health and Safety Act article 19, teachers and staff: Nara University of Education Work Regulations for Employees article49 and Work Regulations for Part-time Employees article52) until your attending physician give you permissions. Also, if the diagnoses have not been confirmed and the doctor requested you to continue to observe the progress, please refrain from going to university as well.

✓ Student needs to report it to student affairs section or health center by email or phone as soon as possible. (Please attach file “様式 2” if possible.)

You can find “様式 2” in the below URL.

<https://www.nara-edu.ac.jp/ADMIN/SOUMU/SOUMU/youshiki2.pdf>

✓ The person who received the report has to gather the information below and report it to the task force of Nara University of Education

- The infected person’s activity during the two weeks prior to the onset of symptoms.
- The people who has contact with the infected person
- Infected person’s flow line inside of the university after the onset of the symptoms.

✓ The task force discusses how to deal with it with regional Health Center (保健所 “hokenjo”) , and uses disinfectant as needed.

✓ The task force conducts disinfection in accordance with instructions from regional Health Center. If there aren’t any instructions, the task force conducts disinfection as below.

(1) Where will be disinfected

① Office rooms in where infected people worked

Electric devices(PCs, tablets, Telephones, faxes, copy machines, etc.), infected people’s desk, chair and equipment what are assumed infected people touched (cabinets, door knobs, light switches, floors, walls, etc.)

② Public space such as a cafeteria, locker rooms and bathrooms

What are assumed infected people touched (tables and chairs in the cafeteria and conference rooms, door knobs and light switches in locker rooms, stair railings and toilet seats, etc.)

(2) What will be used as disinfectant and how to use them

Using rubbing alcohol or solution of 0.05% of sodium hypochlorite for wiping down what infected people touched high frequently. Using rubbing alcohol or solution of 0.05% of sodium hypochlorite for wiping down or soak in 30 minutes what got fluid

(phlegm, blood, excrement, etc.) from infected people on it.

- (3) What will be used as protective equipment for disinfection and how to throw it out

People who will conduct cleaning or disinfection use protective equipment (hand gloves, face masks, something to protect their eyes such as goggles, etc.) Using expendable paper towel for wiping down things. Hand gloves are not necessarily sterilized but must be well made and waterproof. Putting used paper towels into a plastic bag and tie the bag. These bags will be thrown out with general trash.

- (4) Sanitization of hands after conduct disinfection

After conduct disinfection, take off hand gloves and wash hands with water and soap and use hand sanitizer spray.

- ✓ The task force (general affairs section”総務課”) reports it to Ministry of Education, Culture, Sports, Science and Technology-Japan (MEXT”文部科学省”) and announce it on the website and issue a press release

3. If you are designated as the person who had close contact with people infected with the coronavirus

- ✓ If you are designated as the person who had close contact with people infected with the coronavirus(*1), attendance is suspended for 2 weeks from the date going back to the date when you have met the infected people lastly in accordance with the roles (students: School Health and Safety Act article 19, teachers and staff: Nara University of Education Work Regulations for Employees article49 and Work Regulations for Part-time Employees article52).

- ✓ Student needs to report it to student affairs section or on-campus health center by email. (Please attach file “様式 3”.) If you can’t report it by email, you can report by phone as well. You can find “様式 3” in the below URL.

<https://www.nara-edu.ac.jp/ADMIN/SOUMU/SOUMU/youshiki3.pdf>

- ✓ The person who received the report has to report it to the task force of Nara University of Education and the task force contacts with regional Health Center (保健所 “hokenjo”) to consult how to deal with.
- ✓ During this progress, if you have any symptoms, please follow the instructions mentioned above “1. If you have any symptom of suspected infection”. Please refrain from going out unless it is absolutely necessary or emergent.
- ✓ If you are diagnosed to have been infected with coronavirus, please follow the instructions mentioned above “2. If you are diagnosed to have been infected with coronavirus”.
- ✓ When the result of PCR-test come out negative, you are allowed to come to the university, but please keep manage your health for few days.

*1 “the person who had close contact with people infected with the coronavirus(*1)” means the below person while at the same time those who have contacted with “people who has been confirmed to be infected with coronavirus(*2)” 2days before these people’s infection

appeared.

“Those who live together or have close contact for a long time (including inside car or airplane etc.) with people who has been confirmed to be infected with coronavirus” or “Those who had close contact for more than 15 minutes with people infected with coronavirus within the certain distance (about one meter) that can reach by hand without taking any appropriate measures to prevent infection (This is decided comprehensively depending on the environment and the situation of the contact, etc.)

*2 “people who has been confirmed to be infected with coronavirus” means those who are suspected infection with coronavirus due to clinical symptoms etc while at the same time having being diagnosed to be infected with coronavirus due to medical examination.

4. If your family who lives together with you are designated as the person who had close contact with people infected with the coronavirus

✓ If your family who lives together with you are designated as the person who had close contact with people infected with the coronavirus, please stay home until regional Health Center (保健所 “hokenjo”) answers that they are safe. Except the case you have had no contact with them for 2 weeks from the date going back to the date when they are diagnosed to have been infected with coronavirus.

