



COVID-19 Infection Countermeasure Guidelines

[For Students and Parents]

First Edition

September 1st, 2020

National Institute of Technology, Toba College

Introduction

The new coronavirus infection has spread worldwide, and WHO has stated on March 11, 2020 that the epidemic is equivalent to a pandemic. In Japan, infected people were first confirmed on January 16, 2020, and the number of infected people increased sharply in so-called overpopulated areas such as the Tokyo metropolitan area, Kansai area, and Chukyo area.

After that, wide spread of infection due to the movement of people was confirmed in rural areas, and infected people were confirmed in all the prefectures. The state of emergency was released and it seemed calm, but from the beginning of July 2020, the number of infected people increased daily in the Tokyo metropolitan area, and it spread to all prefectures, which can be said to be the second wave.

Fortunately, in Toba City, Mie Prefecture, where our school is located, there was no explosive increase in the number of infected people due to cluster infections, but as long as the new coronavirus does not disappear, it is impossible to predict when and where people will be infected.

This guideline was created with the aim of ensuring that all students enrolled in our school can spend a school life with peace of mind when starting face-to-face classes on campus.

Related notices and manuals are posted as in Chapter 1 "Response Policy and System" and Chapter 2 "Practice of New Lifestyle".

Students enrolled in our school should understand the characteristics of the new coronavirus, be afraid of it correctly and take appropriate measures, and always be aware of "We must infect it." and "We must not make others infect" to minimize the risk of infection. Please make an effort to suppress the risk of infection.

Contents

Chapter 1 “Response Policy and System”

1. Policy and system for dealing with the new coronavirus infections at National Institute of Technology, Toba College. 1
2. About physical condition management. 3
3. Flowchart for suspected new coronavirus infection. 4

Chapter 2 “Practice of a New Lifestyle”

4. “New lifestyle” handbook in school life. 7

Chapter 1

Response Policy and System

1. Policy and system for dealing with new coronavirus infections at National Institute of Technology, Toba College

In view of the spread of the new coronavirus infection, our school gives a top priority to ensuring the safety of our students, faculty and staff, prevents the spread of the infection, and fulfills our social responsibility as a higher education institution even in the case of coronavirus. We will take measures.

Correspondence Policy

【Basic policy】

1. We will take all possible measures to prevent infection and spread of infection to our students and faculty members, and then prevent health hazards.
2. In order to minimize the impact on students' education, it is necessary to conduct regular classes. Distance classes will be conducted during the period when we cannot ensure the safety of students.
3. We will respond flexibly based on the policies of the national and local governments and the National Institute of technology and the regional infection situation.

[Response when faculty and staff commute, work, go on business trips, etc.]

1. The faculty and staff will measure the temperature before going to work and input it to the app by 9:30. Strong tiredness (malaise) and suffocation (Difficulty breathing) Or refrain from going to work if you have a cold symptom such as fever.
2. Refrain from going to work even if some of the faculty members who live together have a fever.
3. Faculty members who have contact with patients with Severe Acute Respiratory Syndrome or close contacts should refrain from going out or going to work.
4. Enforce hand washing, alcohol disinfection, and wearing masks when going to work and returning to school.
5. When traveling on a business trip, pay close attention to the infected person information at the business trip destination and manage your physical condition before and after the business trip.
* If it is possible to select a video conference, etc., select that.
6. In principle, overseas business trips are prohibited.

[Events, etc.]

1. Events for the students and parents held by our school will be changed to internet conferences, or in principle postponed or canceled.
2. For participation in seminars and events held outside our school, discuss whether or not to participate while avoiding the 3 Cs..

[Other matters]

The above measures are under the current situation, and we will discuss them appropriately in the future as the situation changes.

System

[Project Team (PJT)]

1. Respond quickly to changing situations and events, including temporary events.
2. Request non-member attendance as necessary.
3. Determine basic correspondence and measure based on reports and suggestions from each department.

[Crisis Measures Headquarters]

1. The principal convenes when it is judged that the closure of the school should be considered, such as when multiple infected persons occur.
2. The members are based on Article 8 of the Toba National College of Maritime Technology Crisis Management Regulations.

[Risk Management Office]

1. Discusses countermeasures such as infection flow at the request of the Risk Management Office Manager.
2. Members are in accordance with Article 4 of National Institute of Technology, Toba College Crisis Management Regulations.

[[Contact with external organizations]

We unify the corresponding section to the General Affairs Section of the General Affairs Division.

