

NUT's Action Guidelines for COVID-19 Prevention

(From April 8 Until Further Notice)

Nagaoka University of Technology

[1] NUT's Fundamental Policies

1. NUT places the health and safety of its students and staff as its top priority, and is working to prevent the spread of COVID-19 through specific infection prevention measures.
2. Educational activities will be conducted using both online classes and face-to-face classes with maximum consideration to the prevention of infections.
3. Research activities shall be performed with maximum consideration to the health and safety of the students and staff, as well as the prevention of infections to all associated persons.

[2] Specific Action Guidelines

All education/research and university administration activities will be conducted at the discretion of the Emergency Management Headquarters. The following action guidelines are based on the “New Lifestyle” described by the national government. If NUT foresees an increase in COVID-19 cases, these action guidelines will be quickly revised as required.

Please download the “Health Check and Activity Record Sheet” (described below) from the following links:

[PDF Version \(PDF: 401KB\)](#) / [Excel Version \(Excel: 16KB\)](#)

Students

1. With regard to coming to NUT after April 1, the following students should not come to campus until April 18: all new students and current students who have returned to Nagaoka from other prefectures for less than 2 weeks. For classes in Term 1, remote classes will begin from April 9 (Friday). However, face-to-face classes are scheduled to start on April 19. Therefore, students should move back or into their Nagaoka residences by April 4, and strictly follow infection prevention measures to avoid becoming infected or spreading infections to others. Students should follow the infection prevention measures described below:
 - Avoid the “Three Cs” with increased infection risks within and outside campus (The “Three Cs” refer to Closed spaces, Crowded places, and Close-contact settings).
 - Always wear a mask within campus and when going outside to prevent spreading infections to others.
 - Using the “Health Check and Activity Record Sheet”, check your temperature/health condition and record your activities (visited locations and contacts) every day (If you become infected or are a close contact of an infected person, you will be asked to

submit these records).

- There are no restrictions on entering and using the student cafeterias and all-purpose store in the Commissary Bldg. However, until April 18, students should minimize their time spent in these facilities to prevent infections.
2. Classes in Term 1 will start from April 9 (Friday). However, with consideration to students' self-isolation periods after arriving in Nagaoka from other prefectures, classes from April 9 (Friday) to April 16 (Friday) will be conducted online. From April 19 (Monday), face-to-face classes will be conducted with social distancing. Lectures will be conducted both face-to-face and online. Seminars, laboratory subjects, and practical training will be conducted face-to-face. Masks and temperature checks are required for face-to-face classes. Students should refrain from attending classes if they have a fever of 37.5°C or higher, or if they have been sick or participated in high-risk activities in the past 2 weeks.
 3. Masks and temperature checks are required for laboratory activities, and rooms must be well-ventilated. When using equipment for experiments, users must wash their hands and/or use hand sanitizers at the start/during breaks/end of the experiments to prevent contact infections. Students should refrain from laboratory activities if they have been sick or participated in high-risk activities in the past 2 weeks.
 4. Overseas travel is, in principle, forbidden (Permission from the President of NUT is required). For travel within Japan, there are no restrictions on traveling to other prefectures. However, students should carefully consider the need to travel to prefectures that have implemented pre-emergency measures. In addition, students should carefully determine the need to travel to prefectures with high infection rates, and travel with careful consideration to infection prevention. Students who have come from other prefectures should carefully monitor their health condition for approximately 2 weeks after arriving.
 5. For job search activities that require travel within Japan, students should refer to the guideline in Item 4 above.
 6. With regard to going out, students should avoid the “Three Cs” and refrain from dangerous activities that may spread infections. Also, students should avoid traveling, having drinks, or eating with people that they usually do not meet (especially those living in prefectures that have implemented pre-emergency measures and those living in other prefectures with high infection rates). When meeting these people, students must fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks). When meeting and drinking with others (underage drinking is strictly prohibited), students must fully follow infection prevention measures (with regard to the use of on-campus facilities, a decision will be made based on the infection status after face-to-face classes have begun).

