

For international students at Okayama Campus

## **Measures against COVID-19 Infection Guideline for OUS Students (IJLP)**

😊 Message from OUS😊

It is normal to feel scared, stressed, sad, or angry under these circumstances, especially when away from your native country and family. Whenever you have any concerns, talk to people you trust, or us! Send an email and share your worries or arrange a ZOOM meeting to talk more!

You are not alone! Stay positive! We will get through this together 😊

\*This guideline is compiled by the Global Education Center and Okayama University of Science in reference to the Japanese version published by the Japan Student Services Organization, Okayama University of Science, and a statement from the World Health Organization (WHO).

**In response to the spread of the COVID-19 infections, students should take the following measures to ensure his/her own safety and health.**

### **1 Basic Protection Measures**

#### **1-1 Wash your hands frequently**

Regularly and thoroughly wash your hands with an alcohol-based hand rub or wash them with soap containing disinfectant and water to kill viruses.

#### **1-2 Observe proper cough and sneeze etiquette**

Coughing or sneezing releases small liquid droplets into the air which may contain germs and viruses. Wear a mask or cover your mouth and nose with your bent elbow, a handkerchief or tissue and maintain at least 2 m (6 feet) distance whenever possible.

#### **1-3 Meeting in person**

In cases when you need to talk with other people in person, please cover your mouth with a mask or handkerchief. If those are not available, maintain a physical distance of at least 2m (6 feet) from the other person.

#### **1-4 Avoid touching eyes, nose and mouth**

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer those viruses to your body through the eyes, nose, or mouth and cause you to become ill. Sanitize your hands after touching things.

#### **1-5 Stay healthy**

Maintain a healthy lifestyle, proper diet, get enough sleep, do exercise, and talk with people who

you trust by phone, video chat, or email. You are not forced to give up everything. Find things to release stress by observing the measures.

### **1-6 When feeling ill**

Stay at home; do not attend school or go to public places.

**\* For more information about the necessary protective measures against COVID-19, visit the WHO website: <https://www.who.int/>**

## **2 Campus life**

2-1 Open windows voluntarily and leave open whenever possible. The Japanese Society of Infectious Diseases recommends opening windows and doors at least six times an hour to keep the venue well-ventilated.

2-2 For classes and seminars that involve constant contact with other people and/or objects in common use, follow the instructions of faculty members. Try to avoid such contact as often as possible.

**2-3 Students with cold symptoms are banned from attending classes for any reason since it is difficult to identify the causes.** The absence will not be treated as inexcusable for personal reasons. The same measure applies to students who known to have been in close contact with said person by the public health center. **Students who wish to be absent should contact the Intensive Japanese Language Program office, Okayama Campus, at 086-256-9781 in advance** to explain the symptoms and confirm that the absence is not for personal reasons.

2-4 Asymptomatic persons do not need to wear a mask. Still, it is expected to wear it for preventing spreading saliva and nasal secretion and those to come into the mouth and nose from the hands.

**2-5 Any student unable to attend classes for unavoidable reasons such as quarantines and cancelled flights in another country will not be counted as absent for personal reasons. In such cases, contact the Intensive Japanese Language Program office, Okayama Campus, at 086-256-9781, and follow the instructions to record your physical condition using the "Health Observation Sheet."** Report the results to the Intensive Japanese Language Program office and obtain permission to attend classes after the quarantine period ends. We highly recommend that you do not to attend classes before receiving permission.

2-6 Students must be absent from classes due to reasons 2-3 or 2-5. Consult with faculty members for instructions. They will substitute classes with e-learning or reports.

**2-7 Students should return home if feeling sick during class. If you are too sick to go home alone, wait in a well-ventilated area, and maintain a safe distance from other people. Contact the Intensive Japanese Language Program office, Okayama Campus, at 086-256-9781** and describe your condition. **Do not go to** the Health Management Center, offices, or laboratories to ask for help to prevent the spread of possible infections.

2-8 It is recommended that you avoid using crowded elevators. Please use the stairs whenever possible.

2-9 It is recommended that you use a phone, electronic media such as Skype, LINE, etc., or email when having a meeting with faculty or staff. Avoid meeting with people, especially when having cold symptoms.

2-10 Postpone or cancel large student events and gathering. It is recommended to conduct events via electronic communication.

2-11 Cancel any planned trips, competitions, or overnight stays away from home.

2-12 Avoid as much as possible lending and borrowing any items that are or may become accessible to the general public.

2-13 Sanitize rooms and tables using soaps and detergents containing disinfectant at least 1 to 2 times a day, depending on the frequency of usage. Use vinyl gloves, etc. when doing so. It is recommended to use disposable vinyl gloves when handling equipment difficult to sanitize.

2-14 Do not force others to participate in events or meetings.

2-15 Rude or uncooperative behavior will result in being asked to leave cafeterias and convenience stores.

2-16 Seating capacity has been reduced by removing chairs and stools from cafeterias in accordance to physical distancing. You are not permitted to move them.

2-17 Do not stay in cafeterias and convenience stores longer than necessary to avoid crowding.

**\*\*University office hours are from 9:00 am to 5:00 pm Monday through Friday.**

**If you have any concerns on Monday through Friday after 5:00 pm to 9:00 am following day, or Saturday, Sunday, or public holidays, you should call a Specialized Agency.**

**If you call a specialized institution when the university is closed, please mind to notice it to the university once its office opens.**

**Refer to the attached flowchart for more detail.**

**Contact information when you feel sick**

<b>Mon. - Fri.- 9:00 a.m. - 5:00 p.m.</b>	<b>Mon. - Fri.- 5:00 pm to 9:00 am/Saturday/ Sunday/public holidays</b>
<b>Intensive Japanese Language Program office 086-256-9781</b>	<b>Japan National Tourism Organization (Available in English, Chinese and Korean)</b>

# Flowchart for COVID-19

Record your health and outings on the "Health Check Sheet" every morning

If you have Shortness of breath, Tiredness, Cold symptoms(such as cough, fever, etc.)

Consult the University or Japan National Tourism Organization by Phone

9am to 5pm on Weekdays

**Intensive Japanese Language Program Office**  
[086-256-9781](tel:086-256-9781)

5pm to 9am on Weekdays and anytime on Weekends and Holidays

**Japan National Tourism Organization**  
[050-3816-2787](tel:050-3816-2787) (Available in EN, ZH, KO)

Report to the University(9am to 5pm on Weekdays)

Make sure you do the following two things

Stay home and Rest

Record your health and outings on the "Health Check Sheet" every morning

If your symptoms lasts 4 days or more

Consult to the Medical Institution by Phone

Available 24 hours

**Okayama City Municipal Hospital**  
[086-737-3000](tel:086-737-3000)

Report to the University

9am to 5pm on Weekdays

**Intensive Japanese Language Program Office**  
[086-256-9781](tel:086-256-9781)

If you recover within 4days

Report to the University

Stay home and Rest

Record your health and outings on the "Health Check Sheet" every morning

Continue to record your symptoms for 2 weeks

If you don't recover

If you fully recover

Report to the University

9am to 5pm on Weekdays

**Intensive Japanese Language Program Office**  
[086-256-9781](tel:086-256-9781)

Submit the "Health Check Sheet" to the university