



APU’s “New Normal”

– Preventing the Spread of the Novel Coronavirus (COVID-19) –

From the Fall Semester, some classes once again offered on the APU campus. The plan is to resume the university’s on-campus activities gradually, taking the utmost care to prevent the spread of the COVID-19 virus. The virus poses a risk to everyone.

However, you can help halt the spread of the virus if you take action to lower your risk of catching it or passing it on to others.

Let’s work together to change the attitude and behavior of each and every student, faculty and staff member, so we can feel secure to pursue our studies and research, and enjoy our life on campus.

Please read through this booklet carefully and do what you can to protect yourself, your friends, and your life at university.



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Ways to Reduce Infection Risk and Actions to Avoid Spreading the Virus

(1) Wear a mask whenever you go out or engage in conversation.

(2) Avoid the three Cs (Crowded places, Close-contact settings, Confined and enclosed spaces).

Reduce your risk by refraining not only from dining, karaoke, and other activities away from home, but also from communal meals and other gatherings at home.

(3) Monitor your health carefully from day to day.

Check your temperature daily and keep an eye out for changes in your physical condition.

If you have any of the following symptoms, stay home and seek advice from your doctor or the APU Health Clinic.

Health Clinic e-mail: booking@apu.ac.jp

Symptoms requiring contact/advice:

Any one of the following: Shortness of breath (difficulty breathing), severe fatigue, abnormally high fever, or other acute symptoms

If you are in a high-risk group* or pregnant: Even relatively mild cold-like symptoms such as fever or cough

You should also seek advice in cases other than the above if you have had relatively mild cold-like symptoms such as a fever or cough that persist for several days.

* High-risk people include those with underlying conditions such as diabetes, heart abnormality or respiratory illness (COPD, etc.), those receiving dialysis, and those taking immune-suppressing or anti-cancer drugs

(4) Wash your hands, use hand sanitizer and throat gargle.

(5) If you are returning from travel outside Oita Prefecture, avoid all non-essential non-urgent trips outside your home for 14 days, and monitor your physical condition carefully.

(6) Download the COVID-19 Contact App (Ministry of Health, Labour and Welfare) to assist in the event that you come into contact with the virus.

- Search for “COVID-19 Contact App” on the App Store or Google Play!

Google Play

<https://play.google.com/store/apps/details?id=jp.go.mhlw.covid19radar>



App Store

<https://apps.apple.com/jp/app/id1516764458>



* Cards for student distribution (Ono Speed Printing Service)

Dealing with Suspected Cases of COVID-19

(1) What to do if you think you have COVID-19

Don't go out for any reason.

Seek advice from your doctor or the APU Health Clinic.

▷ Catching the virus itself is nobody's fault.

▷ Just avoid spreading it further by hiding the fact that you've got it!

Please notify the university if you are diagnosed with COVID-19.

(2) If somebody close to you catches COVID-19

▷ The public health center will investigate the possibility that the virus may have spread to others, and will get in touch with close contacts. Feel free to consult with the APU Health Clinic if you are worried.

(3) If you start to feel unwell while on campus

Seek advice at the Health Clinic (1st floor, A Building).

APU Health Clinic e-mail: booking@apu.ac.jp

You will be asked to submit the Condition Check Sheet when consulting with Health Clinic staff.

(4) If you need to miss class because you're ill

You need to notify the Academic Office. Check the website for details.



English



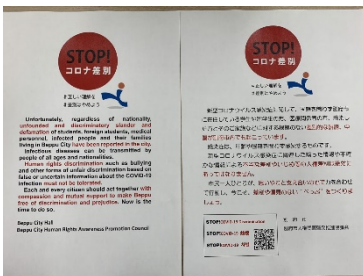
Japanese



(5) Spreading information about somebody who has the virus, or believing and sharing information that you've just found on social media, may be against the law. It is wrong to engage in any form of discrimination against any person who has the virus.

https://www.city.beppu.oita.jp/doc/sisei/jinken/corona_poster_jp.pdf (Japanese)

https://www.city.beppu.oita.jp/doc/sisei/jinken/corona_poster.pdf (English)



Beppu City “Considerations for human rights in relation to COVID-19” website

Coming to Campus

(1) Online classes are a means of protecting yourself and others!

