

NUT's Action Guidelines for COVID-19 Prevention

(From April 1 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

1. All education/research and university administration activities will be conducted under the discretion of the Emergency Management Headquarters. We strongly request that all staff and students of NUT remain careful and aware of their actions, and act in response to information issued by the national government and the COVID-19 situation within Niigata Prefecture.
2. **Anyone who has received a positive PCR test result or has been identified as a close contact of an infected person should follow the instructions of the Public Health Center, etc.*1 All others (excluding those described above) who have participated in high-risk activities*2 are not allowed to come to campus for 7 days (campus quarantine period)*3. However, those without any symptoms and have shown a negative result after taking the free PCR test from the Niigata Prefecture Vaccine-Test Package may come to campus from the day after the test even if the 7-day campus quarantine period has not ended.**
3. 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.

*1 In general, the Public Health Center designates quarantine periods of 10 days from the onset date for infected persons and 7 days for close contacts from their infected person's onset date (or the date of sample collection for cases in which the infected persons are asymptomatic).

*2 Persons who have participated in high-risk activities include:

(1) Those who do not fulfill Niigata Prefecture's "Evaluation Criteria for Close Contacts", but conform to equivalent criteria

(2) Those who have interactions with close contacts that fulfill the "Evaluation Criteria for Close Contacts"

<Regarding the definition of close contacts>

<https://www.pref.niigata.lg.jp/sec/kanyaku/noukousessyoku.html>

*3 Campus quarantine period:

Persons who test positive for COVID-19 should follow the recovery period stipulated by the

Public Health Center. Persons identified as close contacts of an infected person should follow the self-quarantine period at home stipulated by the Prefectural Government as described above in Item (2).

Please download the “Health Check and Activity Record Sheet” (described below) from the following links. Be sure to check and record your temperature/health condition and activities (places visited, close contacts, etc.) every day (If you become infected or are a close contact of an infected person, you will be asked to submit these records):

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

Students

1. The following students should avoid unnecessarily coming to campus after April 1: all new students who have arrived from outside the prefecture and current students who have spent long periods of time outside the prefecture and have returned to Nagaoka for less than 2 weeks. These students should carefully monitor and manage their health condition until April 17. For classes in Term 1, remote (online) classes will begin from April 11 (Monday). However, face-to-face classes are scheduled to start from April 18 onward. Therefore, students should move in or return to 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”, be sure to check and record your temperature/health condition and 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).
 - Until April 17, there are no restrictions on entering and using the student cafeterias and all-purpose store in the Commissary Bldg. However, students should minimize their time spent in these facilities to prevent infections.
2. Classes in Term 1 will start from April 11 (Monday). However, with consideration to students’ self-quarantine periods after arriving in Nagaoka from other prefectures, classes from April 11 (Monday) to April 15 (Friday) will be conducted online. From April 18 (Monday), face-to-face classes will be conducted with social distancing. Wearing 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 week.

3. 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.
4. Students should follow the infection prevention measures described below:
 - Avoid the “Three Cs” with increased infection risks within and outside campus, and avoid going to places with these characteristics.
 - People who have received the COVID-19 vaccines may still become infected or spread the infection to others. Therefore, please be more careful and aware in following all infection prevention measures than ever 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”, be sure to check and record your temperature/health condition and 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).
5. 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, use hand sanitizers at the start/during breaks/end of the experiments, and disinfect all equipment that they have touched in order to prevent contact infections.

If anyone in a laboratory has a positive PCR test result and others become close contacts of that infected person through laboratory activities, all laboratory members will not be allowed to come to campus for 7 days, and should follow stay-at-home measures.

In the aforementioned case, students with a positive PCR test result and their close contacts should follow the instructions of the Public Health Center, etc. However, all other students within the affected laboratory that do not have any symptoms and have shown a negative result from the free PCR test from the Niigata Prefecture Vaccine-Test Package^{*4} may come to campus from the day after the test even if the 7-day campus quarantine period has not ended. However, if any of the students feel sick, they should contact the Public Health Center or seek medical care at a hospital/clinic and follow the doctor’s instructions. Even if the doctor finds no reason to suspect COVID-19 infection and the Public Health Center does not order any home care/quarantine, the students will not be allowed to come to campus until 3 days after recovering or until the 7-day campus quarantine period has ended, whichever is later.

*4 PCR Testing Locations for the Niigata Prefecture Vaccine-Test Package

<https://www.pref.niigata.lg.jp/sec/kanyaku/pcrpackage.html>

6. 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, students should, as far as possible, refrain from all non-urgent travel to other prefectures. If students have traveled outside of the prefecture, they should carefully monitor and manage their health condition for 7 days after arriving.
7. For job search activities, students should follow the guidelines in Item 6 above.
8. With regard to going out, students should avoid the “Three Cs” and refrain from dangerous activities that may spread infections. Also, students should, as far as possible, 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), and strictly follow infection prevention measures and health management measures.
9. Club activities are forbidden from April 4 (Monday) until April 17 (Sunday), and only online activities are allowed during this period. From April 18 (Monday) onward, club activities can be conducted for sessions of 2 hours or less, and students should be especially careful to avoid the “Three Cs” and prevent the spread of infections. For the resumption of activities, each club must first submit a new activity plan (including infection prevention measures) for 2022 onward with consideration to the guidelines specified by the relevant organization for each sport/game to the Division of Student Affairs, and receive authorization before conducting their activities.

