

Tsuyomu Ikenoue  
University of Miyazaki, President  
COVID-19 Crisis Response Headquarters, Chair

## **Notice to All Students Regarding Measures for the 2020 Academic Year to Prevent COVID-19 Infection**

Amidst the global spread of the novel coronavirus (COVID-19), the number of infected in Japan has remained relatively low to date, but in some areas of the country the number of infected persons is rising and there is a possibility that a major outbreak could occur somewhere.

The Ministry of Education, Culture, Sports, Science and Technology (MEXT) has advised universities that when classes begin they must implement policies to avoid any situation where the following three factors are present: (1) closed spaces with poor air circulation, (2) many people gathering in one place, (3) conversations and speaking at close distances. Universities must also implement thorough measures to prevent the spread of infection.

In response to this the University of Miyazaki is taking the measures listed below for the new 2020 academic year, and we ask that each student carefully read and understand the content.

※Red font indicates new information

### 1. Health Management

We are asking each student to measure his or her temperature every morning. In a case where your temperature is above 37.5 degrees Celsius, please contact the student support section of your faculty and please remain in your place of residence and monitor your condition. If you have a fever and other symptoms that require medical attention, please follow the procedures in “Attachment 1.” **In the case of a class for which a student receives a special exemption during the self-monitoring period, the student should submit a request for exemption immediately after self-monitoring begins, along with the Health Self-monitoring Check Sheet to the student support section of his or her faculty (please note that the request format is different for Basic Education courses).**

### 2. Classes

The academic year will be postponed by two weeks, so that classes will begin from April 22 (Wednesday) In addition, classes to be implemented according to “Attachment 2: (2) Measures for Implementing Classes,” **but further changes may occur depending on the situation for the COVID-19 outbreak.**

### 3. **Ways to Spend Time Before Classes Begin and Off-Campus Life**

**Prior to the beginning of classes, students should check their temperature and health condition every morning in accordance with the “Health Self-monitoring Check Sheet 1,” while also following the guidelines in “Attachment 2: (3) Ways to Spend Time Before Classes Begin and Off-Campus Life” to minimize the risk for spreading the virus.**

### 4. On-campus Activities

Please be sure to wash your hands regularly and follow proper etiquette when coughing.

Also note that all extracurricular activities, banquets, and parties are cancelled until the end of May 6 (Wednesday). With regard to extracurricular activities, all off-campus club activities and tournaments etc. are forbidden. Details regarding this can be found in "Attachment 2: (4) On-campus Activities."

5. Job-hunting activities

For the time being, job-hunting activities outside of Miyazaki Prefecture are in principle forbidden. We ask that students take part in job interviews and other company-related events online. Details regarding this can be found in "Attachment 2: (5) Job-hunting Activities."

