

## About the Novel Coronavirus (COVID-19)

With the spread of the novel coronavirus (COVID-19) both in and outside Japan we have created additional measures to prevent infection. The measures below will be revised as necessary based on the situation.

※Updates are indicated in blue.

### 1. In case of fever

- (1) In case you have the symptoms of cold (fever, cough, etc.), stay at home until your condition improves. Do not go to college and do not leave your house if unnecessary.
- (2) If you have the symptoms of cold, do not participate in extracurricular activities and events.
- (3) See (4) if you have come in direct contact with a person who was or possibly was infected with the novel coronavirus. Direct contact means that you have talked with someone for over 30 minutes while standing 2 meters or closer to them.
- (4) Please check your health in accordance with the “Health check sheet” every day. If you have the following symptoms despite the fact that you have not been in direct contact with someone mentioned in (3), contact **the consultation center for people with potential exposure to COVID-19 and inform Student Affairs about the results.**
  - ① You have had cold symptoms or a fever of 37.5°C or higher for four days or more.
  - ② You have a strong feeling of weariness (fatigue) or shortness of breath (difficulty breathing).
  - ③ Symptoms of the novel coronavirus may become more severe if you have any underlying medical problems such as diabetes, heart problems and respiratory illnesses, are undergoing dialysis or take immunosuppressants or anticancer drugs. If you have had symptoms described in (1) and (2) for two days or more, and have any of the medical conditions above, contact the necessary institutions.
  - ④ As symptoms may become severe in case of pregnancy as well, contact the consultation center for people with potential exposure to COVID-19 as soon as possible.

More information can be found on the official website of Ministry of Health, Labour and Welfare:

<https://www.mhlw.go.jp/english/>

List of consultation centers for people with potential exposure to COVID-19 (Japanese only):

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/covid19-kikokuyasessyokusya.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19-kikokuyasessyokusya.html)

In case you are unsure about your symptoms or whether you should contact the consultation center for people with potential exposure to COVID-19 or not, consult the Office of Wellbeing at Tokyo College of Music or Student Affairs by phone or e-mail and follow their instructions.

- (5) Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing and wash your hands on a regular basis. Wear a mask if you are coughing.

## 2. In case of infection

- (1) Please contact Student Affairs by phone or e-mail if you have been infected with the novel coronavirus so that the College may take the appropriate measures to stop the spread of the infection. Please inform Student Affairs about the following:

- ① Date of your medical examination
- ② Name of the medical institution where you were examined
- ③ Your current situation
- ④ On which day the symptoms (fever, difficulty breathing, etc.) first appeared
- ⑤ If you have traveled outside Japan in the past 1 month (if you have, include the period and the name of the country and city)
- ⑥ If you were in direct contact with any of the students, teachers or staff of Tokyo College of Music after your symptoms have appeared
- ⑦ Results of your medical examination and the doctor's opinion

- (2) **Stay at home for 14 days if you have come in direct contact** with a student of Tokyo College of Music infected with the novel coronavirus. Take your temperature every night during this period of time and contact **the consultation center for people with potential exposure to COVID-19 and Student Affairs** if you have a fever of 37.5°C or higher and have difficulty breathing.

Similarly, stay at home for 14 days and follow the procedure above if you suspect that you have come in contact with someone who might be infected with the novel coronavirus.

## 3. Start of the Spring Semester

~~18 April (Saturday): Entrance ceremony~~ Cancelled

around 15 April (Wednesday): distribution of student ID cards to 1<sup>st</sup>-year students by mail (full-time students only)

8 May (Friday): Orientation

9 May (Saturday): Start of classes and lessons

Please check the official website of Tokyo College of Music and Universal Passport for details.

## 4. Travelling outside Japan

Do not travel to countries with a warning level of 2 or higher issued by the Ministry of Foreign Affairs of Japan as there is a high risk of infection due to the rapid spread of novel coronavirus (COVID-19).

## 5. During your stay outside Japan

- (1) **Students travelling outside Japan** must inform **Student Affairs** about the name of the country and the city they are staying in as well as the period of their stay **by e-mail**.
- (2) Make sure to wash your hands with soap and pay extra attention to your health (avoid heavy drinking, overeating, lack of sleep, etc.) while staying outside Japan.
- (3) Avoid markets selling raw meat and eating wild game.
- (4) **Contact Student Affairs immediately if you do not feel well**. Students participating in **short-term study abroad programs** should contact **International Development**.