- Check your body temperature before leaving home. If you have a fever, cough or the like, or if you feel even slightly unsure about your physical condition, have the courage to abandon your plans to come to campus: stay home and take your classes online instead!
- If you have travelled outside the prefecture, please stay home and take your classes online for the next two weeks.

(2) Before you leave home:

- Have you checked your temperature? Make sure you don't have a fever!
- Wear a mask!
- Pack a handkerchief you can use when washing your hands!
- Wet wipes are another convenient item to have on you.

(3) On the bus:

- Keep your mask on and avoid conversation!
- Don't touch your face after touching hand rails and straps!

Bus companies operate in compliance with the Guidelines on Prevention of COVID-19 Infection on Buses issued by the Nihon Bus Association.

Examples from the Guidelines:

Drivers: Must take body temperature before boarding.

Must wear a mask at all times while driving.

Operation: Buses must be disinfected (daily).

Handrails etc. must be sanitized (at the end of each journey).

Bus interiors must be ventilated using exhausters, fans, etc.

Windows should be opened where possible to improve ventilation after operation.



On Campus and In Class

(1) Guidelines for 2020 Fall Semester Classes

These guidelines contain important information that students should know as well as the rules that should be followed when taking fall semester classes.

http://www.apu.ac.jp/home/notice/content3/20200918_2020FA_Guideline_ver2_J.pdf (Japanese)

http://en.apu.ac.jp/home/notice/content3/20200918_2020FA_Guideline_ver2_E.pdf (English)

(2) When entering buildings:

- ☑ Be sure to sanitize your hands with the alcohol-based sanitizer provided!
- ☑ Wash your hands using the soap provided in washrooms!



(3) In the classroom:

- ☑ Wear a mask!
- ☑ Sit in the designated spot and keep your distance from other students!

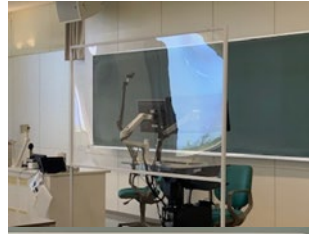
(4) During class:

- ☑ For group work, keep a distance of at least 1 meter (2 meters if possible) from other students!



(5) If you have a question for your instructor or want to visit them in their office:

- ☑ Keep your mask on when asking questions!
- ☑ When talking, keep your distance and stay on the other side of the acrylic screen at the instructor's desk!
- ☑ Make an appointment by e-mail in advance!



(6) APU Library:

Refer to the schedule below for the Library's operating hours.

http://www.apu.ac.jp/media/service/open/material/AY2020calendar_ver4.pdf

★Make wearing a mask a habit!

Wearing a mask isn't something that you only need to do when you're on campus or riding the bus to and from the APU campus, but is something you should make a habit before you leave your home regardless of the destination. Make sure to carry a spare mask with you to use in case your mask gets dirty or damaged.

※APU's two on-campus shops, the APU Co-op store and Lawson convenience store, sell masks.

★Don't forget your earphones!

Don't forget to bring your own device with a mic and earphones if you are going to be participating in group work with students who are attending the class via ZOOM.

★APU's infection prevention measures in classrooms:

- Hand sanitizer has been placed in classrooms.
- Classrooms are kept well ventilated during class.
- Fans have been placed in larger classrooms to ensure proper ventilation.
- Acrylic screens have been placed in front of the instructor's desk to prevent droplet infection.
- The area around the instructor's desk is thoroughly cleaned and disinfected after each class as are classroom door knobs, light switches, air conditioner/heating controls, and phones.

Using the Cafeteria, Co-op, and Lawson

Seating in the Cafeteria has been reduced to alleviate crowding.

We recommend that students prepare meals before coming to campus.