6. Students Forbidden from Leaving Prefecture During the "Golden Week" Holiday

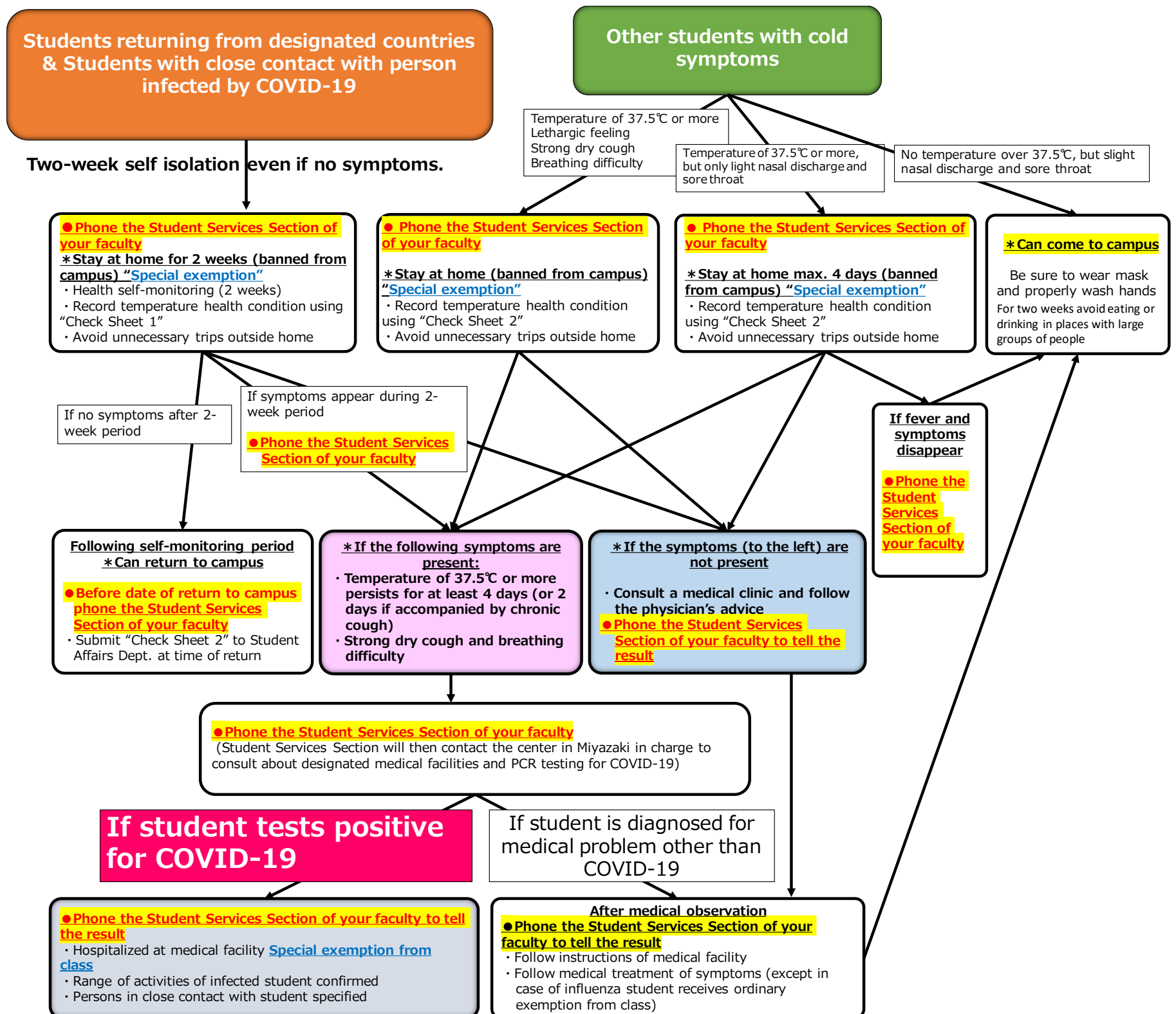
During the holiday (late April to early May), students are in principle forbidden not only from taking any overseas trip but also from leaving Miyazaki Prefecture (including trips to their hometown) and from visiting places where large groups of people congregate in order to minimize the risk for spreading the virus.

A student that has a fever over 37.5°C and a strong feeling off lethargy should contact the relevant number below:

学部名	連絡先
Faculty of Education	0985-58-2891
Faculty of Medicine	0985-85-9194
	0985-85-9243
	0985-85-9831
	0985-85-9195
Faculty of Engineering	0985-58-2874
Faculty of Agriculture	0985-58-3834
Faculty of Regional Innovation	0985-58-7847

# Flow Chart for Determining if Student Is Allowed on Campus (Related to COVID-19)

If any of the cases below apply to a student at UoM, the student should consult with his or her faculty



Designated health centers and public institutions certify whether a person has been in "close contact" with a COVID-19 infected person

\* A student who is certified by the relevant authority to have been in "close contact" with a COVID-19 patient must inform immediately the Student Services Section of his or her faculty

(A person in close contact is someone who has had extended contact with a person infected by COVID-19 without wearing a mask or other protection)

\* Dormitory students should remain in dormitory, but the place within the dormitory where they must stay will be indicated based on discussions between the Student Affairs Dept. and the Health Care and Safety Center.

