

Manual (5th 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 provides 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.

➤ University measures after the lifting of the state of emergency (2nd version)

(only Japanese)

https://www.nara-edu.ac.jp/ADMIN/SOUMU/corona2020/Coronataiou_afterlift2.pdf

➤ Guideline for all students and staff members against coronavirus

(Japanese)

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

(English)

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/shishin04.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, coughing, weariness(fatigue) of your whole body, smell disorder, taste disorder) or having a fever (37.5 centigrade or more) (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))

- ✓ 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.

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 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.

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”.

*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)” on the day or after the day when 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 with people infected with coronavirus within the certain distance (about two meters) that can reach by hand or have a face-to-face conversation without taking any

appropriate measures to prevent infection (This is decided comprehensively depending on symptoms or using mask 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>