

September 9, 2020

Tokyo Institute of Technology COVID-19 Task Force

To Those Who Visit Tokyo Tech Campuses

In an effort to help prevent the spread of COVID-19, Tokyo Institute of Technology (“Tokyo Tech”) is currently restricting its faculty, staff, and students from coming to campus. In addition, we would like to ask our visitors to kindly follow the policy on precautions as described below.

This policy is expected to be in effect until the circumstances change dramatically. Changes to the policy will be announced at [Tokyo Tech News - COVID-19: President’s message, Tokyo Tech policy, important information to all stakeholders](#) on the Tokyo Tech website.

We greatly appreciate your understanding and cooperation.

Tokyo Tech policy regarding visitors to Tokyo Tech campuses

- Tokyo Tech currently only allows entrance to individuals who are:
 1. Performing day-to-day tasks that are essential to Tokyo Tech operations
 2. Coming for the purpose of delivery and/or installment of goods and equipment, and repair and maintenance of existing equipment and facilities.
 3. Coming for the purpose of research activities as members of a research group that consists of Tokyo Tech faculty member(s)
 4. A maximum of 20 individuals visiting from organizations in Japan for research-related meetings, etc.

Note: Those who are not one of the above may still be allowed entrance if a relevant host faculty/staff member at Tokyo Tech has applied to the COVID-19 Task Force and obtained approval from the executive vice president in charge.
- Visitation to Tokyo Tech campuses allowed under the following conditions:
 1. A host faculty/staff member at Tokyo Tech requested the individual to come to the campus, and it is deemed essential to Tokyo Tech’s education and research under the current circumstances.
 2. Visitors do not have any symptoms of sickness at the time of their visit.

To all visitors

- Please make sure to follow the instructions/precautions below when visiting Tokyo Tech campuses. In addition, Tokyo Tech host faculty/staff members will be keeping a record of those not planning to visit regularly, such as those coming for a one-time delivery, repair, or research-related meeting, etc. We ask for your kind understanding regarding this record keeping.

1. Check if your temperature is within the normal range.
2. Wash your hands before entering the room. When it is possible, use hand sanitizer, too, after washing your hands.

Note: Fever detection cameras and hand sanitizers are available in front of co-op stores on Ookayama and Suzukakedai campuses and the Campus Innovation Center (CIC) entrance hall on Tamachi campus.

3. In principle, you must wear a face mask throughout your visit as well as while taking public transportation.
- Tokyo Tech encourages its faculty and staff members to install the government-offered COVID-19 Contact-Confirming Application (“COCOA”) on their smartphones. We ask our visitors as well to participate in this effort.