

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 (with suspected COVID-19)

Contents

- You test POSITIVE
 - You are identified as a **Close Contact** (with symptoms) or equivalent.

• Reporting to the Institute is required when:

• How to report

New procedures in place from November 1, 2022

or equivalent) Access the T2Form and complete a report. (https://www.t2form.titech.ac.jp/sv/946869?lang=en)

• Upon completing your report submission, you will receive a confirmation email from pcrteststudent@. Regarding your required stay away period from campus, etc. follow the instructions in the message.

- 1. If you **<u>feel unwell</u>**
- 2. If you **test positive**
- 3. If you are identified as a Close Contact (or equivalent)
- 4. If someone you live with is identified as a Close Contact
- 5. If someone you live with feels unwell
- 6. Other (cases other than 1 to 5)

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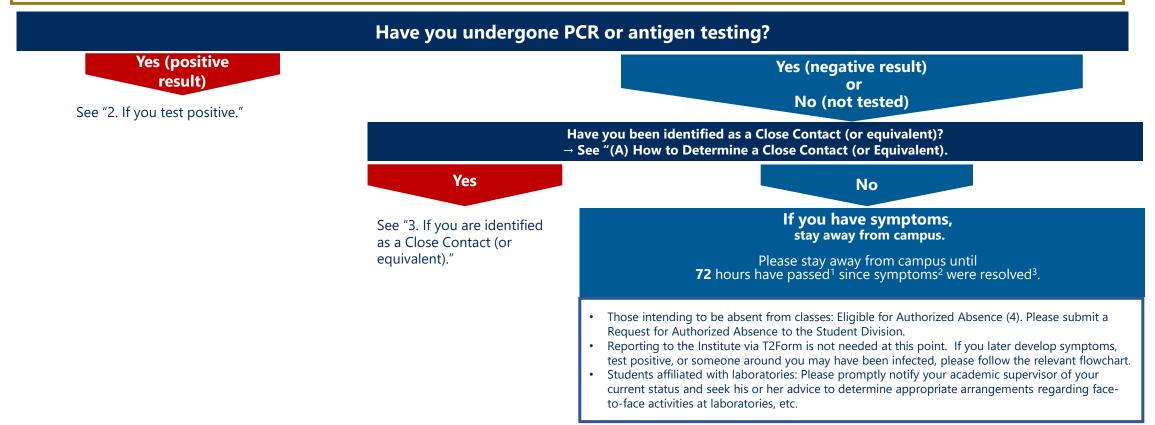
1. If you feel unwell



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.



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



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

New procedures in place from November 1, 2022

- Access the T2 Form (https://www.t2form.titech.ac.jp/sv/946869?lang=en) and report your positive test result to the Institute. In addition, if you are affiliated with a laboratory, contact your academic supervisor for the purpose of contact tracing within the Institute. If you have any difficulty preparing a T2 Form report, ask your academic supervisor to take care of it on your behalf.
- Upon completing your report submission, you will receive a confirmation email from pcrteststudent@.
- 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.

You must carefully read through the confirmation email sent to you from pcrteststudent@ Upon completing a T2 Form submission, and follow the instructions provided in the message.

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).

If you are identified as a Close Contact (or equivation	alent) For Students (with suspected COVID-19)		
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. 			
You have been identified as a Close Contact and have symptoms. Stay away from campus and notify the Institute.	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) and until 72 hours have passed since your symptoms were resolved ² .	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)-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 • Access the T2 Form (https://www.t2form.titech.ac.jp/sv/946869?lang=en) and report your current status to the Institute. If you have any difficulty preparing a T2 Form report, ask your academic supervisor to take care of it on your behalf. Upon completing your report submission, you will receive a confirmation email from	 Those intending to be absent from classes: Eligible for Authorized Absence (2)-2. Please submit a Request for Authorized Absence to the Student Division. Reporting to the Institute via T2Form is not needed 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. 		

You must carefully read through the confirmation email sent to you from pcrteststudent@ Upon completing a T2 Form submission, and follow the instructions provided in the message.

Notes

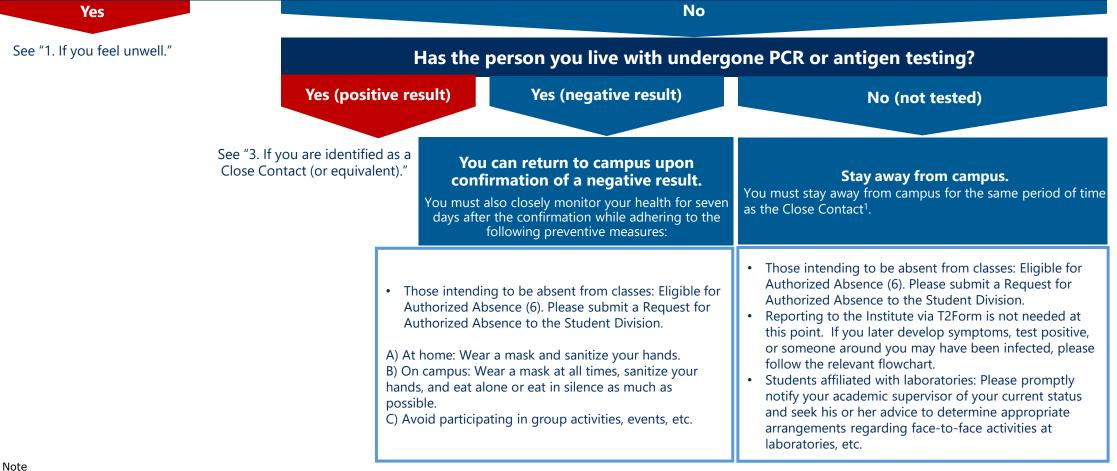
1. Count the last day of exposure or the day you started self-isolation at home as Day 0. Monitor your health and avoid dining and gatherings, take precautions to prevent the spread of infection for 7days after the last exposure.

