

July 29th, 2020

To Students and Faculty Members at Hirosaki University
(This does not apply to part-time lecturers.)

President, Hirosaki University
Shinsaku Fukuda

Statements about COVID-19 (Information) (NO.3)
(Usage of the COVID-19 Contact-Confirming Application and Obligation to Report When You
are Visiting Specific “Hotspot” Prefectures in Japan)

Hirosaki University has decided to recommend using the COVID-19 Contact-Confirming Application (“COCOA”) and ask all students and faculty members (except for those who study or work at the Honcho area) to report when you are visiting specific “Hotspot” Prefectures.

Please follow the directions written below. For those who study or work at the Honcho area, please follow the directions given by the faculty or department you belong to.

This action is to prevent an outbreak, since it is expected that many people will be moving around during this time of a year for different purposes.

【Things to Remember When You are Visiting Specific “Hotspot” Prefectures in Japan】

Currently, there are no regulations in regards to visiting other prefectures in Japan except for those who study or work at the Honcho area. However, Hirosaki University has decided to take the following measures starting August 1st in light of the recent spread of COVID-19 particularly in large urban areas such as Tokyo and Osaka.

- ① Submit the report sheet (Attachment 1) beforehand when you are visiting specific “Hotspot” Prefectures in Japan.
- ② Take preventive measures while you are traveling or staying in the specific prefectures.
- ③ When you return to Hirosaki, submit the check sheet (Attachment 2) and conduct a follow-up check for 14 days and then submit the follow-up checkup sheet (Attachment 3).

This applies to all of those who travel to the specific “Hotspot” prefectures in Japan starting from August 1st. If you have already been to specific “Hotspot” prefectures in Japan before August 1st, you do not need to submit the report sheet (Attachment 1) .

- ※ The Specific “Hotspot” prefectures in Japan (As of July 29th) are the following:
Hokkaido, Tokyo, Saitama, Chiba, Kanagawa, Aichi, Osaka, Kyoto, Hyogo, Nara,
Fukuoka

Inquiry : Hirosaki University Health Administration Center 0172-39-3118 or 3128
jm3118@hirosaki-u.ac.jp or jm3128@hirosaki-u.ac.jp

Statements about COVID-19 (Information) (NO.3)

Topics	Amended or not from the previous information	Contents
Basic preventive actions	Amended	<ul style="list-style-type: none"> ○ Everyday preventive actions are strongly encouraged, including washing your hands with soap and wearing a face-mask. ○ <u>Implement and use the contact-confirming application(COCOA), as recommended by the Japanese Ministry of Health, Labour and Welfare.</u>
Monitoring your health	Not Amended	<ul style="list-style-type: none"> ○ Take your temperature twice (morning/night) a day and record your health condition. Depending on the situation, the Hirosaki University Health Administration Center may ask you to submit the records. ○ It is difficult to differentiate flu and the COVID-19 in the initial stage. Please refrain from attending classes or work if you are experiencing any flu-like symptoms.
Reporting when you tested positive	Not Amended	<ul style="list-style-type: none"> ○ It is prohibited from attending classes or work when you tested positive for the COVID-19. Please report to the faculty or department you belong to. ○ You need to report in the same manner when you recover and leave the hospital.
Reporting when you are prohibited from coming to the campus	Not Amended	<ul style="list-style-type: none"> ○ You are prohibited from attending classes or work if you are returning from foreign countries or you had close contacts with infected person. You need to report to the faculty or department you belong to. <ul style="list-style-type: none"> Been Overseas: prohibited from attending classes or work for 14 days starting from the following day since you arrive home Had Close Contacts with Infected Person : prohibited from attending classes or work for 14 days starting from the following day since you had close contacts with COVID-19 patients
Reporting when you are experiencing any flu-like symptoms	Not Amended	<ul style="list-style-type: none"> ○ If you have a fever (above37.5°C) or respiratory symptoms, you are prohibited from attending classes or work and you need to report to the faculty or department you belong to.

