



Tokyo Tech

For Students
(with suspected COVID-19)

Response Manual for Students with Suspected COVID-19

Please read and follow the instructions in this manual if you (a student) are suspected to have COVID-19.

For Students
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1. If you feel unwell

For Students
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Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.



If so, be sure to stay away from campus while you are sick. If affiliated with a laboratory, you must stay home and promptly notify your academic supervisor. Please see a doctor, and if you undergo PCR or antigen testing, stay home until the test result is confirmed.

Have you undergone PCR or antigen testing?

Yes (positive result)

See "2. If you test positive."

Yes (negative result) or No (not tested)

Have you been identified as a Close Contact (or equivalent)? → See "(A) How to Determine a Close Contact (or Equivalent)."

Yes

See "3. If you are identified as a Close Contact (or equivalent)."

No

If you have symptoms, stay away from campus.
Please stay away from campus until 72 hours have passed¹ since symptoms² were resolved³.

- Those intending to be absent from classes: Eligible for Authorized Absence (4). If you are absent for four days or longer, please submit a Request for Authorized Absence to the Student Division.
- No need to send a report to pcrteststudent@jim.titech.ac.jp to notify the Institute of your current status at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please follow the relevant flowchart.
- Students affiliated with laboratories: Please promptly notify your academic supervisor of your current status and seek his or her advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

Notes:

1. To determine if students can return to campus, we are recommended to ensure that at least 72 hours have passed since symptoms were resolved in order to account for possible false negative test results and undiagnosed COVID-19 cases. (Based on the Japan Society for Occupational Health guidelines)
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labor and Welfare)
3. If you live with a Close Contact, you must stay away from campus until 72 hours have passed since your symptoms were resolved and the Close Contact's self-isolation period has ended.

2. If you test positive

For Students
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You have tested positive for COVID-19 after PCR or antigen testing.



Please confirm the first day of symptom onset or the day your sample was collected.

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

You have tested positive and have symptoms.
Stay away from campus and notify the Institute.

You must stay away from campus for 7 days¹ from the day after your first day of symptoms and until 24 hours have passed since your symptoms were resolved. (2, 4)

No

You have tested positive but have no symptoms.
Stay away from campus and notify the Institute.

Stay away from campus for 7 days¹ from the day after your sample was collected.

Note: You can end your stay-away period on the sixth day from the day after your sample was collected if you test negative with a qualitative antigen-test kit on the fifth day.⁴

If you develop symptoms later, you must stay away from campus for 7 days¹ from the day after your first day of symptoms and until 24 hours have passed since your symptoms were resolved².

Those intending to be absent from classes: Eligible for Authorized Absence (1)-1 (with symptoms) or (1)-2 (without symptoms). Please submit a Request for Authorized Absence to the Student Division.

Members of official student clubs who have participated in face-to-face activities anytime beginning two days prior to the day of symptom onset: Inform the club's student representative.

Inform your Close Contacts

- To the extent possible, tell people with whom you have been in close contact³ anytime beginning 2 days before your symptoms first appeared.

Notify the Institute

- Prepare a PCR/antigen test report form (<https://www.titech.ac.jp/english/student-support/file/covid19-eng.xlsx>) and email it to pcrteststudent@jim.titech.ac.jp to notify the Institute of your positive test result. When reporting, if you are affiliated with a laboratory, please include your academic supervisor in the email for the purpose of contact tracing within the Institute. If you have any difficulty preparing a report, ask your academic supervisor to take care of it on your behalf. The Health Support Center will subsequently be in touch with you for health monitoring, etc.
- **Students affiliated with laboratories:** Please promptly notify your academic supervisor of your current status and seek his or her advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

After taking the above steps, please follow instructions from the Health Support Center.

Notes

1. Count the day your symptoms first appeared or your sample was collected as Day 0.
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labor and Welfare)
3. Dining together, having contact or talking without wearing a mask, spending a long time together in a confined space (e.g., car, karaoke, etc.) or face-to-face situations (group activities, experiments, games, etc.). Please see "(A) How to Determine a Close Contact (or Equivalent)" for Tokyo Tech's policy.
4. Those with symptoms must continue to monitor their health, avoid large events, group meals, etc., and take other measures to prevent infection for 10 days from the day after their first day of symptoms (for those without symptoms, for seven days from the day after their sample was collected).

3. If you are identified as a Close Contact (or equivalent)

For Students
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You have been identified as a Close Contact (or equivalent).

→ Please see "(A) How to Determine a Close Contact (or Equivalent)."