7. Students should be especially careful to avoid the “Three Cs” and prevent the spread of infections in club activities. With consideration to the guidelines specified by the relevant organization for each sport/game, each club should first submit an activity plan (including infection prevention measures) to the Division of Student Affairs and receive authorization before beginning their activities. In addition, each club should first submit an activity plan (including infection prevention measures) to the Division of Student Affairs and receive authorization before conducting any training camps or off-campus activities.
8. If students must work at part-time jobs, they should only do so if the working environment has adequate infection prevention measures. Students are strongly requested to avoid dangerous part-time jobs with a high risk of infections with regard to the “Three Cs”.
9. Students should stay at home and refrain from any activities if they are sick. If you suspect that you are infected with COVID-19, contact your usual doctor/Niigata Prefecture COVID-19 Consultation and Counseling Center (Public Health Center), seek medical care at a hospital/clinic, and inform the university. Stay at home for an additional 2 days after recovery.
10. In addition, students should follow the information and requests (including warnings and notices) issued by the national government and Niigata prefectural government (or the local governments in any other prefecture that you visit). (Refer to the links provided in the <References> section below for information from Niigata prefecture and Nagaoka city)

Academic Staff

1. Avoid the “Three Cs” with increased infection risks within and outside campus, and always wear a mask within campus and when going outside to prevent spreading infections to others. Using the “Health Check and Activity Record Sheet”, check your temperature/health condition and record your activities (visited locations and contacts) every day (If you become infected or are a close contact of an infected person, you will be asked to submit these records).
2. Classes in Term 1 will start from April 9 (Friday). However, with consideration to students’ self-isolation periods after arriving in Nagaoka from other prefectures, classes from April 9 (Friday) to April 16 (Friday) will be conducted online. From April 19 (Monday), face-to-face classes will be conducted with social distancing. Lectures will be conducted both face-to-face and online. Seminars, laboratory subjects, and practical training will be conducted face-to-face. Masks and temperature checks are required for face-to-face classes, and rooms must be well-ventilated. Academic staff should cancel the class if they have a fever of 37.5°C or higher, or if they have been sick or participated in high-risk activities in the past 2 weeks.
3. Masks and temperature checks are required for laboratory activities, and rooms must be well-ventilated. The equipment for experiments (especially the areas that are touched) should be disinfected appropriately. Users must wash their hands and/or use hand sanitizers at the

start/during breaks/end of the experiments to prevent contact infections.

4. Overseas travel is, in principle, forbidden (Permission from the President of NUT is required). For travel within Japan, there are no restrictions on traveling to other prefectures. However, academic staff should carefully consider the need to travel to prefectures that have implemented pre-emergency measures. In addition, academic staff should carefully determine the need to travel to prefectures with high infection rates, and travel with careful consideration to infection prevention. Academic staff who have come from other prefectures should carefully monitor their health condition for approximately 2 weeks after arriving.
5. Meetings should be, in principle, conducted through email or online videoconferencing.
6. For meetings with external visitors (those with appointments), the names and contact information of all visitors should be recorded and emailed to the administrative office of the Emergency Management Headquarters. Infection prevention measures must also be fully followed during these meetings.
7. When accompanying students to training camps or study/research retreats, an activity plan (including infection prevention measures) should first be prepared and submitted to the Emergency Management Headquarters.
8. Also, academic staff should avoid traveling, having drinks, or eating with people that they usually do not meet (especially those living in prefectures that have implemented pre-emergency measures and those living in other prefectures with high infection rates). When meeting these people, academic staff must fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks).
9. For meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), academic staff should carefully consider the need for these meetings. If the meetings are held, academic staff must fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, and maintain social distance).
10. Staff should stay at home and refrain from any activities if they are sick, and inform the university. If you suspect that you are infected with COVID-19, contact your usual doctor/Niigata Prefecture COVID-19 Consultation and Counseling Center (Public Health Center) and seek medical care at a hospital/clinic. Stay at home for an additional 2 days after recovery.
11. In addition, academic staff should follow the information and requests (including warnings and notices) issued by the national government and Niigata prefectural government (or the local governments in any other prefecture that you visit). (Refer to the links provided in the <References> section below for information from Niigata prefecture and Nagaoka city)