## 6. Returning to Japan

- (1) Emergency warnings and travel restrictions are issued one after another all over the world, so return to Japan as soon as possible and start your preparations for the new academic year. As described in (3) you need to stay at home for a designated period of time after returning to Japan. Please make sure to return to Japan 14 days before the start of the official events of the new academic year such as the entrance ceremony on 18 April.
- (2) If you have a fever or feeling unwell before boarding the airplane, cancel your flight and stay abroad until you are completely healed.  
If you develop a fever or feel unwell after boarding the plane, inform the quarantine station about your condition upon arriving to the airport.
- (3) Stay at home for 14 days after returning to Japan even if you are not instructed to do so at the airport and check your health in accordance with the “Health check sheet”. Refrain from entering Tokyo College of Music during this period of time.  
Submit the “Health check sheet” to Student Affairs once the 14 days are up.

Risk level of the country of return	Measures to take
Level 2 (every country)	Check your health for 14 days. <ul style="list-style-type: none"> <li>• Refrain from entering the College unless necessary.</li> <li>• You may not enter the premises of the College if you have any of the symptoms.</li> </ul>
Level 3 Level 4	You may not enter the premises of the College. Check your health for 14 days. <ul style="list-style-type: none"> <li>• Follow the instructions of the Ministry of Foreign Affairs of Japan and the Ministry of Health, Labour and Welfare if you have any of the symptoms.</li> <li>• Inform Student Affairs if you have any of the symptoms.</li> <li>• Inform Student Affairs if you were instructed to stay at home or need to follow any other restrictions.</li> </ul>

Please check the website of the Ministry of Foreign Affairs of Japan (<https://www.anzen.mofa.go.jp>) for updates about the risks of infection.

## 7. Extracurricular activities

Spending time and talking with others in a closed space with little to no ventilation increases the risk of infection. Please do the following to prevent infection:

- (1) Postpone or cancel all nonessential events (including welcome parties for new students) and use online communication tools when holding meetings, etc. Do not spend a long time with people if meeting them face-to-face is unavoidable.
- (2) Ventilate the room (open the doors and windows for 5-10 minutes every hour), shorten your stay, limit the number of people and keep distance from them if you need to use indoor facilities.
- (3) Do not go on overseas trips and or on trips in Japan as it increases the risk of spreading the novel coronavirus.
- (4) Take the necessary measures to prevent the spread of the novel coronavirus and to take care of your health (washing hands, cough and sneeze etiquette, proper ventilation, etc.). If you have the symptoms of cold (fever of 37.5°C or higher), recuperate at home and do not go to school or outside unless necessary.

## 8. Office hours

10:00-16:00 (between 2 March 2020-7 May 2020)

## 9. About the official website of Tokyo College of Music

Please visit the College's official website for the latest information about the novel coronavirus and travels abroad.

Official website (in Japanese):

<https://www.tokyo-ondai.ac.jp/>

Information about the novel coronavirus (COVID-19) in Japanese:

Ministry of Health, Labour and Welfare:

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html)

Ministry of Foreign Affairs of Japan (travel information):

<https://www.anzen.mofa.go.jp/>

Tabireg (for receiving emails on emergency situations and the latest information about flying to the country

you will be staying in):

<https://www.ezairyu.mofa.go.jp/tabireg/index.html>

Tohoku Medical and Pharmaceutical University Hospital (handbook about the prevention of the spread of the novel coronavirus):

<http://www.hosp.tohoku-mpu.ac.jp/info/information/2326>

Information about the novel coronavirus (COVID-19) in English:

Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

World Health Organization:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

## **10. Contact**

Student Affairs:

03-6455-2756 (from outside Japan: +81 3-6455-2756)

[gakuseika\\_taisaku@tokyo-ondai.ac.jp](mailto:gakuseika_taisaku@tokyo-ondai.ac.jp)

International Development:

[study\\_abroad@tokyo-ondai.ac.jp](mailto:study_abroad@tokyo-ondai.ac.jp)