Please check the most recent date on which you had contact with a COVID-19 patient.



Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

**You have been identified as a Close Contact and have symptoms.
Stay away from campus and notify the Institute.**

Stay away from campus for **5 days**¹ after the last exposure to the COVID-19 patient (or after you started self-isolation at home if you live with the patient) and until **72 hours** have passed since your symptoms were resolved².

Those intending to be absent from classes: Eligible for Authorized Absence (2)-1. Please submit a Request for Authorized Absence to the Student Division.

Members of official student clubs who have participated in face-to-face activities anytime beginning two days prior to the day of symptom onset: Inform the club's student representative.

Notify the Institute

- Prepare a PCR/antigen test report form (<https://www.titech.ac.jp/english/student-support/file/covid19-eng.xlsx>) and email it to pcrteststudent@jim.titech.ac.jp to notify the Institute of your positive test result. When reporting, if you are affiliated with a laboratory, please include your academic supervisor in the email for the purpose of contact tracing within the Institute. If you have any difficulty preparing a report, ask your academic supervisor to take care of it on your behalf. The Health Support Center will subsequently be in touch with you for health monitoring, etc.
- **Students affiliated with laboratories:** Please promptly notify your academic supervisor of your current status and seek his or her advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

After taking the above steps, please follow instructions from the Health Support Center.

**You have been identified as a Close Contact but have no symptoms.
Stay away from campus.**

Stay away from campus for **5 days**¹ after the last exposure to the COVID-19 patient (or after you started self-isolation at home if you live with the patient).

- Those intending to be absent from classes: Eligible for Authorized Absence (2)-2. Please submit a Request for Authorized Absence to the Student Division.
- No need to send a report to pcrteststudent@jim.titech.ac.jp to notify the Institute of your current status at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please follow the relevant flowchart.
- **Students affiliated with laboratories:** Please promptly notify your academic supervisor of your current status and seek his or her advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

Notes

1. Count the last day of exposure or the day you started self-isolation at home as Day 0. Monitor your health and avoid dining and gatherings, take precautions to prevent the spread of infection for 7 days after the last exposure.
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labor and Welfare)

4. If someone you live with is identified as a Close Contact

For Students
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Someone you live with has been identified as a Close Contact (including suspected cases).

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

See "1. If you feel unwell."

No

Has the person you live with undergone PCR or antigen testing?

Yes (positive result)

Yes (negative result)

No (not tested)

See "3. If you are identified as a Close Contact (or equivalent)."

You can return to campus upon confirmation of a negative result.

You must also closely monitor your health for seven days after the confirmation while adhering to the following preventive measures:

- Those intending to be absent from classes: Eligible for Authorized Absence (6). Please submit a Request for Authorized Absence to the Student Division.

- A) At home: Wear a mask and sanitize your hands.
- B) On campus: Wear a mask at all times, sanitize your hands, and eat alone or eat in silence as much as possible.
- C) Avoid participating in group activities, events, etc.

Stay away from campus.

You must stay away from campus for the same period of time as the Close Contact¹.

- Those intending to be absent from classes: Eligible for Authorized Absence (6). Please submit a Request for Authorized Absence to the Student Division.
- No need to send a report to pcrteststudent@jim.titech.ac.jp to notify the Institute of your current status at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please follow the relevant flowchart.
- Students affiliated with laboratories: Please promptly notify your academic supervisor of your current status and seek his or her advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

Note

The Ministry of Health, Labor and Welfare recommends that Close Contacts self-isolate for 5 days after the last exposure to the COVID-19 patient (or after the start of self-isolation at home if they live with the patient) (the start day is counted as Day 0). However, if there are any specific instructions from the employer or school of the Close Contact, you can prioritize them over the recommendation.

5. If someone you live with feels unwell

For Students
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Someone you live with has started to feel sick.

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

See "1. If you feel unwell."

No

Have you undergone PCR or antigen testing?

Yes (positive result)

See "2. If you test positive."

Yes (negative result)
or
No (not tested)

Has the person you live with undergone PCR or antigen testing?

Yes (positive result)

You are identified as a Close Contact.
See "3. If you are identified as a Close Contact (or equivalent)."

Yes (negative result)
or
No (not tested)

Has he or she been identified as a Close Contact?

Yes

See "4. If someone you live with is identified as a Close Contact."

No

You are allowed to come to campus.