Administrative Staff

1. Administrative staff should adopt a flexible work style with teleworking, and take measures to avoid the “Three Cs” when working on campus. Avoid the “Three Cs” with increased infection risks within and outside campus, and always wear a mask within campus and when going outside to prevent spreading infections to others. Using the “Health Check and Activity Record Sheet”, check your temperature/health condition and record your activities (visited locations and contacts) every day (If you become infected or are a close contact of an infected person, you will be asked to submit these records).
2. Overseas travel is, in principle, forbidden (Permission from the President of NUT is required). For travel within Japan, there are no restrictions on traveling to other prefectures. However, administrative staff should carefully consider the need to travel to prefectures that have implemented pre-emergency measures. In addition, administrative staff should carefully determine the need to travel to prefectures with high infection rates, and travel with careful consideration to infection prevention. Administrative staff who have come from other prefectures should carefully monitor their health condition for approximately 2 weeks after arriving.
3. Meetings should be, in principle, conducted through email or online videoconferencing.
4. For meetings with external visitors (those with appointments), the names and contact information of all visitors should be recorded and emailed to the administrative office of the Emergency Management Headquarters. Infection prevention measures must also be fully followed during these meetings.
5. Also, administrative staff should avoid traveling, having drinks, or eating with people that they usually do not meet (especially those living in prefectures that have implemented pre-emergency measures and those living in other prefectures with high infection rates). When meeting these people, administrative staff must fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks).
6. For meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), administrative staff should carefully consider the need for these meetings. If the meetings are held, administrative staff must fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, and maintain social distance).
7. Staff should stay at home and refrain from any activities if they are sick, and inform the university. If you suspect that you are infected with COVID-19, contact your usual doctor/Niigata Prefecture COVID-19 Consultation and Counseling Center (Public Health Center) and seek medical care at a hospital/clinic. Stay at home for an additional 2 days after recovery.

8. In addition, administrative staff should follow the information and requests (including warnings and notices) issued by the national government and Niigata prefectural government (or the local governments in any other prefecture that you visit). (Refer to the links provided in the <References> section below for information from Niigata prefecture and Nagaoka city)

Use of Facilities

1. The library is operating according to its usual hours, but can only be used by persons associated with NUT.
2. Sports facilities can only be used by student clubs that have submitted an activity plan (including infection prevention measures such as avoidance of the “Three Cs”) and received authorization, or by academic staff who must use the facilities for education/research activities. Other students may only use the outdoor sports facilities with restrictions. The indoor training room may not be used until the establishment of utilization methods and environments with adequate infection prevention measures. Only persons associated with NUT may use the sports facilities.
3. The welfare facilities (1st and 2nd Cafeterias; café; and the all-purpose store) are operating with infection prevention measures in place. Only persons associated with NUT may use these facilities.

※ *Persons associated with NUT refer to NUT students, staff, individuals working on campus, individuals with scheduled appointments with NUT staff, and NUT-specified contractors.*

<<Additional Safety Precautions>>

In particular, avoid participating in the following activities as far as possible.

1. Visiting any crowded places or events (or joining activities before and after such events)
2. Live concerts and theatrical performances

Infection prevention precautions must be followed for the following activities.

1. Areas with a high risk of droplet infections, such as drinking parties and karaoke establishments
2. Traveling on crowded public transport or going to public facilities where people gather (such as supermarkets, convenience stores, and banks)
3. Eating out at restaurants, etc.
4. Staying in hotels and other establishments

Masks with high droplet prevention effectiveness (e.g., non-woven fabric masks) are recommended to reduce the risk of infections.

<<Recommended use of the COVID-19 Contact Confirming Application COCOA>>

With the aim of preventing the spread of COVID-19, the Ministry of Health, Labour and Welfare has developed the COCOA app (COVID-19 Contact Confirming Application). We recommend that you download the app from the following site and use it as appropriate.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html

Note: Prefectures with high infection rates refer to the 11 prefectures included in the government's state of emergency and prefectures/municipalities that have independently declared a state of emergency.

The government declared a state of emergency in the following 11 prefectures:
Tokyo, Saitama, Chiba, Kanagawa, Tochigi, Gifu, Aichi, Osaka, Kyoto, Hyogo, and Fukuoka

<References>

Cabinet Secretariat, Government of Japan: COVID-19 Pre-Emergency Measures

<https://corona.go.jp/emergency/>

Niigata prefecture: About COVID-19

<https://6pnno6gsukqthp3dtifzqacraa--www-pref-niigata-lg-jp.translate.google.com/site/shingata-corona/>

Nagaoka city: Information on COVID-19

[https://honyaku.j-](https://honyaku.j-server.com/LUCNAGAOKA/ns/tl.cgi/https%3a//www.city.nagaoka.niigata.jp/kurashi/cate96/index.html?SLANG=ja&TLANG=en&XMODE=0&XPARAM=q.&XCHARSET=utf-8&XPORG=,&XJSID=0)

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