Next, (1) club-related training camps, (2) off-campus activities, and (3) any activities with other universities or other institutions within Niigata Prefecture will be allowed if the club first submits an activity plan and receives authorization. However, activities that require interactions with persons residing outside of Niigata Prefecture are not allowed until further notice. For cases in which non-participation in a competition’s activities would have serious effects on future activities, please individually contact the Division of Student Affairs.

10. 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”.
11. Student should, as far as possible, avoid meetings that involve eating and drinking alcohol. If meetings are unavoidable, students should strictly follow infection prevention measures, such as using remote meetings without face-to-face interactions. Drinking at home (including the laboratory) with multiple people (e.g., friends) is not allowed.

During the quasi-state of emergency, there were several cases where NUT students had become infected or were identified as close contacts of infected persons. These cases had

occurred because the students had been dining/drinking and having conversations together without masks, or had spent long periods of time together in the same apartment. If each student had been more careful, these cases could have been avoided. We ask that all students be more careful in their activities to prevent these situations.

12. 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.
13. 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 avoid going to places with these characteristics. Always wear a mask within campus and when going outside to prevent spreading infections, even if you have been vaccinated. Using the “Health Check and Activity Record Sheet”, be sure to check and record your temperature/health condition and 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. Classes in Term 1 will start from April 11 (Monday). However, with consideration to students’ self-quarantine periods after arriving in Nagaoka from other prefectures, classes from April 11 (Monday) to April 15 (Friday) will be conducted online. From April 18 (Monday), face-to-face classes will be conducted with social distancing. 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. Follow the measures described in Item 4 of the Students’ Action Guidelines above.
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, academic staff should carefully determine the need for non-urgent travel to other prefectures for work, and should, as far as possible, refrain from such travel. Academic staff who have come from outside the prefecture should carefully monitor their health condition for 7 days after arriving.

6. Meetings should be, in principle, conducted through email or online videoconferencing.
7. Meetings with non-NUT persons should, as far as possible, be conducted using email or online videoconferencing. If face-to-face meetings with external visitors (those with appointments) are unavoidable, 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 strictly followed during these meetings.
8. Accompanying students to training camps or study/research retreats is, in principle, not allowed. If such activities are unavoidable, authorization should first be obtained from the Emergency Management Headquarters.
9. Academic staff should, as far as possible, 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), and strictly follow infection prevention measures and health management measures.
10. Academic staff must carefully determine the need to attend meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), and should strictly 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 take measures to avoid the “Three Cs” when working on campus. Avoid the “Three Cs” with increased infection risks within and outside campus, and avoid going to places with these characteristics. Always wear a mask within campus and when going outside to prevent spreading infections, even if you have been vaccinated. Using the “Health Check and Activity Record Sheet”, be sure to check and record your temperature/health condition and 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. Infected persons are not allowed to work on campus, and should follow the self-quarantine period at home stipulated by the Public Health Center. However, to ensure the continuity of duties, administrative staff who are infected or are close contacts but have no symptoms may be directed to work from home by the President of NUT.
4. 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, administrative staff should carefully determine the need for non-urgent travel to other prefectures for work, and should, as far as possible, refrain from such travel. Administrative staff who have come from outside the prefecture should carefully monitor their health condition for 7 days after arriving.
5. Meetings should be, in principle, conducted through email or online videoconferencing.
6. Meetings with non-NUT persons should, as far as possible, be conducted using email or online videoconferencing. If face-to-face meetings with external visitors (those with appointments) are unavoidable, 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 strictly followed during these meetings.
7. Administrative staff should, as far as possible, 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), and strictly follow infection prevention measures and health management measures.
8. Administrative staff must carefully determine the need to attend meetings that involve eating and drinking alcohol (especially information exchange meetings with disbursement for meeting expenses), and should strictly 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.

9. 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.
10. 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.
 - The sports facilities may be used by academic staff for necessary education/research activities.
 - Other students may use the outdoor sports facilities, gymnasium, indoor training room, and indoor pool with restrictions (However, some facilities may not be used during the winter or during construction). 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>>

◎ Infection prevention precautions must be followed for the following activities. In particular, strictly avoid visiting any prefectures that have extended their quasi-state of emergency.

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(Japanese)

<https://www.city.nagaoka.niigata.jp/kurashi/cate96/index.html>

PCR Testing Locations for the Niigata Prefecture Vaccine-Test Package

<https://www.pref.niigata.lg.jp/sec/kanyaku/pcrpackage.html>