

APU's "New Normal"

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

AY 2021 Spring semester has started.

Taking the utmost care to prevent the spread of the COVID-19 virus,
let's enrich the learning, research and student life at APU.

The virus poses risks to everybody.

However, you can help to 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.



Contents

1. Ways to Reduce Infection Risk and Actions to Avoid Spreading the Virus	3
2. Dealing with Suspected Cases of COVID-19	4
3. Coming to Campus	6
4. On Campus and In Class.....	8
5. Using the Cafeteria, Co-op, and Lawson.....	10
6. Extra-Curricular and Self-motivated Activities	12
7. Daily Life	13
8. APU's Measures to Prevent the Spread of the Virus	14

1. 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, other gatherings at home and drives.

(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

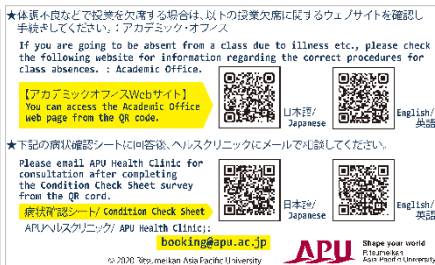
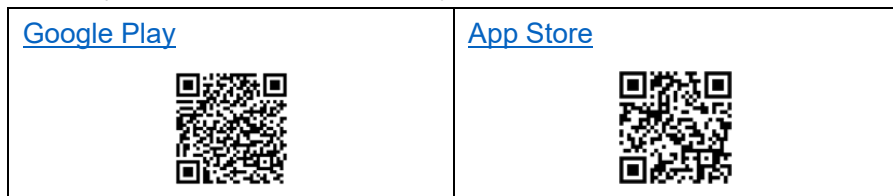
You should also seek advice in cases other than the above if you have had relatively mild cold-like symptoms such as a fever or cough that persist for several days.

* 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

April 23, 2021 Ver.

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

(5) 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.



* Cards for student distribution

2. 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 and seek advice from the APU Health Clinic.

On Saturday, Sunday, public holiday, and nights, please consult the Oita Prefectural Consultation Center.

(097-506-2755 / Japanese and English available)

April 23, 2021 Ver.

▷ 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.

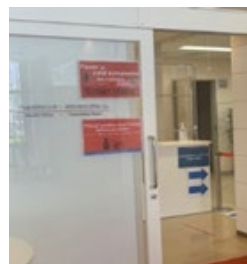
(2) If somebody close to you catches COVID-19

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.



English



Japanese



(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.

[STOP! Discrimination](#) (Beppu City) *Japanese PDF

[STOP! Discrimination](#) (Beppu City) *Multiple language PDF



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

3. Coming to Campus

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

- ☒ Take your 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.

April 23, 2021 Ver.

- ☑ Please stay in Beppu if you are taking compulsory language subjects or other subjects that are not available online.

(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.



4. On Campus and In Class

(1) Class Policy

Please refer to the [Academic Office website](#) for class policies. This page contains important information that students should know as well as the rules that should be followed when taking fall semester classes.

(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:

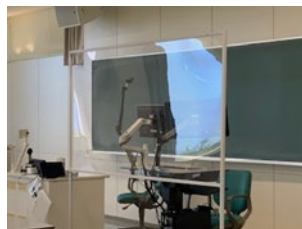
- ☑ Wear a mask!
- ☑ Sit in the designated spot and keep your distance from other students!



April 23, 2021 Ver.

(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 [Library's website](#) for the Library's operating hours.

★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.

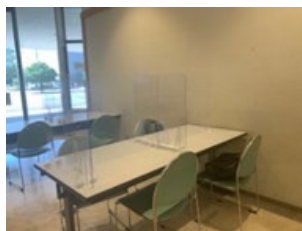
★APU's infection prevention measures in classrooms:

- 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.

5. 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.

When waiting to order food in the Cafeteria, maintain social distance between yourself and others and wait quietly until it's your turn. Please avoid conversation



April 23, 2021 Ver.

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!
- ☑ Vacate your table once you've finished eating so that others may use it

(2) Co-op/Lawson

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

6. Extra-Curricular and Self-motivated Activities

As of April 15, activities will be allowed only for groups that apply and are found to be diligently monitoring their health and implementing measures to prevent the spread of COVID-19. Groups that wish to hold an activity or event should discuss and share information about the infection prevention measures with all of the members in your group and submit an activity/event application along with the Health Check Sheet monitoring members' health for the 14-day period prior to the activity/event to the Student Office.



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 COVID-19 and register the people who will be participating in the activities with the Student Office 3 business 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 able to be used for 1 period only. 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.

7. 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!
- ☑ Avoid going to friends' homes and having friends over to yours!

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.
- ☑ If you have plans to meet someone who has traveled outside the prefecture, make sure to confirm that 2-weeks have passed since that person returned to Beppu.

8. 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;
- Wearing a mask at all times
- Washing and sanitizing hands (alcohol-based sanitizer is available in

April 23, 2021 Ver.

areas where people gather);

- Checking your temperature before coming to campus, and staying at home if you feel unwell.