\* The Student Services Section that is contacted will report to the Student Affairs Dept., which will compile a report from all of the faculties to submit to the Health Care and Safety Center

1. Measures for implementing classes

- a. The spring semester has been postponed by two weeks (classes to begin from April 22)
- b. In order to avoid crowds of students in the cafeteria, classes for period 1-2 to period 7-8 have been shortened by 15 minutes. However, in order for the 45 hours unit to be secured students will be asked to do additional work outside the class such as writing reports.

**【Class schedule】**

Class period	Original class time	Revised class time (from April 22 for undetermined period of time)
Period 1-2	8:40-10:10	8:40-9:55
Period 3-4	10:30-12:00	10:15-11:30
Period 5-6	13:00-14:30	13:30-14:45
Period 7-8	14:50-16:20	15:05-16:20
Period 9-10	16:40-18:10	16:40-18:10

- c. Every time a class is held, the instructor will confirm that no students have a persistent cough or fever. If a student is not feeling well, the instructor can, at his or her discretion, give the student a “special exemption” from class so that the student can monitor his or her own health at home. In a case where the instructor is not sure whether to grant such exemption, the student should visit the Health Care and Safety Center for a consultation to determine whether or not the student should self-monitor at home. **In the case of a class for which a student receives a special exemption during the self-monitoring period, the student should submit a request for exemption immediately after self-monitoring begins, along with the Health Self-monitoring Check Sheet to the student services section of his or her faculty (please note that the request format is different for Basic Education courses).**
- d. Any student returning from a country with a Level 2 danger level according to the Ministry of Foreign Affairs (as of March 31, all countries in the world are at least Level 2) or a student who has been in close contact with someone infected with COVID-19, must not come to campus for two weeks (for those returning from trips the two-week period begins from the time they enter Miyazaki), and the student’s faculty advisor will regularly monitor the student’s condition. (During this time the student will have a special exemption from attending class. **As in ③ above, once the student is asked to self-monitor at home, the request for special exception status should be submitted right away.**)
- e. Doors and windows of classrooms will be open to adequately circulate the air.
- f. Instructors, in principle, should wear a mask when conducting a class.
- g. In the classroom, students should sit at least 3 meters away from the instructor. Students should also be sitting at least an arm’s length away from each other. In a case where a classroom is too crowded for students to be able to sit at arm’s length efforts will be made, **including the use of distance learning**, to avoid to avoid the combination of the following three situations : (1) Closed spaces with poor air circulation, (2) many people in a crowded space, (3) conversations and speaking at close proximity.
- h. Efforts will be made in each faculty and department to be aware of where students are sitting in classrooms through such measures as assigning seats.

- i. Other measures may be taken in addition to those above (a. – h.) if deemed necessary by the faculty or department depending on its situation.
2. Ways to Spend **Time Before Classes Begin and Off-campus Life**—During the time before classes begin on April 22 and when off campus, students are asked to follow the guidelines below
    - a. **Following “Health Self-monitoring Check Sheet 1,”** students should check their temperature **and health condition** every morning. If they have a temperature of 37.5 degrees Celsius or higher they should phone the student services section their faculty on the following weekday and monitor their health at home according to the guidelines in “Attachment 1.”
    - b. Please refrain from club activities and other extracurricular activities and events involving many people such as banquets and parties.
    - c. **Students are in principle forbidden from** traveling outside of Miyazaki Prefecture, including trips taken to visit your hometown. If a student does go outside of Miyazaki, **he or she must self-isolate for two weeks upon returning and will not be allowed back on campus during that time. While self-isolating, the student must check his or her temperature and health condition every morning using the Health Self-monitoring Check Sheet.**
    - d. **Students must wear a mask when going outside, not only to visit the campus but also when shopping for daily items.**
  3. On-campus Activities.”
    - a. Students should be sure to wash their hands regularly and follow proper etiquette when coughing (“Attachment 3”). All extracurricular activities, banquets, and parties are canceled until **May 6 (Wednesday)**. However, outdoor activities in which students are not in contact and maintain a certain distance from each other may be allowed.
      - \* **For extracurricular activities, all off-campus events, tournaments, etc. will also be cancelled until May 6 (Wednesday).**
      - \* Outdoor activities involving direct contact or indirect contact through equipment are not allowed.
      - \* Running and other activities in which a person is close enough to come into contact with exhaled breath are not allowed.
      - \* In rooms used for club activities and changing rooms, efforts should be made to avoid the combination of the following three situations : (1) Closed spaces with poor air circulation, (2) many people in a crowded space, (3) conversations and speaking at close proximity.
      - \*A decision will be announced **from** late April to **early May** regarding whether these measures will be continued from May, depending on the situation at the time.
    - b. In order to avoid crowding in the cafeteria, adjustments will be made in the length of classes and times allotted for students according to faculty. We are also asking for students to refrain from conversations as much as possible in the cafeteria.
    - c. If students bring a lunch to the classroom or lab, they should not eat while facing other students. Also, they should refrain from conversations while eating as much as possible. There may be cases where faculties or departments forbid students from eating in the classroom or lab, so students should follow such rules.
    - d. If students participate in a tournament or other event for an extracurricular activity, they must submit a request to the Student Affairs Dept. through their faculty advisor. The faculty advisor (or dean) is asked to be aware of the student’s movement on the way to and from