- Please closely monitor your health for seven days adhering to the following preventive measures:
 - A) At home: Wear a mask and sanitize your hands.
 - B) On campus: Wear a mask at all times, sanitize your hands, and eat alone or eat in silence as much as possible.
 - C) Avoid participating in group activities, events, etc.
- Those intending to be absent from classes: Ineligible to take authorized absences.
- Students affiliated with laboratories: Please consult your academic supervisor to determine whether to change to online-based research and supervision.
- No need to send a report to pcteststudent@jim.titech.ac.jp to notify the Institute of your current status at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please see the relevant flowchart.



6. Other (cases other than 1 to 5)

Case	Example	Determination
I have been exposed to a Close Contact who I do not live with.	I dined with a friend the other day. Later, a member of his family tested positive for COVID-19, and he has been identified as a Close Contact.	<ul style="list-style-type: none"> If you feel sick, please see "1. If you feel unwell." If you undergo PCR or antigen testing and test positive, please see "2. If you test positive." If your friend tests positive later, please see "(A) How to Determine a Close Contact (or Equivalent)." If you have been identified as a Close Contact (or equivalent), please see "3. If you are identified as a Close Contact (or equivalent)." Even if none of the above applies to you, please consult your academic supervisor and take measures to reduce the risk of infection, such as using online tools where possible.
I want to shorten my stay-away period. (Those who test positive, without symptoms)	Those who test positive (without symptoms) can end their stay-away period on the sixth day. *Only for those belonging to a laboratory, including affiliated students, expenses for purchasing test kits can be reimbursed through institutional operating expense funds (including external funds/indirect costs) and donations. Reimbursement via external funds/direct costs such as KAKENHI (Grants-in-Aid for Scientific Research) may also be accepted in certain cases, so please check with the relevant designated division. Please go through the necessary reimbursement procedures on the Purchase Request System in accordance with the National University Corporation Tokyo Institute of Technology Reimbursement Standards.	<ul style="list-style-type: none"> When you undergo antigen testing, please ensure that all of the following conditions are met: <ol style="list-style-type: none"> It is recommended to use the antigen-test kits that are approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law as much as possible. You use qualitative antigen test kits (nasopharyngeal or nasal swab). You continue to monitor your health, avoid large events, group meals, etc., and take other measures to prevent infection for 7 days from the day after your sample was collected.
I want to shorten my self-isolation period.	You can end your self-isolation on the third day at the earliest if you have no symptoms and test negative on all antigen tests* you undergo on the second and third day from your last exposure. *Only for those belonging to a laboratory, including affiliated students, expenses for purchasing test kits can be reimbursed through institutional operating expense funds (including external funds/indirect costs) and donations. Reimbursement via external funds/direct costs such as KAKENHI (Grants-in-Aid for Scientific Research) may also be accepted in certain cases, so please check with the relevant designated division. Please go through the necessary reimbursement procedures on the Purchase Request System in accordance with the National University Corporation Tokyo Institute of Technology Reimbursement Standards.	<ul style="list-style-type: none"> When you undergo antigen testing, please ensure that all of the following conditions are met: <ol style="list-style-type: none"> It is recommended to use the antigen-test kits that are approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law as much as possible. You use qualitative antigen test kits (nasopharyngeal or nasal swab). You continue to monitor your health for 7 days from the last exposure and ensure that you take precautions to prevent the spread of infection.



(A) How to Determine a Close Contact (or Equivalent)

Someone around you or someone you have been in contact with has tested positive.

Please confirm the patient's first day of symptom onset or the day their positive test sample was collected.

Have you been identified as a Close Contact by a Public Health Center?

No

Do you live with the COVID-19 patient?

Yes

No

You are a Close Contact (or equivalent)

Yes

Please check if both of the following conditions apply to you.

- You met the COVID-19 patient sometime during the 2 days before their symptoms first appeared.
- You had contact with the COVID-19 patient in a high-risk setting.

High-risk settings: dining together, having contact or talking without wearing a mask, spending a long time together in a confined space (e.g., car, karaoke, etc.) or face-to-face situations (group activities, experiments, games, etc.)



No

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue etc.
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue etc.
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

You have been identified as a Close Contact (or equivalent) and have symptoms. Stay away from campus and notify the Institute.
See "3. If you are identified as a Close Contact (or equivalent)."

You have been identified as a Close Contact (or equivalent) but have no symptoms. Stay away from campus.
See "3. If you are identified as a Close Contact (or equivalent)."

You have symptoms. Stay away from campus.
See "1. If you feel unwell."

You are not a Close Contact.
Please continue to closely monitor your health.