2. About Physical Condition Management

Request for physical condition management

1. Daily temperature measurement and physical condition check

- (1) Be sure to measure your body temperature every morning and enter the items of the physical condition check app (for students) by 8:30.
- (2) If you have a cold symptom such as fever, cough, or sore throat or a subjective symptom that is different from usual before going to school, do not go to school. Then contact the school.

2. When going to and from school

- (1) Be sure to wear a mask and keep a distance of 1 meter or more when talking.
- (2) Please secure a social distance while moving.
- (3) Be sure to wash and disinfect your hands immediately after going to school.

3. If you are not feeling well

- (1) If you feel unwell after going to school, please contact a nearby teacher or call the infirmary and move to the floor in front of the infirmary.
- (2) When the infirmary determines that the condition corresponds to "suspicious infection"
 - ① Please move to the 3rd floor of the Centennial Museum with a nurse and wait until the guardian comes to pick you up.
 - ② Please contact your guardian and request a pick-up.
 - ③ Please avoid using public transportation when you return home.
- (3) If you feel unwell after 17:00 in the school dormitory, please take the following actions.
 - ① If you feel unwell, rest in your room. Please act while avoiding contact with others as much as possible.
 - ② Regarding the provision of dinner, we will consider providing lunch, so please consult with the on-duty teacher as soon as possible.
 - ③ Please go to bed early.
 - ④ If you feel unwell or have any other anxiety after going to bed, please contact the school by "Dormitory Student Night Emergency Contact Email" and wait for instructions.

4. About movement

Please avoid coming and going to areas such as downtown areas, either inside or outside the prefecture.

When moving out of the prefecture, please stop and carefully consider the necessity, destination, and action before taking action.

Even if you have to move out of the prefecture, you can enter the physical condition check app every day for the last two weeks to improve your health.

Those who have no abnormalities in their health and who continue to check their health with the physical condition check app after moving have abnormalities in their health.

If not, you can go to school. If the above does not apply, such as when there is no input in the physical condition check app, we will wait at home for 2 weeks after returning home (to the

prefecture's residence).

3. Flowchart for suspected new coronavirus infection

Please refer to the attached sheet.

Chapter 2

Practice a New Lifestyle

For students

“New Lifestyle” Handbook on Campus

(July 2020)



National Institute of Technology, Toba College

Protect yourself !

So far, the national government, prefectures, municipalities, etc. have worked together to take measures against the new coronavirus infection. As a result, the state of emergency has been lifted as of September 1st. But as many people say, fighting against the new coronavirus is expected to be a long-term battle, and there is a good chance that the infection will spread again.

Our school will continue to work to prevent the spread of the new coronavirus, and everyone will be healthy and relieved. We will support you throughout the school so that you can lead a student life. On the other hand, each and every one of you need to change your consciousness and behavior to protect yourselves and your dear persons. And you need to establish the infection prevention measures that we have been working on as a "new lifestyle" in our daily life and school life

Therefore, National Institute of Technology, Toba College, when resuming the interview class, to prevent the new coronavirus infection (COVID-19), has issued the "New Lifestyle Handbook on Campus". Please refer to this handbook and cooperate with us to establish your "new lifestyle".

Finally, this handbook was created based on the knowledge as of September 2nd, 2020. If the situation changes from now on, we would like to add new information that will be reviewed from time to time.

1. Basic Lifestyle in Daily Life

Please take measures based on the three points of infectious disease control.

- ① Cut off the source of infection
- ② Cut off the infection route
- ③ Increase resistance

① Cut off the source of infection

Check the temperature and cold symptoms every day.

◆ If you have a cold such as fever, do not go to school and use the absentee form app (preferably here) or call.

Please contact us at (Teacher or Academic Affairs Section 0599-25-8032).

* If you are absent from the new coronavirus (including cold symptoms), you can submit a public absence report.

It is treated as "days of suspension of attendance, bereavement, etc." instead of "days of absence".

* Please submit public vacancy notification to your homeroom teacher.. after stamping the guardian's seal (except when parents are not living together) or the dormitory manager's seal.

◆ If you feel unwell after going to school, please consult with the teacher, homeroom teacher, and infirmary immediately (telephone: 0599-25-8034)

Regarding commuting, please do not overdo it and leave early. For dormitory students make sure to contact your homeroom teacher or the dormitory office before returning to your private room in the dormitory to rest.

