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## **Guideline for all students and staff members against coronavirus**

Nara University of Education

This guideline is made based on the information as of September 14th, 2020. It is subject to change according to circumstances and we will keep you updated correspondingly.

### ●Basic idea

Regarding the coronavirus situation in Japan, Japanese government lifted coronavirus state of emergency nationwide on May 25<sup>th</sup> and Restrictions on cross-prefectural travel has been lifted too. However since July, we have had more infected cases caused by interactions among schools, dorms, family and friends. We must remain alert because the spread of the infection is supposed to occur again. In order to protect lives, it is critical for us to keep following three things: “Not infecting others” “Protecting yourself from infection”, and “Social risk management”. Please make sure to recognize the importance of these three things and put them into practice.

### ●Characteristic of coronavirus

There are two characteristics of coronavirus in recognizing the above three things. First of all, those who are infected hasn't any symptoms in some cases. Due to this characteristic, they might infect others by contact or droplet infection unconsciously. Secondly, as this virus seem to keep infectiousness for several days even after leaving human body depending on the conditions, everyone has a risk to transport the virus unconsciously.

### ●Three critical things

#### ①Not infecting others

1. Avoid "3Cs"-Closed spaces with poor ventilation, Crowded places with many people nearby and Close-contact settings in which close-range conversations take place where clusters of COVID-19 cases tend to be found.

Examples :

- Regarding group activities or meetings, please carefully consider whether you have to hold it or not as well as its scale. If you hold it, please make sure to take through and appropriate measures to prevent the spread of infection.

- Holding educational guidance or meetings by zoom, skype, google Hangout and other web meeting system as far as possible.
- When having meals such as in cafeteria, keep appropriate space away from other people and don't talk loudly. If cafeteria is congested, you can buy box meal.
- Avoiding part-time job that requires contacting many people or requires "3Cs"-Closed spaces with poor ventilation, Crowded places with many people nearby and Close-contact settings in which close-range conversations take place-where clusters of COVID-19 cases tend to be found.

2. Using hand sanitizer ,washing hands and gargling frequently. Washing hands with soap and water can remove the virus.

3. When you are inside, open windows and ventilate the room frequently.

4. When you use public transportations or multiple people are gathering in the same space inside, wear face mask and observe "coughing manners (cover your mouth by your arm when coughing or sneezing even if you are wearing face mask.

5. Clean spaces everyday where you use daily

6.Regarding travel or business trip, please make sure to take through and appropriate measures to prevent the spread of infection.

## ②Protecting yourself from infection

1. Lead a regular life by getting enough sleep, nutrition, balanced diet, and moderate exercises .

2.Health management: taking your temperature every morning. Keeping Health checking sheet (about running nose, headache, sore throat chill, coughing, stifling, lassitude, losing appetite and taste disorder) from two weeks prior to the date you enter the university and, take it when you are in the university as you can show it when you are asked. Paying attention whether you as well as your families or friends have any symptoms.

<Health checking sheet>

**【Excel file】**

<https://www.nara-edu.ac.jp/ADMIN/RYUGAKU/Ehealthchecksheet.xlsx>

**【PDF file】**

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

### ③Social risk management

1.Information literacy: Don't be deceived by false rumor.

Focusing on primary information such as opinions of Japanese government and confirm and think about on your own what the experts want to tell without filter of the media.

2.Don't post inappropriate information about coronavirus on SNS.

3.Keep the record of your activity. Keeping the record of when, where and with whom you met will help trace the infection route and prevent infection.

<Record form>

**【Excel file】**

<http://www.nara-edu.ac.jp/ADMIN/RYUGAKU/recordfile.xlsx>

**【PDF file】**

<http://www.nara-edu.ac.jp/ADMIN/RYUGAKU/recordfile.pdf>

In addition to the above form, memo function or app in your smartphone to keep the record of your activities are also available depending on the situation.

4. It is recommended to register “App in order to confirm COVID-19 contact

(COCOA : COVID-19 Contact Confirming Application) ” made by the Ministry of Health, Labor and Welfare. With this app, you can immediately know the possibility of contacting people tested positive in coronavirus and take appropriate actions.

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa\\_00138.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html)