

NUT's Action Guidelines for COVID-19 Prevention

(From October 26 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 \(PDF: 610KB\)](#) / [Excel Version \(Excel: 16KB\)](#)

Students

1. To reduce the risk of COVID-19 infections, students should wear masks with high droplet prevention effectiveness (e.g., non-woven fabric masks). Note that urethane masks and cloth masks are less effective in preventing infections.
2. 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).
 - People who have received the COVID-19 vaccines may still become infected or spread the infection to others. Therefore, please follow the same infection prevention measures as before.
 - Always wear a mask within campus and when going outside to prevent spreading infections to others. Do not remove the mask even if you have been vaccinated. In addition, the “Three Cs” can easily occur within laboratories and increase the risk of infection. Therefore, always wear a mask inside your laboratories. During meals, do not speak to others while eating.

- 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).
3. Face-to-face classes will be conducted with social distancing. Lectures will be conducted using a hybrid style that combines both face-to-face and online classes. Seminars, laboratory subjects, and practical training will be conducted face-to-face. Masks and temperature checks (taken at home before coming to campus) 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.
 4. Masks and temperature checks are required for laboratory activities, and rooms must be well-ventilated while using air-conditioning to adjust the temperatures to provide an optimal environment for conducting research activities. 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. In principle, students are not allowed to come to campus for 2 weeks after participating in high-risk activities. If students have been sick, they are not allowed to come to campus until 3 days after recovering. However, if there are unavoidable circumstances, students should contact and discuss with their academic supervisor.
 5. Overseas travel is, in principle, forbidden (If students wish to travel overseas, they should discuss with their academic supervisors, submit the “Statement of Reasons for Overseas Travel”, and receive permission from the President of NUT). For travel within Japan, there are no restrictions on traveling to other prefectures. However, students should carefully determine the need to travel to prefectures with high infection rates, and travel with careful consideration to infection prevention. In principle, students are not allowed to come to campus for 2 weeks after participating in high-risk activities. If students have been sick, they are not allowed to come to campus until 3 days after recovering.
 6. For job search activities that require travel within Japan, students should refer to the guideline in Item 5 above.
 7. 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 or having meals/meetings that involve eating and drinking alcohol with people that they usually do not meet (especially those living in other prefectures with high infection rates). If students do participate in these activities, they should fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks unless eating) and health management measures. With regard to the use of on-campus facilities, the 3rd Cafeteria may now be used with restrictions, such as infection

prevention measures.

8. For club activities, students should be especially careful to avoid the “Three Cs” and prevent the spread of infections. 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 conducting 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 club-related training camps or off-campus activities, regardless of whether these are conducted within and outside the prefecture. Club activities should be conducted based on these Action Guidelines. If students have meals/meetings that involve eating and drinking alcohol during these activities, they should fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks unless eating) and health management measures. Furthermore, all students who participate in these club activities should fill in the “Health Check and Activity Record Sheet” for 2 weeks after the activities, and submit the sheets to an infection prevention representative. This representative will then submit the sheets to the university.
9. 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”.
10. For meetings that involve eating and drinking alcohol, 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 unless eating) and health management measures. Drinking at home (including the laboratory) with multiple people (e.g., friends) is not allowed.
11. 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.
12. 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. To reduce the risk of COVID-19 infections, academic staff should wear masks with high droplet prevention effectiveness (e.g., non-woven fabric masks). Note that urethane masks and cloth masks are less effective in preventing infections.

2. 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, even if you have been vaccinated. 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).
3. Face-to-face classes will be conducted with social distancing. Lectures will be conducted using a hybrid style that combines both face-to-face and online classes. 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.
4. 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.
5. Overseas travel is, in principle, forbidden (If academic staff wish to travel overseas, they should submit the “Statement of Reasons for Overseas Travel”, and receive permission from the President of NUT). For travel within Japan, there are no restrictions on traveling to other prefectures. However, 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 outside the prefecture should carefully monitor their health condition for approximately 2 weeks after arriving.
6. Meetings should be, in principle, conducted through email or online videoconferencing.
7. For meetings with external visitors (those with appointments), the names and contact information of all visitors should be recorded and saved. These records should be submitted to the administrative office of the Emergency Management Headquarters when requested. Infection prevention measures must also be fully followed during these meetings.
8. 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.
9. Academic staff should avoid traveling or having meals/meetings that involve eating and drinking alcohol with people that they usually do not meet (especially those living in other prefectures with high infection rates). If academic staff do participate in these activities, they should fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks unless eating) and

health management measures.

10. For meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), 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 unless eating) and health management measures.
11. 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.
12. 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. To reduce the risk of COVID-19 infections, administrative staff should wear masks with high droplet prevention effectiveness (e.g., non-woven fabric masks). Note that urethane masks and cloth masks are less effective in preventing infections.
2. 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, even if you have been vaccinated. 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).
3. Overseas travel is, in principle, forbidden (If administrative staff wish to travel overseas, they should submit the “Statement of Reasons for Overseas Travel”, and receive permission from the President of NUT). For travel within Japan, there are no restrictions on traveling to other prefectures. However, 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 outside the prefecture should carefully monitor their health condition for approximately 2 weeks after arriving.
4. Meetings should be, in principle, conducted through email or online videoconferencing.
5. For meetings with external visitors (those with appointments), the names and contact information of all visitors should be recorded and saved. These records should be submitted to

the administrative office of the Emergency Management Headquarters when requested. Infection prevention measures must also be fully followed during these meetings.

6. Administrative staff should avoid traveling or having meals/meetings that involve eating and drinking alcohol with people that they usually do not meet (especially those living in other prefectures with high infection rates). If administrative staff do participate in these activities, they should fully follow infection prevention measures (e.g., minimize the number of people, minimize meeting time, maintain social distance, and do not remove masks unless eating) and health management measures.
7. For meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), 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 unless eating) and health management measures.
8. 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.
9. 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 or other persons with an authorized library card (i.e., persons who have made an appointment in advance to use the library's resources).
2. Sports facilities can be used in the following cases with the implementation of infection prevention measures, such as avoidance of the "Three Cs". However, as infection prevention measures cannot be implemented in the gymnasium's changing rooms, these rooms still cannot be used.
 - Student clubs that have submitted an activity plan (regardless of which facility they wish to use) and have received authorization may use the sports facilities.
 - Academic staff who must use the facilities for education/research activities may use the sports facilities.
 - Other students may use the outdoor sports facilities with restrictions. The gymnasium,

indoor training room, and indoor pool may be used if the rules and adequate infection prevention measures are followed. 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. The 3rd Cafeteria may be used with restrictions, such as infection prevention measures. 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>>

◎ Infection prevention precautions must be followed for the following activities.

1. Traveling on crowded public transport or going to public facilities where people gather (such as supermarkets, convenience stores, and banks)
2. Eating out at restaurants, etc.
3. Staying in hotels and other establishments
4. Visiting any crowded places or events, or joining activities before and after such events
5. Attending live concerts and theatrical performances
6. Visiting areas with a high risk of droplet infections, such as drinking parties and karaoke establishments

<<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

<References>

Niigata prefecture: About COVID-19

<https://www.pref.niigata.lg.jp/sec/kokusai/0285365.html>

Nagaoka city: Information on COVID-19

<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](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)