* Even after the symptoms have recovered, the students do not decide to go to school by themselves, but please consult your parents or If necessary, your doctor to determine the period of rest.

they are involved with parents or as needed.

Please consult your doctor to determine the period of rest.

② Cut off the infection route

Coronavirus infections are generally transmitted by droplet infection or contact infection.

Transmission route

Hand washing, disinfection, and cough etiquette are important to cut off.

Please wash your hands and disinfect your hands frequently.

- Wash your hands carefully with water and soap for about 30 seconds.

手洗いの6つのタイミング



手指消毒は正しい方法で



Let's wash your hands by the right way !

- ① Take some antiseptic solution in the palm of your hand so as not to spill the chemical.
- ② Imprint well on fingertips (nail).
- ③ Rub well into the palm of your hand.
- ④ Rub into the back of your hand.
- ⑤ Rub between your fingers.
- ⑥ Rub it into your thumb.
- ⑦ Rub it well on your wrist. Rub well until the chemical is dry.

Point about washing your hands

- Disinfect from your fingertips
- Especially when going to school, before meals, or after using a toilet disinfect with alcohol!

Wear a mask.



② Increase resistance

Get enough sleep, moderate personal exercise, and a nutritionally balanced diet to boost your immunity. Please keep in mind.

[Response to the risk of outbreak]

- When talking, avoid head-on as much as possible.
- Keep at least 1 meter away from people.
- Please ventilate frequently.
- Be conscious of avoiding the 3 Cs and keeping a distance (social distance) from the people around you

“Three Cs!”

- 1, Closed spaces with poor ventilation (space where the air can not be replaced)
- 2, Crowded places with many people nearby (space where many people gather)
- 3, Close-contact settings such as close-range conversations (space which is too close among people)

- Please refrain from going out unnecessarily
- Please refrain from moving outside the prefecture.

2. How to commute to and leave school

[Before commuting to school]

Take your temperature and cold symptoms every morning.

→ Please take your temperature by 8:30 in the morning every day and enter the items of the physical condition check application (for students).

* Before going to school, do not go to school if you have cold symptoms such as fever, cough, sore throat, or if you have any abnormal taste or smell.

Please contact the school and be absent.

[Notification of absence] Please contact your school by either method.

① Contact by absentee form application.

② Telephone contact to the Student Affairs Section, (0599-25-8032)

* Please contact us in ① if possible.

◆ If you are absent from the new coronavirus (including cold symptoms), you can submit a public absence report.

It is treated as "days of suspension of attendance, bereavement, etc." instead of "days of absence".

◆ Notification of public absence is made after stamping the guardian's seal (except when the guardian is not living together) or the dormitory manager's seal.

Please submit it to your homeroom teacher.

Please check what you have when you go to school.

• Handkerchief • Tissue • Mask • Clean vinyl or cloth when placing the mask

【各自に必要な持ち物】

- ・ 清潔なハンカチ・ティッシュ
- ・ マスク
- ・ マスクを置く際の清潔なビニールや布等



* For ventilation, please adjust the temperature by yourself, such as bringing a jacket.

[When going to and from school]

Please wear a mask when you leave the house.

When you go to and leave school, please use the bus that increases the number of flights.

3. Basic matters on campus

Wear a mask even if you have no symptoms, except for food, hydration, and exercise.
(However, if there is a risk of heat stroke, you may remove it)

Please wash your hands and disinfect your hands frequently.

* Rubbing alcohol is installed in many places in the school.

When talking, avoid head-on as much as possible.

If you feel unwell after going to school, please contact us by phone (0599-25-8034).
Please go to the floor in front of the infirmary and ask the nurse.

* Please follow the school's instructions and return home promptly with a guardian.

4. Hygiene management on campus, etc.

【 From school arrival to before the start of work】

- Immediately after going to school, wash your hands and disinfect your hands.

【Classroom】

- When talking, avoid head-on as much as possible.

【Disinfection work during the day and after school】

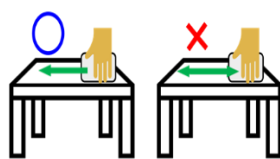
- Disinfect and ventilate classroom desks and doorknobs at the designated time and after School.



ペーパータオル
に消毒液を噴霧



拭く方向は一方向



* Please follow the instructions of your teacher to clean the classroom as usual.

*The disinfectant and cleaning tools installed on campus, such as in each classroom and corridor, are school equipment.

Since it is a shared item for students, please use it carefully without taking it home or mischievous.

