

Checklist for Preventing the Spread of Novel Coronavirus Yamaguchi University

Update on December 25, 2020

This checklist makes sure that every faculty/admin staff member takes preventive measures against COVID-19 as well as secures safety of class/working environment. Look at the questions and review the status of achievement; just do what you can do. Adjustment to a change in behavior is important to prevent infections.

I Basic measures to prevent infections:			
① 3 basic measures: keep physical distance, wear a mask and wash your hands (I - ①)			
② Avoid 3Cs: closed, crowded, and close-contact settings(I - ②)			
③ Monitor your health condition regularly(I - ③)			
④ Lead a healthy life(I - ④)			
⑤ Establish a new way of life/working style(I - ⑤)			
No	category	Response to my students/staff members	check
1	I - ①	I have them maintain a distance of at least one meter (two when possible) between other people.	yes / no
2	I - ①	I have them avoid standing in front of others when having a conversation. *A 5-minutes conversation is equivalent to one cough .	yes / no
3	I - ①	I have them wear a mask outdoors, indoors and when having a conversation, regardless of having symptoms.	yes / no
4	I - ①	I have them frequently wash their hands with soap for at least 30 seconds.	yes / no
5	I - ②	I have them practice of avoiding 3Cs:closed, crowded, and close-contact settings.	yes / no
6	I - ②	I have them avoid *5 scenes where the infection risk is high. (1.Dinner parties where alcohol is served. 2. Long hours of dining and drinking among a lot of people 3. Conversations without wearing a mask. 4. Living in an overcrowded sharehouse 5. Break rooms, locker rooms and such places where you become careless.)	yes / no
7	I - ②	I have them adhere to coughing etiquette.	yes / no
8	I - ②	I have them frequently ventilate rooms.	yes / no
9	I - ③	I have them take their temperatures before leaving home for class/work.	yes / no
10	I - ③	I check their conditions including a fever and cold-like symptoms upon arriving at class/work.	yes / no
11	I - ④	I ensure that they work within appropriate hours in order not to be overstretched.	yes / no
12	I - ④	I advise them to eat properly and get plenty of sleep.	yes / no
13	I - ⑤	I work from home/arrange staggered hours at the office.	yes / no
14	I - ⑤	I opt for online meetings.	yes / no

15	I - ⑤	I ventilate the rooms in face-to-face meetings while wearing a mask.	yes / no
II Specific measures to prevent infections: ① Basic measures (II - ①) ② Improve poorly ventilated spaces(II - ②) ③ Improve crowded places where many people gather in close-contact settings(II - ③) ④ Prevent contact infection(II - ④) ⑤ Avoid close-range conversations and reduce loud talking (II - ⑤)			
No	category	I have been making efforts to ...	check
16	II - ①	not create situations/hold events where 3Cs (closed, crowded, and close-contact settings) overlap. * Our goal is Zero Cs	yes / no
17	II - ②	make sure a ventilation system works properly and satisfies criteria for indoor air quality under the Building Hygiene Law.	yes / no
18	II - ②	keep open two windows that are opposite each other. If impossible, fully open windows to ventilate for a few minutes every half an hour or more.	yes / no
19	II - ③	promote teleworking, shift-working, remote class and such.	yes / no
20	II - ③	minimize face-to-face meetings where many people gather but hold teleconferences instead.	yes / no
21	II - ③	in face-to-face meetings and conferences, keep a distance of at least one meter (two when possible) between other people as well as avoid staying in front of others.	yes / no
22	II - ④	avoid sharing office equipment, including PCs and desks with others as much as possible.	yes / no
23	II - ④	frequently disinfect objects and equipment many people touch in common places.	yes / no
24	II - ⑤	keep physical distances between other people at work and in my private office.	yes / no
25	II - ⑤	neither face each other nor talk as much as usual at meals.	yes / no
26	II - ⑤	minimize the chance of being in close-contact with other people such as face-to-face talks and handling visitors at the counters	yes / no
III Response to signs of illness (including a fever and cold-like symptoms) ① Self-isolation and health monitoring (III-①) ② Where to report/consult and how to visit a doctor (III-②) ③ Appropriate response if one is told to take a PCR test (III-③) ④ Appropriate response if an infection case is confirmed(III-④)			
No	category	Sharing information with my students/staff members	check
27	III-①	I urge them to refrain from attending class/work when having a fever, cold-like symptoms and loss of smell/taste.	yes / no

28	III-①	I informed them of criteria for returning to class/work in case the diagnosis of coronavirus infection is not confirmed. One can return to class/work on the 9th day at the earliest. *See YU website, Coronavirus Information Version 15.	yes / no
29	III-①	I informed them that one can return to class/work if satisfying all conditions of the Return to Class/Work Criteria even before the 9th day of the self-isolation period.	yes / no
30	III-②	I informed them that one should report to his/her faculty and the Health Administration Center when having a fever, cold-like symptoms and loss of smell/taste.	yes / no
31	III-②	I informed them that in case one is suspected to be infected with coronavirus, when and which organization to consult.	yes / no
32	III-②	I informed them that which department/organization to consult when one feels ill or uneasy to be taken care of.	yes / no
33	III-③	I informed them of the following if one is suspected of COVID-19 infection and is told to take a PCR test. 1. Follow the health authority's instruction 2. Report the situation and the test result immediately to one's faculty/department and the Health Administration Center	yes / no
34	III-③	I informed them of the following. In case one had close contact with a potential patient who needs a PCR test, be sure to report to the faculty/department as well as the Health Administration Center for instructions.	yes / no
35	III-③	I informed them of the following. In either case 33 or 34, one should immediately enter and submit the health condition in the Health Observation Report Form as well as fill in the Form 2, Behavioral Record without waiting for the test result.	yes / no
36	III-④	I urge them to keep record of one's behavior, health condition and those whom they have been in close-contact with so that details can be provided promptly.	yes / no
IV YU's response (YU website, coronavirus information Version 17, dated Dec. 25, 2020) ① Overseas travel, For returnees/entrants from overseas (IV-①) ② Traveling within the country (IV-②) ③ Entering Yamaguchi/Ube from areas under the state of emergency(IV-③) ④ Collecting latest information(IV-④)			
No	category	Sharing information with my students/staff members	check
37	IV-①	The ban on overseas trips are in place, including private trips and privately-financed study abroad programs.	yes / no

38	IV-①	Those arriving from overseas and those in close-contact with them, after reporting to their faculty and the Health Administration Center, must self-isolate at home for 2 weeks after arrival. During self-isolation, they must check and report their conditions to the university every day by using the Health Observation Report.	yes / no
39	IV-①	I urge them to avoid being close contact with an entrant who arrived in Japan from abroad within past 14 days. If such a situation happens, one has to self-isolate at home and report the health condition to the university by filling in the Health Observation Report every day until the entrant's 2-week self-isolation ends.	yes / no
40	IV-②	I urge them to refrain from traveling to areas where infection cases are drastically increasing.	yes / no
41	IV-②	Traveling beyond prefectural borders strongly requires to take thorough preventive measures and keep behavioral record in detail.	yes / no
42	IV-③	If a state of emergency is declared, those entering from areas under the state of emergency, after reporting to their faculty and the Health Administration Center, must self-isolate 2 weeks after arrival. During self-isolation, they must check and report their conditions to the university every day by using the Health Observation Report.	yes / no
43	IV-④	I regularly check websites of Yamaguchi University, the local and central government and get latest information.	yes / no
44	IV-④	I am encouraging them to use COCOA (COVID-19 Contact Confirming Application) provided by the Ministry of Health, Labour and Welfare.	yes / no