Topics	Amended or not from the previous information	Contents
Submitting the report sheet when you are visiting specific “Hotspot” prefectures in Japan and follow the preventive measures	Newly Added	<p><u>○ Please submit the report sheet (Attachment 1) to the faculty or department you belong to before you plan on visiting specific “Hotspot” prefectures in Japan. While you are traveling, please follow the preventive measures specified by Hirosaki University.</u></p> <p><u>○ Please submit the check sheet (Attachment 2) to the Hirosaki University Health Administration Center within three days from the day after you return to Hirosaki or nearby areas and then conduct a follow-up check for 14 days and submit the follow-up checkup sheet (Attachment 3) after the 14 day period ends. You must wear a face-mask when you go out during the 14 day period.</u></p> <p><u>○ If you could not take the preventive measures specified by Hirosaki University, you might be prohibited from attending classes or work depending on the situation.</u></p> <p><u>○ For those who study or work at the Honcho area, please follow the directions given by the faculty or department you belong to.</u></p> <p><u>○ The specific “Hotspot” prefectures in Japan are stated on the Hirosaki University website. The prefectures could change at any time, therefore, please check the website daily.</u></p>
Reporting when you contact the nearest health center	Not Amended	<p>○ If you have the COVID-19 suspected symptoms, please contact the nearest health center and report to the faculty or department you belong to.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Hirosaki-city Health Center : TEL 0 1 7 2 – 3 3 – 8 5 2 1 Aomori-city Health Center : TEL 0 1 7 – 7 6 5 – 5 2 8 0 Goshogawara-city Health Center : TEL 0 1 7 3 – 3 4 – 2 1 0 8 (Opening Hours : 8 : 30~17 : 00 (Except for weekends and holidays))</p> </div>

Topics	Amended or not from the previous information	Contents
When you can start coming to the campus again after you have been prohibited from coming	Not Amended	<ul style="list-style-type: none"> ○ When you are prohibited from coming to campus, you are expected to submit the follow-up checkup sheet to the Hirosaki University Health Administration Center and follow the directions given by them. Do not come to the campus until Hirosaki-U Health Administration Center contacts you. This does not apply to staffs working at Hirosaki University Hospital. ○ The sheet should be submitted by 10am based on the following time schedule: <ul style="list-style-type: none"> Those returning from abroad, suspected of having close contact with an infected person or could not follow the preventive measures the Hirosaki University specifies: Submit your sheet after having checked your morning temperature on the 14th day of your stay home period. Those who have had a fever: Submit your sheet after having checked your morning temperature after it has gone back to normal for at least three days. (Note) If the above mentioned day falls on a weekend or holiday, please submit your sheet to the Hirosaki-U Health Administration Center on the following weekday.
Things to keep in your mind when you go see a doctor	Not Amended	<ul style="list-style-type: none"> ○ When you are prohibited from coming to campus and need to see a doctor, call the nearest health center first and follow the directions given by them. ○ When you need to see a doctor for any reason, call the hospital first and let them know about your current situation.
Others	Not Amended	<ul style="list-style-type: none"> ○ When Hirosaki University receives information related to COVID-19, this information will be shared within the university in order to prevent an outbreak. ○ Please stay informed about COVID-19, since the situation could change at any time. Check Hirosaki University's website daily. Hirosaki University's website: https://www.hirosaki-u.ac.jp/

Report Sheet

- Please submit this sheet when you are visiting specific “Hotspot” prefectures in Japan.
- While traveling, please follow the preventive measures specified by Hirosaki University.
- When returning to Hirosaki from specific “Hotspot” prefectures, please act accordingly.

Date	Year/Month/Date:
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Faculty/Department	
Name	
Student/Staff ID	
Phone Number/Email Address	

	Cities	From (Year/Month/Date) To (Year/Month/Date)
Cities & dates you plan to travel <i>(If you plan to travel to multiple cities, please include all of them and the dates you plan to stay there)</i>		
Mode of Transportation		

【Preventive measures to take while you are traveling to “Hotspot” prefectures】

Please follow the directions written below while you are traveling to “Hotspot” prefectures.