Disinfectant: Precautions for use

- -Please read the "Precautions for Use" on the product before using.
- Be sure to ventilate during work.

Rubbing alcohol

- Alcohol (ethanol) is highly flammable, so pay close attention to the following and please avoid using it in a narrow space for a long time at a time.
Also beware of electrostatic sparks.
- Alcohol (ethanol) may discolor the wiping surface (wiping surface), so it stands out before work.
It's a good idea to check it in a place where you don't have it.

【During class】

- Always keep classroom windows and doorways open.
 - ◆ Please close the window after the last class of the day.
 - ◆ If the weather causes rain to blow into the room or interfere with the experiment, etc.
You may close the window in some cases by adjusting the opening degree of the window.
 - ◆ If Rosnai ventilation is possible, always turn it on.

換気扇ON



窓を開ける



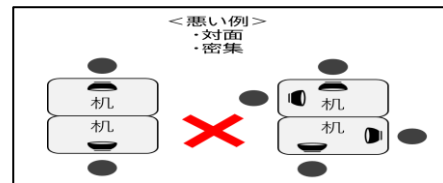
- For learning activities during class, please follow the instructions of the teacher in charge of each subject.

【Vacation time】

- Please wash your hands and disinfect your fingers.
- When using lockers or changing rooms, please be careful not to get crowded.

【Lunch break / lunch time (classroom)】

- Before meals, wash your hands and disinfect your hands.
- Thoroughly ventilate the dining room and classroom.
- Do not move the desk position when eating.
- When talking, avoid head-on as much as possible.



【Cafeteria / stand】

The use of the Shiosai Shokudo is limited to students who are allowed to attend school and interview classes.

- Please disinfect your hands when entering or leaving the cafeteria.
- Wear a mask and do not have unnecessary conversations in the cafeteria.
- When lining up, keep a distance from the person in front of you.
- The user should disinfect the seats to be used with the disinfecting tools installed in the dining room before and after use.
- Desks, chairs, and tsuitates are installed so that you do not eat face-to-face, so do not move them.

Basic guidelines for club activities of the student association and use of physical education facilities of clubs and clubs

1. Conditions for participation

Only students who are allowed to come to school and attend face-to-face classes.

2. Preparation

(1) Check your physical condition

Do not participate if you have a fever that exceeds normal fever or if you have a cold.

(2) Preparation

Please prepare your own mask, towel, and water bottle (beverage). Also, absolutely please do not do sharing.

3. Activities

(1) Prevention of infection

Close contact measures: According to the use of ventilation fans and circulators, opening of windows (once every 30 minutes for 5 minutes or more), etc., please ventilate.

Countermeasures against congestion: Please leave a distance of about 1 to 2 m from each other.

Close contact measures: Avoid face-to-face activities, short-distance conversations and vocalizations as much as possible. Face-to-face Avoid conversation as much as possible and wear a mask if unavoidable.

Hand disinfection: Please wash your hands and disinfect with alcohol.

(2) Activity method

If the physical education club / club resumes activities, it will not put a load on the body for about 2 weeks after the resumption.

Try to get used to the activity.

Please follow the guidelines for COVID-19 measures of your sports organization for the method of activity. Spit and sputum spit on tissues, etc., and be sure to throw it in the trash can.

(3) Training room

Please use within 10 people so as not to be close. If the number of people is larger than this, please respond it by a replacement system. However, the use by one person is prohibited to prevent danger. Please disinfect the training equipment after the use. Students assisting the bench press need to wear masks.

(4) Changing room / shower room

Secure a distance of about 1 to 2 m from others, avoid using it with a large number of people, and limit it to 3 people at the same time. Please disinfect the doorknob of the changing room. After using the shower room, please wash it with water.

(5) Garbage

Please dispose of the trash generated during the activity in the trash can of the facility. Please throw away Sports Drink etc. that you couldn't finish drinking in the washroom or toilet.

(6) Cleaning

The user is responsible for cleaning and disinfecting common items such as the facilities and equipment used. Please disinfect the doorknob with alcohol. About 1st gymnasium, 2nd gymnasium, kendo hall, judo hall, and the training room, please mop after using the facility.

4. Activity record

In order to identify the activity participants of the club / club, the activity participants should submit the activity record on the Web. (We will use it in contacting close contacts when Infected person appears and in determining the disinfection range.)

5. Notes

Please manage the rubbing alcohol container distributed to the club / club at the club / club. The replenishment of the alcohol will be done by the Student Affairs Section, Student Affairs Division.

