

## Soka University Guidelines for the Prevention of COVID-19 Outbreaks

These guidelines have been established to protect the health of constituent members of Soka University in order to achieve both “education, research, and other activities” and “prevention of the spread of the infection.” Students, faculty, and staff are required to understand these guidelines and take appropriate actions.

### Utilize MHLW “COCOA” and Soka University’s “Body Temperature Log System”

#### ★★ (COCOA) COVID-19 Contact Confirming Application of the Ministry of Health, Labour and Welfare ★★

COCOA is a smartphone app that notifies whether users have come into contact with people who are infected with COVID-19. This app is expected to contribute to preventing the spread of the infection as the number of users increase. Please install and utilize this app.



Google Play



App Store

#### ★★ Soka University portal site “Body Temperature Log System” ★★

Soka University has developed the “Body Temperature Log System” to promote further attention to daily health maintenance. Before entering the campus, please log in to this system from the University’s portal site (smartphone version), check your temperature, and then input your health condition into the logbook. <https://plas.soka.ac.jp/csp/plasm/login.csp>



#### <Points to note in daily life>

- Avoid the “Three Cs” (in particular, dining out in large groups)
- Practice social distancing, wear a mask, and wash your hands (use disinfectants)
- When feeling unwell, stay home and recover
- If you start to feel unwell on campus, immediately contact your respective help desk at the University, and then recover at home
- Always wear a mask on campus (this also includes during classes; masks may be removed outdoors with social distancing)
- Make sure to check your temperature and disinfect your hands at the entrance of each building on campus
- Make sure there is good ventilation when using the facilities on campus
- Avoid talking loudly on campus (particularly when eating)

### When feeling unwell

If a student, faculty, staff, or anyone you are living with has any of the following symptoms, **be sure to report it to the help desk at the university/women’s college, and promptly stay at home.** For those who are feeling unwell, make sure to immediately see a doctor afterward.

- A fever of 37.3°C or higher
- Headache, strong fatigue, and difficulty breathing
- Diarrhea and vomiting
- Cold symptoms (sore throat, cough, and sputum production)
- Abnormality of smell or taste

## <Help desk at the university and women's college>

### •Desk for students

Affiliation	Health desk	Telephone No.	Email address
Undergraduate students	Student Affairs Office	042-691-2205	<a href="mailto:gakuseika@soka.ac.jp">gakuseika@soka.ac.jp</a>
Bekka and undergraduate international students	International Affairs Office	042-691-8230	<a href="mailto:intloff@soka.ac.jp">intloff@soka.ac.jp</a>
Graduate school students in Arts & Literature	Faculty Affairs Office II in charge of the graduate school	042-691-9423	<a href="mailto:gsoffice@soka.ac.jp">gsoffice@soka.ac.jp</a>
Graduate school students in Science and Engineering	Administration Office of the Faculty of Science and Engineering	042-691-9400	<a href="mailto:eng-acad@soka.ac.jp">eng-acad@soka.ac.jp</a>
Graduate school students in Law School	Administration Office of the Graduate School of Law	042-691-9476	<a href="mailto:hoka@soka.ac.jp">hoka@soka.ac.jp</a>
Graduate school students of Teacher Education	Administration Office of the Graduate School of Teacher Education	042-691-9494	<a href="mailto:kyoshoku-d@soka.ac.jp">kyoshoku-d@soka.ac.jp</a>
Soka Women's College students	Student Affairs Office at SWC	042-691-2201	<a href="mailto:swc@soka.ac.jp">swc@soka.ac.jp</a>

- **For full-time faculty**  
⇒ Administration office of the affiliated department
- **For part-time lecturers**  
⇒ Academic Affairs Office at Soka University/Soka Women's college, Administration office of the affiliated department
- **For staff**  
⇒ Affiliated division

\*At nights or during the holidays, contact a medical institution or public health center, and then contact the help desk at the University on the next business day.

## <Consultation center in Tokyo> •Contact the local public health centers on weekdays (during the day)

•On weekends, holidays and at nights: 03-5320-4592

### **If infected with COVID-19**

If a student, faculty, staff, or anyone you are living with is infected with COVID-19, **immediately report it to the university/college help desk, and then focus on treatment and recovery.** You may return to your ordinary lifestyle after meeting both conditions: 1) 11 days or more have passed from the date of infection and 2) 4 days or more have passed without any kind of symptoms without taking any medicine. If the person living with you is infected, in principle, you will be determined that you have been in close contact.

#### <Main points to report>

- Symptoms and when they appeared •Cause of infection, how it occurred, etc.
- Instructions given by the public health center or medical institution (to the infected person and close people around)
- Recorded history on campus for the 2 weeks prior to the infection test date (also close contacts, places visited, etc.)
- Name and contact information of the public health center or medical institution from which you are given advice

### **If you or a person you are living with have been in close contact with an infected person**

If a student, faculty, staff, or anyone you are living together have been in close contact with an infected person, **be sure to report it to the university/college help desk and promptly stay at home.**

#### (1) If you have been in close contact with an infected person

- Stay at home and follow the instructions given by the public health center, etc.
- You are required to stay home for 14 days from the day you were in close contact with the infected person. If you start feeling unwell during that period, immediately consult with a medical institution, etc.

## **(2) If a person you are living with has been in close contact with an infected person**

- You (student, faculty, or staff) must stay at home and check your health condition.
- If that person you are living with is found to be infected with COVID-19, you (student, faculty, or staff) are most likely to be determined to have been in close contact. Follow the instructions described in (1) above.
- If that person you are living with is found not to be infected with COVID-19, and if you (student, faculty, or staff) are healthy, you may resume your daily life style from the following day the test results comes out.

## **(3) When notified by MHLW “COCOA”**

- Report it to the help desk at the university/women’s college.
- Follow the instructions on the app screen and take the necessary actions.
- If you have “symptoms,” you will be instructed to immediately make an appointment to visit a returnee/close contact consultation center, etc.
- If you have “no symptoms” but there is an infected person close to you, you will be instructed to immediately make an appointment to visit a returnee/close contact consultation center, etc.
- If you have “no symptoms” and there are no infected people around you, you are unlikely to have been in close contact with an infected person, but you will be instructed to pay attention to any changes in your health for 14 days.

### **Consult with the Soka University Health Center**

If you are in a situation where none of the descriptions in this guideline apply to you or are concerned about the infection with COVID-19, please consult with the University Health Center.

- Phone (weekdays during the day): 042-691-9373
- Open hours: <https://www.soka.ac.jp/en/campuslife/support/healthcenter>