✓ Student needs to report it to student affairs section or on-campus health center by email. (Please attach the file “様式 4”.) If you can’t report it by email, you can report it by phone as well.

You can find “様式 4” in the below URL.

<https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/youshiki4.pdf>

✓ The person who received the report has to report it to the task force of Nara University of Education.

✓ If your family who lives together with you are diagnosed to have been infected with coronavirus, please follow the instructions mentioned above “3. If you are designated as the person who had close contact with people infected with the coronavirus”. Please refrain from going out unless it is absolutely necessary or emergent.

(参考 reference)

• novel coronavirus AI avatar consultation support system

<https://launch.sensely.com/?type=jacovid19>

Regarding the QR code, please use the one described on page 5 of Japanese version.

• Please look at another sheet regarding contact system.

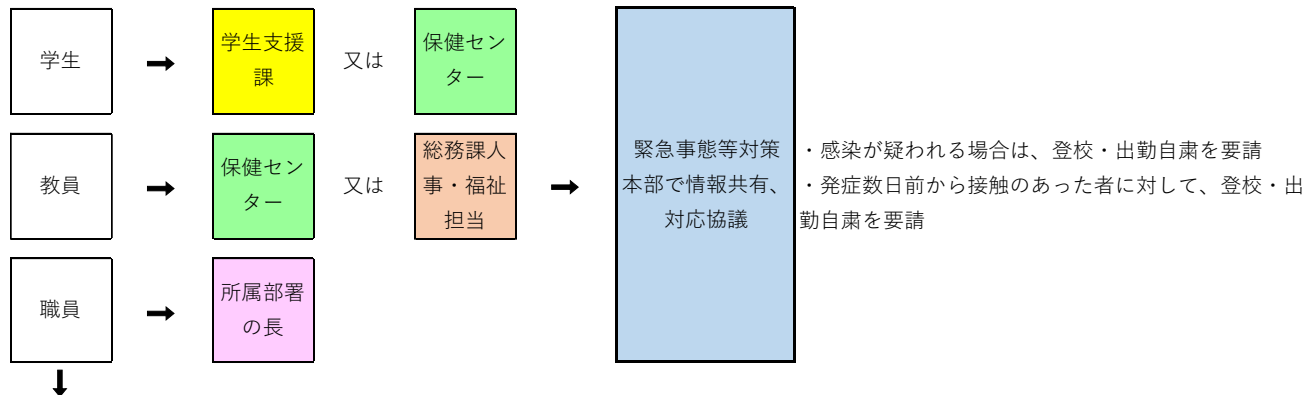
<https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/renrakutaiseizu.pdf>