If you exercise or play sports while wearing a mask, you may not be able to breathe sufficiently and it may affect the human body. Please note it. Thank you!

【How to use the temporary library with a new lifestyle】

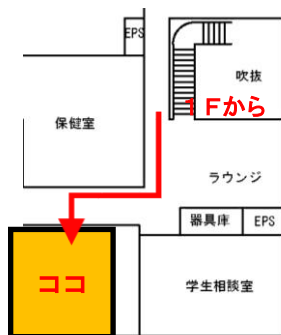
Those who use the temporary library should observe the following as measures against the infection of the new coronavirus.

- Please measure the temperature when you go to school, be sure to wear a mask, disinfect your hands at the entrance, and then enter the room.
- Please present your book card when you enter the room to keep track of visitors.
- When lining up in front of the counter, follow the signs on the floor and keep a distance from the person in front of you.
- Please hand over the books at the counter from under the partition.
- The number of people entering the room may be limited to avoid the 3 Cs. Please note.

● Due to library renovation work, the temporary library is located on the 2nd floor of Shiosai Kaikan.

● Be sure to wear a mask, Please disinfect your hands.

● Please hand over the books from under the Partition.



● When lining up in front of the counter, follow the landmarks on the floor.

● To avoid the 3 Cs we may limit the number of people who can enter the room. .



【Other new coronavirus infection countermeasures】

In addition to the above usage methods, the temporary library will implement the following as measures against the infection of the new coronavirus.

- There will be no browsing corner or PC search corner.
- The returned books will be returned to the bookshelf the next day or later.

	Things to be careful in school life
Before going to school	<input type="checkbox"/> Check the temperature and cold symptoms every morning. <input type="checkbox"/> Measure the temperature every morning and enter the items of the physical condition check app (for students) <input type="checkbox"/> Check what you have when you go to school. <input type="checkbox"/> Handkerchiefs, tissues, masks, and clean vinyl or cloth for placing masks
When going to school	<input type="checkbox"/> You are wearing a mask. <input type="checkbox"/> You are going to school paying attention to the 3 Cs (the use of an increased number of buses, etc.).
Upon arrival at school (Before starting work)	<input type="checkbox"/> Immediately after going to school, wash your hands and disinfect your hands. <input type="checkbox"/> Refrain from face-to-face conversations as much as possible when entering the classroom. <input type="checkbox"/> Ventilate by opening windows and operating a ventilation fan.
class time	<input type="checkbox"/> Thoroughly, ventilate in the classroom (open windows and turn on the total heat exchanger at all times). The classroom may get cold, so adjust with your jacket. <input type="checkbox"/> If there is a class in a mobile classroom, disinfect the hands and desks at the destination. <input type="checkbox"/> Refrain from face-to-face conversations when you need discussions
Vacation time	<input type="checkbox"/> Wash your hands and disinfect your fingers. <input type="checkbox"/> Be careful not to get crowded in a small room such as a locker or changing room.
lunch break At lunch	<input type="checkbox"/> Disinfect your desk, etc., and wash your hands and fingers at the designated time at noon. <input type="checkbox"/> Thoroughly, ventilate of classrooms and dining rooms. <input type="checkbox"/> Be careful not to meet each other during meals. <input type="checkbox"/> When talking, refrain from face-to-face conversations as much as possible.
after school	<input type="checkbox"/> Disinfect your desk, etc. <input type="checkbox"/> After class, leave school promptly without being in the classroom more than necessary.

[Basic lifestyle in daily life]
<input type="checkbox"/> Check the temperature and cold symptoms every day. (Please enter the check app of the physical condition every day) <input type="checkbox"/> Please wash your hands and disinfect your hands frequently. <input type="checkbox"/> Please wear a mask. <input type="checkbox"/> When talking, avoid head-on as much as possible. <input type="checkbox"/> Keep as much space as possible from people. <input type="checkbox"/> Please ventilate frequently. <input type="checkbox"/> To boost your immunity, try to get enough sleep, exercise properly, and eat a nutritionally balanced diet. <input type="checkbox"/> Ventilation in the classroom may lower the room temperature, so please adjust with a jacket

etc.

- Please be aware of avoiding the 3 Cs and keeping a distance (social distance) from the people around you.
- Please refrain from going out unnecessarily.
- Please refrain from moving outside the prefecture.
- If you feel unwell after going to school, please contact us by phone and move to the floor in front of the infirmary.