Please avoid conversation during meals and sharing of food, as these behaviors are said to increase the risk of transmitting the virus through droplets.



(1) In the Cafeteria / Pacific Café:

- Before your meal, sanitize your hands or wash them with soap!
- Chopsticks, spoons, forks, etc. are not provided. Bring your own instead.
- Water and tea are not provided. Bring your own drink bottle.
- Avoid talking during your meal. When you've finished eating, put your masks back on if you want to have a conversation.
- Observe the designated seating in the Cafeteria and Pacific Café!

(2) Co-op/Lawson

- Sanitize your hands at the entrance!
- Keep your mask on!

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- Keep your distance from others when queueing at the checkout!

- (3) If using classrooms / corridor seating for meals:
 - Sanitize your hands!
 - Sit only in the designated seating!

Extra-curricular and Self-motivated Activities

As of the start of the Fall Semester, only authorized groups are permitted to engage in activities, such as those related to preparation for the campus festival and training for competitive team sports.



If you wish to use university facilities, please consult with the Student Office after discussing within your group what measures you can put in place to prevent the spread of the virus.

The university will consider the timing of resumption of activities from November onward based on whether or not students are able to avoid the three Cs and engage in other preventative behaviors on campus after classes begin.

Q: Is it possible to use one of APU's sports facilities on an individual basis?

A: There are spaces such as the gymnasium, tennis courts, athletic fields, etc. that can be used on an individual basis. Please apply from the Student Office website to use these spaces.

Q: What procedures need to be followed to be able to use campus facilities for club/circle activities?

A: Clubs/circles that want to use campus facilities for their activities must establish measures to prevent the spread of the virus and register the

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people who will be participating in the activities with the Student Office 3 days prior to the date they want to use the facility. You will be able to use the facility once you've received permission from the Student Office.

Q: Are there time restrictions with regards to facility use?

A: Yes. Facilities are only able to be used for 90 minutes. This applies to use by clubs/circles as well as individual use.

Q: Is it possible to use facilities in Beppu City?

A: To use facilities off campus, complete the required procedures and obey the rules of use. Refer to each facility's website for details.

Daily Life

(1) Spending time with friends:

- At the moment, avoid dining out in large groups!
- Avoid parties and dinners at home in large groups!

Dining in large groups, whether in or outside the home, is dangerous behavior that raises the risk of contracting the virus. At the moment you need to be patient and avoid such behavior.

(2) When in places with large unspecified numbers of people:

- Be sure to wear a mask when going to the supermarket or other places where people gather!
- When you get home, wash your hands, gargle, and sanitize your hands!

(3) Travelling outside the prefecture

- When you return from travel outside the prefecture, try to stay home and avoid going out for the next two weeks.

APU's Measures to Prevent the Spread of the Virus

©APU's COVID-19 Activity Guidelines (BCP)

APU has established activity levels (ranging from Level 0 to Level 5) for classes, research, and extracurricular activities, based on the status of the virus and any requests for suspension of university activities issued by national or local government authorities. Depending on what level is current, classes may be offered exclusively online and/or restrictions placed on extracurricular activities and access to campus. We are implementing these measures in order to protect people's lives and halt the spread of the virus. Your understanding and cooperation is greatly appreciated.

©Basic preventative approach

The university is taking all steps possible to enable students, faculty and staff to pursue classes and campus life safely and securely, based on the "new lifestyle" recommendations of the Ministry of Health, Labour and Welfare ([1] maintaining physical distance, [2] wearing masks, [3] washing hands), as well as measures to avoid the "three Cs" (Crowded places, Close-contact settings, Confined and enclosed spaces).

©We ask that all students, faculty/staff, and visitors commit themselves fully to:

- Behavior that helps you avoid catching the virus or passing it on to others;

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- Wearing a mask at all times
- Washing and sanitizing hands (alcohol-based sanitizer is available in areas where people gather);
- Checking your temperature before coming to campus, and staying at home if you feel unwell.