5. 連絡体制

1. 感染を疑わせる症状が出た場合

◆メール又は電話連絡

◆様式1をメール報告

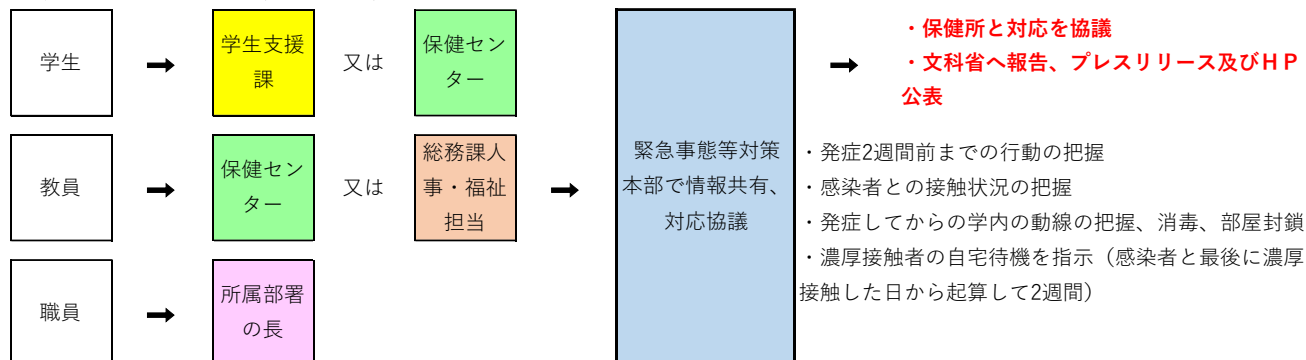


症状がひどい場合や4日以上続いている場合は、「帰国者・接触者相談センター」に相談

2. 感染症と診断された場合

◆メール又は電話連絡

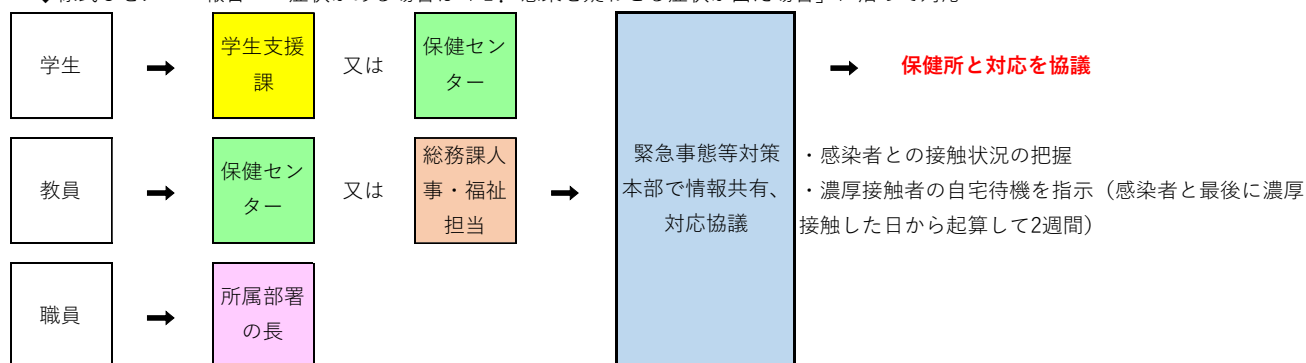
◆様式2をメール報告（可能な限り）



3. 感染者の濃厚接触者として特定された場合

◆メール又は電話連絡

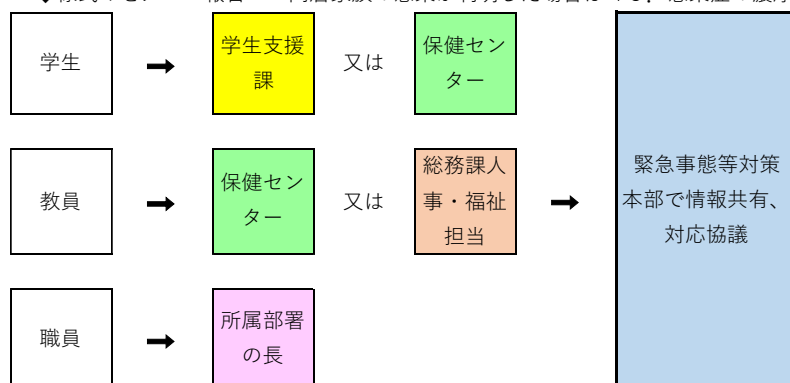
◆様式3をメール報告 → 症状がある場合は「1. 感染を疑わせる症状が出た場合」に沿って対応



4. 同居家族が感染症の濃厚接触者として特定された場合

◆メール又は電話連絡

◆様式4をメール報告 → 同居家族の感染が判明した場合は「3. 感染症の濃厚接触者として特定された場合」に沿って対応



6. 参考

・新型コロナウイルス AI アバター相談補助システム

<https://launch.sensely.com/?type=jacovid19>



新型コロナウイルス感染対策報告書 (有症状者用)

報告日	令和 年 月 日 (第 日目)
所属	
学籍番号または役職	
氏名	

報告事項 (わかる範囲でご記入ください。)

<p>① 症状の経過 (いつ頃からどんな症状があった? 体温の経過は? 他に参考となる経過)</p>
<p>② 同居家族の状態 (同居者がいる場合同居者の症状や体調等・新型コロナウイルス感染の有無)</p>
<p>③ 発症 2 日前までの行動 (出勤状態や会合などへの出席等)</p>
<p>④ 新型コロナウイルス感染者との接触状況 (感染者との接触や流行地等への出向等)</p>

(追記報告事項あれば、適宜、様式自由で記載追加可能。)

新型コロナウイルス感染対策報告書 (罹患者用)

報告日	令和 年 月 日
専修または所属	
学籍番号または役職	
氏名	

報告事項（わかる範囲でご記入ください。）

診断された医療機関	病院／	保健所
診断年月日	令和 年 月 日	

⑤ 診断までの症状の経過（いつ頃からどんな症状があった？体温の経過は？他に参考となる経過）
⑥ 同居家族の状態（同居者がいる場合に、同居者の症状や体調等・新型コロナウイルス感染の有無）
⑦ 発症2週間までの行動（出勤状態や会合への出席や国内外の出向歴等）
⑧ 新型コロナウイルス感染者との接触状況（感染者との接触や流行地等への出向等）
⑨ 発症してからの職場内での動線（出勤通路・勤務休憩やトイレ等：消毒を検討する箇所等）

（追記や報告事項あれば、適宜、様式自由で記載追加可能。）

新型コロナウイルス感染対策報告書 (濃厚接触者用)

報告日	令和 年 月 日
専修または所属	
学籍番号または役職	
氏名	

報告事項（わかる範囲でご記入ください。）

⑩	感染者との接触時の状況（いつ頃、どのような環境下で接触したか？）
⑪	接触後の状態（感染者との接触後の自覚症状や体温の推移など）

（追記報告事項あれば、適宜、様式自由で記載追加可能。）

新型コロナウイルス感染対策報告書
(濃厚接触者（同居家族）用)

報告日	令和 年 月 日
専修または所属	
学籍番号または役職	
氏名	

報告事項（わかる範囲でご記入ください。）

<p>⑫ 濃厚接触者との接触時の状況（いつ頃、どのような環境下で接触したか？）</p>
<p>⑬ 接触後の状態（濃厚接触者との接触後の自覚症状や体温の推移など）</p>

(追記報告事項あれば、適宜、様式自由で記載追加可能。)