the event. The student may be asked to refrain from participating in an event depending on the COVID-19 infection situation for the area where it is being held

#### 4. Job-hunting Activities

- a. In principle, any job-hunting activities outside of the prefecture are not allowed.
- b. We ask that students either postpone job interviews or have them conducted online.
- c. In a case where the request for postponement or an online interview is not accepted, the student should consult with his or her faculty advisor and follow the suggestions received.
- d. If the student, after consulting the faculty advisor, still needs to leave Miyazaki Prefecture for the sake of job-hunting, the student should submit the Request to Leave Prefecture form (Attachment 4) and receive the permission of the faculty dean
- e. If the faculty dean recognizes that the student truly requires to leave the prefecture the following rules must be followed:
  - \* The student is strictly forbidden from any activities not related to the job hunting.
  - \* The student must record his or her activities during the trip outside the prefecture and also record data on own health condition.
  - \* After returning to Miyazaki, the student must self-isolate for two weeks and is forbidden from visiting the campus. While self-isolating, the student must check his or her temperature and health condition every morning using the Health Self-monitoring Check Sheet. 1.
  - \* During the self-isolating period, the student can be recognized to have special exemption from class.

#### 5. Students Forbidden from Leaving Prefecture During the “Golden Week” Holiday

Based on the recommendations issued on March 5 by the chairperson of the Japan Association of National Universities (“Attachment 5”), we are asking students to minimize their risk of infection by being careful to avoid the combination of three conditions: (1) Closed spaces with poor air circulation, (2) many people in a crowded space, (3) conversations and speaking at close proximity. During the holiday, students are in principle forbidden not only from taking any overseas trip but also from leaving Miyazaki Prefecture (including trips to their hometown) and from visiting places where large groups of people congregate.

Please cooperate in measures against infectious diseases.

# ! Washing hands

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

As you touch many objects like door knobs and the straps on trains it is possible that the virus is present on them.

**Frequently wash your hands, upon returning home, before and after cooking and before meals.**

## Washing hands

### Correct way to wash hands.

## Before washing hands

- Keep your fingernails short.
- Remove wristwatches and rings.



1 After thoroughly wetting your hands with running water, apply soap and rub the palms well.



2 Rub the back of your hands up and down.



3 Thoroughly rub the fingertips and nails.



4 Wash between your fingers.



5 Twist and wash your thumbs with the palms of your hands.



6 Don't forget to clean your wrists.

After cleaning with soap thoroughly rinse with water and wipe dry with a clean towel or paper towel.



Ministry of Health, Labour and Welfare

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Please cooperate in measures against infectious diseases.

