

\* \_\_ parts have been revised.

## **Faculty and Staff Members Guidelines for Preventing COVID-19 Infection (Update as of December 8th)**

Partial Revision on December 8<sup>th</sup>, 2020  
Partial Revision on November 12<sup>th</sup>, 2020  
Partial Revision on October 9<sup>th</sup>, 2020  
Partial Revision on August 27<sup>th</sup>, 2020  
Partial Revision on July 8<sup>th</sup>, 2020  
Partial Revision on June 16<sup>th</sup>, 2020  
Partial Revision on June 2<sup>nd</sup>, 2020  
Partial Revision on May 22<sup>nd</sup>, 2020  
Partial Revision on April 22<sup>nd</sup>, 2020  
April 9<sup>th</sup>, 2020  
Decided by University of Fukui  
Headquarters for COVID-19 Crisis Control

At present, the number of confirmed cases is still increasing nationwide including Hokkaido, Tokyo and Osaka, and the Go To Travel program is being reviewed in some areas to prevent the explosive spread of the infection which may cause the collapse of the medical care system. Fukui prefecture declared its own warning on November 13<sup>th</sup> and drew attention to the infection situation and the importance of taking sufficient infection prevention measures, especially when visiting other prefectures, according to the Citizens' Action Guidelines.

Moving to/from other prefectures 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. Under these circumstances, there could be a large number of students who are planning to go back home or go on a trip during the winter break. However, it is expected that, if many people travel across Japan in this coming winter season, there will be more “3Cs” circumstances, where many people gather because of some seasonal events.

Based on this, after December 8th, 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

Pay attention especially to the “5 scenes” below which increase the risk because of some lack of attention or effort.



## 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. The University of Fukui will basically hold all classes via the Internet from January 5<sup>th</sup> (Tue.) to the date of Common Test for University Admissions (January 16<sup>th</sup>, 17<sup>th</sup>). The University of Fukui will prohibit extracurricular activities on campus from December 26<sup>th</sup> (Sat.) to January 17<sup>th</sup> (Sun.). The University of Fukui will basically hold all classes of school of medical science via the Internet from January 5<sup>th</sup> (Tue.) to January 24<sup>th</sup>. The University of Fukui will prohibit extracurricular activities on Matsuoka Campus during this time. 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, contact your family doctor or the nearest medical clinic first by telephone. If you don't have any family doctor or you hesitate over which medical institution to choose, contact “Consultation Center for COVID-19“ in Fukui (renamed from “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). 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.

- If you are infected or you have close contact with infected persons during the winter break, contact the head of division based on “University’s Measures in case Students and Staff members are infected with COVID-19”.
- 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.
- Make a judgment carefully moving from/to other prefectures. In case you must unavoidably visit other

prefectures, do not drop by any facilities which are unrelated to your purpose (such as facilities where group infections occur nationwide) after drawing attention to the infection situation 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 2 weeks. Try to keep the record of your activities each day for the hearing from the public health center, etc.

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