Things you should avoid

- ★ Having meals with several people outside of your home or hotel , especially with drinking.
- ★ Going to karaoke bars or high risk places where you have close-contact with others.
- ★ Going to entertainment events, such as concerts, musicals, or cinemas.
- ★ Going to the events held inside where preventive measures are not taken.
- ★ Shopping for a extended periods of time at crowded shopping malls.

Things you need to follow

- ★ Wear a face-mask while you are traveling by public transportations or when you are at places where many strangers are present.
- ★ Wear a face-mask when you have a conversation with non-family members.
- ★ Wash or disinfect your hands frequently. ★ Try not to share items with others.

【Things you need to do when you return to Hirosaki】

- When you return to Hirosaki, please conduct a self-monitored follow-up checkup for 14 days from the following day you return and submit the checkup sheet (Attachment 3) after the 14 day period ends. You must wear a face-mask when you go out during the 14 day period.
- Fill in the check sheet (Attachment 2) and submit to the Hirosaki University Health Administration Center within three days after you return to Hirosaki. Depending on the information written on the sheet, the Hirosaki University Health Administration Center may ask you additional questions.

How to submit: Submit to the faculty or department you belong to

Check Sheet

○ Look back the actions you took during your travel and answer below and submit to the Hirosaki University Health Administration Center within three days after you return to Hirosaki.

Date	Year/Month/Date:
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Faculty/Department	
Name	
Student/Staff ID	
Phone Number/Email Address	

○ Has the information you wrote on the Report Sheet changed ?

Yes → Write the updated information below No

	Cities	From (Year/Month/Date) To (Year/Month/Date)
Cities you visited & the dates <i>(If you visited multiple cities, please include all of them & the dates you stayed there)</i>		
Mode of Transportation		

NO	Questions	Answers	
1	Did you have meals with several people outside of your home or hotel, especially meals that involved drinking?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
2	Did you go to karaoke bars or other high-risk places (e.g., places that require you to have close-contact with others)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
3	Did you go to any entertainment events, such as concerts, musicals, or cinemas?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
4	Did you go to any events that were held inside (especially places where preventive measures were not taken or enforced)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
5	Did you go shopping for an extended time in a crowded shopping mall?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
6	Did you wear a face-mask while you were traveling by public transportation or when you were in a place where many strangers were present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Did you wear a face-mask when you had a conversation with non-family members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Did you wash or disinfect your hands frequently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Did you avoid sharing items with others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How to submit: Submit to the Hirosaki University Health Administration Center by email
 jm3118@hirosaki-u.ac.jp

Follow-up checkup sheet

Faculty/Department _____

Student/Staff ID _____

Name _____

1. Self-monitor your body temperature twice a day and track your health condition on this sheet.
2. If you have symptoms and suspect that you have contracted COVID-19 during this 14 day period, please call the nearest Health Center.
3. During this period you are prohibited from coming to campus and at the end of this 14 day period, you are expected to submit this sheet to the Hirosaki-U Health Administration Center and follow the directions given by them. Do not come to campus until Hirosaki-U Health Administration Center contacts you. This does not apply to staff members working at Hirosaki University Hospital.

This sheet should be submitted by 10 am based on the following time schedule:

- Those returning from abroad, suspected of having close contact with an infected person, or travelled to a specific “hotspot” prefecture and asked to submit the sheet: Submit your sheet after having checked your morning temperature on the 14th day of your stay home period.
- Those who have had a fever: Submit your sheet after having checked your morning temperature after it has gone back to normal for at least three days.

* If the above mentioned day falls on a weekend or holiday, please submit your sheet to the Hirosaki-U Health Administration Center on the following weekday.

Date/Time		Temperature	Cough, Difficulty Breathing, Fatigue, Muscle Soreness	Note	Date/Time		Temperature	Cough, Difficulty Breathing, Fatigue, Muscle Soreness	Note
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	
/	:	. °C	Yes/No		/	:	. °C	Yes/No	
	:	. °C	Yes/No			:	. °C	Yes/No	

(Private information written on this sheet will not be shared with others and treated as confidential.)

**Submit to Hirosaki University Health Administration Center:
jm3118@hirosaki-u.ac.jp / jm3128@hirosaki-u.ac.jp**