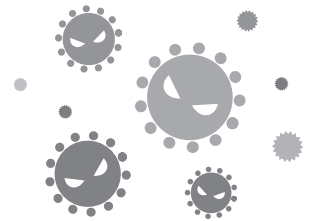
# ! “Coughing manners”

The basic measures against infectious disease, as well as the novel coronavirus, are **washing hands** and **“coughing manners” including wearing a mask.**

## ■ In order not to transmit viruses to others.

It is possible that the droplets ejected when you cough or sneeze may contain viruses. Please observe the following “coughing manners”.

- **Wear a mask.**
- **Cover your mouth and nose with a tissue etc.**
- **If you suddenly sneeze or cough do so into your elbow or inside your jacket.**
- **Keep as far away as possible from other people.**



### “Coughing manners”

#### Three “coughing manners”

• Observe the manners on a train, at work, school or wherever people gather.



Coughing or sneezing without shielding your mouth or nose.

Using your hands to cover coughs or sneezing.



Wear a mask. (covering mouth and nose)

Cover your mouth or nose with a tissue/handkerchief.

Cough or sneeze into your sleeve.

#### Correct way to wear a mask.



1 Ensure both your nose and mouth are covered.

2 Place the rubber string over your ears.

3 Cover up to your nose so there are no gaps.

首相官邸  
Prime Minister's Office of Japan

厚生労働省  
Ministry of Health, Labour and Welfare



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【Submit to: Faculty advisor→ Student supports section of faculty etc.】

Attachment 4

Submission date (YMD): \_\_\_\_\_

## Request to Leave Miyazaki Prefecture Form

(Special case under COVID-19 policies with regard to job hunting)

Faculty		Dept. etc.	
Student ID No.		Name	

Destination	<ul style="list-style-type: none"><li>• Name of company, etc. :</li><li>• Location (Prefecture) :</li><li>• Transit route : Miyazaki→ _____ → Miyazaki (※1List the points transit and the means of transportation)</li></ul>
Date of event (Year/Month/Day)	
※2 Time away from Miyazaki Prefecture	Date leaving Miyazaki (YMD) :
	Date returning to Miyazaki (YMD) :
Last day of self-isolating at home (Must self-isolate for two weeks after returning to Miyazaki)	Up to (YMD):

※1For points of transit, list whatever places you changed trains, buses, etc.

※2 The student will be considered normally absent from class during the time away from Miyazaki Prefecture, the student will be considered.

○Please attach any information received from the company regarding the dayof the event etc. (email OK).

**Please check the relevant box below**

1. Did you show the company the university's request letter to the company?

Yes ( / ) No

2. Did you consult with your faculty advisor first? Yes ( / ) No

3. Did your faculty advisor make a request to the company? Yes ( / ) No

Opinion of faculty advisor etc. :

【Faculty dean or other person in charge should apply personal seal below】

With regard to the request to leave the prefecture, I do hereby

• grant permission (Faculty dean)

• deny permission (Faculty dean)

March 5, 2020

Dear Students:

Kyosuke Nagata, President  
The Japan Association of National Universities

Response to the Novel Coronavirus Disease (COVID-19)

In recent months there has been growing concern over the worldwide spread of the novel coronavirus disease. Likewise, in Japan, reports on the danger of the nationwide spread of the virus continue to be published every day.

At the Headquarters for Novel Coronavirus Disease Control, the Japanese government has recognized that this is an extremely critical time for bringing the spread of the virus to an end, and has requested that all elementary, junior high and high schools across the country be temporarily closed as a precaution against the risk of infection.

Such being the case, I strongly urge each and every student to act in such a way as to minimize the risk of being infected. Even more importantly, young people in particular may acquire inapparent infection – that is, infection that does not produce noticeable symptoms, though active. Please be aware that you stand a good chance of becoming a spreader (a source of infection), and passing along the virus to others even without realizing you have the virus.

Travelling beyond your area of residence during this particular period of time, including returning to your home town and travelling abroad, could place you at increased risk of infection, and at the same time lead to more infections spreading across the country. In addition, if you are infected outside your usual area of residence, it would become more difficult to identify its source. Please consider carefully whether such travel is necessary for the safety of others in our communities.