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



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.



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

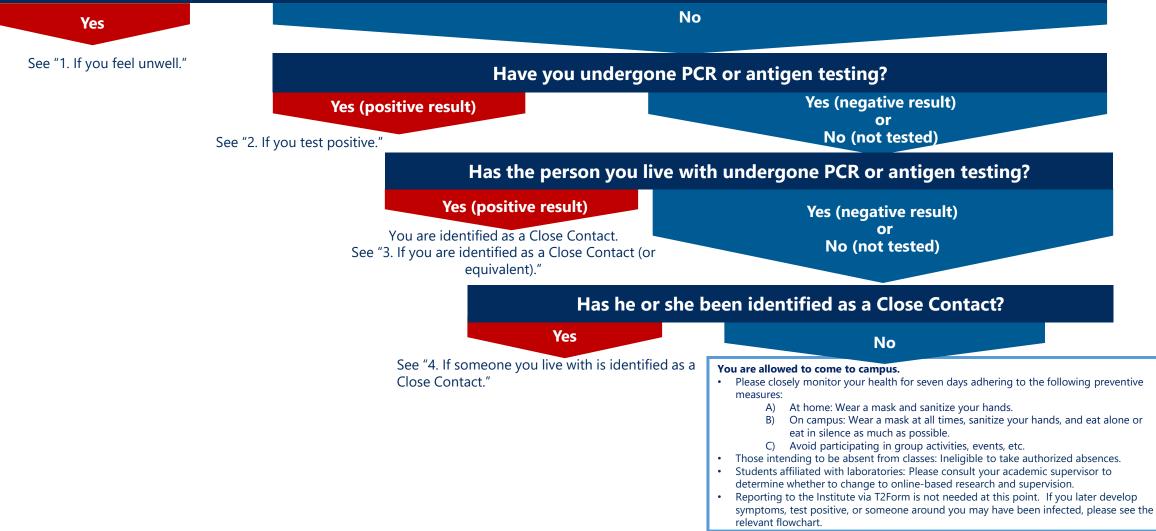


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Do you have any of the following symptoms?

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



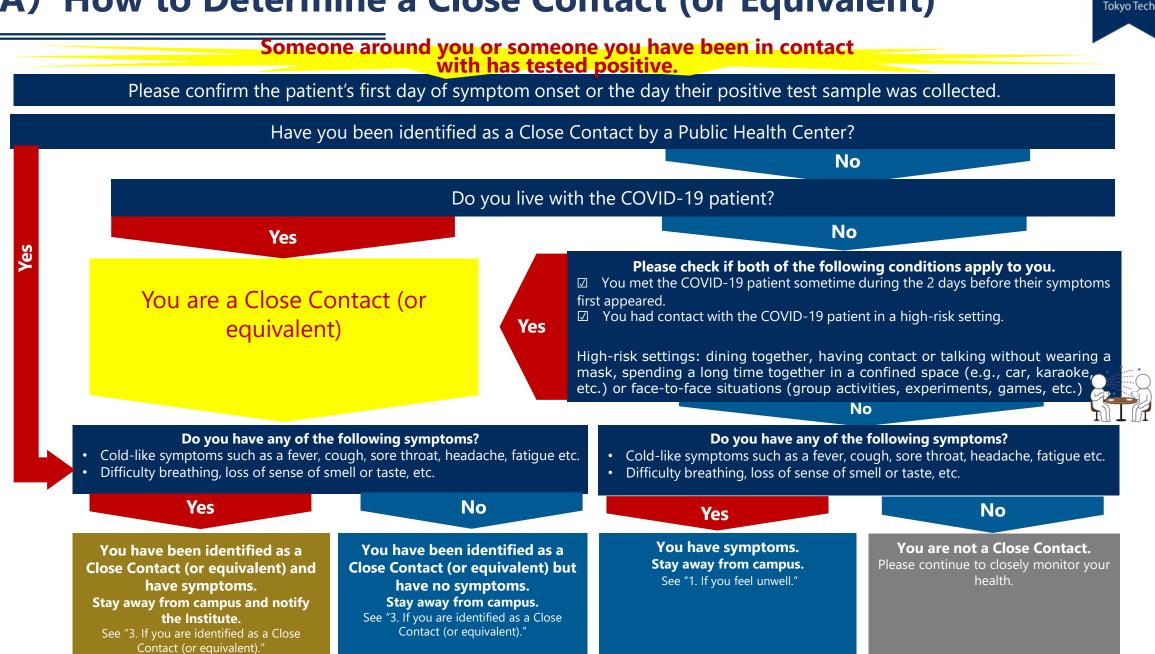
6. Other (cases other than 1 to 5)



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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.	 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.
l 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.	 When you undergo antigen testing, please ensure that all of the following conditions are met: 1 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. 2 You use qualitative antigen test kits (nasopharyngeal or nasal swab). 3 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.	 When you undergo antigen testing, please ensure that all of the following conditions are met: 1 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. 2 You use qualitative antigen test kits (nasopharyngeal or nasal swab). 3 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)



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