

**Effective May 8, 2023**  
in response to the  
downgrading of COVID-19's  
categorization to Class 5



For students who test  
positive or live with  
someone who tests positive

## Response Manual for Students with COVID-19

For students who test positive  
or live with someone who tests  
positive

Please read and follow the instructions in this manual if you (a student) or  
someone you live with tests positive for COVID-19.

- Reporting to the Institute is required when you test POSITIVE.  
Access the **Forms** and complete a report. **NEW !** (<https://forms.office.com/r/kVNYA1Px9u>)  
**The Forms has been changed from May, 2025**

Reporting is not necessary if you test NEGATIVE despite having had close contact with someone with COVID-19.



※Please notify the Institute if you are infected with ANY infectious disease, such as influenza.



# When you test positive ①

## When you self-test for COVID-19:

- ① Use a test kit approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law (recommended)
- ② Use a qualitative antigen test kit (nasopharyngeal or nasal swab)

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### ① If you have symptoms

Stay away from campus for 5 days<sup>1</sup> from the day after your first day of symptoms, and until 1 day has passed since your symptoms were resolved.<sup>2</sup>

### If you have no symptoms

Stay away from campus for 5 days<sup>1</sup> from the day after your sample was collected.

### ② Notify the Institute (Access the Forms and report your positive test result to the Institute

(<https://forms.office.com/r/kVNyA1Px9u>)

Upon completing your report submission, you will receive a confirmation email from pcrteststudent@.

If you are affiliated with a laboratory and have difficulty preparing a Forms report, ask your academic supervisor to take care of it on your behalf.

(Reporting to the Institute is not necessary if you test NEGATIVE despite having had close contact with someone with COVID-19.)

### ③ If you intend to be absent from classes, submit a Request for Authorized Absence to the Student Division. (Prepare the required documentation following instructions on the Request for Authorized Absence form.)

If you are affiliated with a laboratory, promptly notify your academic supervisor of your current status and seek their advice to determine appropriate arrangements regarding face-to-face activities at laboratories, etc.

(There are no specific rules regarding participation in student club activities by students who test positive. They should consult the club's student representative about attendance for face-to-face activities, etc.)

Inquires regarding the authorized absence, contact the administrative office of your School, Department, etc. instead.

### ③ Get some rest if you feel unwell. Refer to the tips below.

### ④ If you have symptoms, continue to take precautions as you may remain infectious for 10 days from the day after your first day of symptoms (or 7 days from the day after your sample was collected if you have no symptoms).

Monitor your health and adhere to preventive measures such as wearing a non-woven fabric mask and sanitizing your hands.



## Notes

1. Count the day your symptoms first appeared or your sample was collected as Day 0. The period required for students to stay away from campus is stipulated in the Ordinance for Enforcement of the School Health and Safety Act.
2. Stay away from campus until 1 day has passed since your symptoms such as fever, sore throat, and phlegm were resolved. If your symptoms are severe, seek guidance from a doctor.

### ● What you can do when you are not feeling well

- ★ Keep yourself hydrated and get plenty of rest. OS-1 and other rehydration solutions are recommended.
- ★ If you have fever (without chills), use an ice pack or something similar to cool the back of your head and armpits.
- ★ If you have a severe cough, rest comfortably with your upper body elevated.
- ★ Take appropriate antipyretics and prescribed drugs. For sore a throat, lozenges and gargling with mouthwash containing povidone-iodine or azulene may help.
- ★ If you lose your appetite, try eating easy-to-digest foods (soft noodles, non-oily foods, jelly, etc.) in small amounts.




















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# When you test positive ②

Period to stay away from campus

Stay away from campus for 5 days from the day after the first day of symptoms, and  
until 1 day has passed since the symptoms were resolved.  
(Count the first day of symptoms as Day 0.)

	Day0	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8
Symptoms resolved on Day 3				 Symptoms resolved	Stay away	Stay away	Return to campus allowed		
Symptoms resolved on Day 5						 Symptoms resolved	Stay away	Return to campus allowed	
Symptoms resolved on Day 6							 Symptoms resolved	Stay away	Return to campus allowed

\* The period required for students to stay away from campus is stipulated in the Ordinance for Enforcement of the School Health and Safety Act.

# When someone you live with tests positive

For students who  
test positive or live  
with someone who  
tests positive



If you feel unwell and have fever, cough, sore throat, headache, fatigue, or other cold-like symptoms, or have difficulty breathing, loss of sense of smell or taste, etc., please see a doctor or self-test with a qualitative antigen test kit.

- Test kits for COVID-19:

- ① Should be those approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law (recommended)
- ② Must be qualitative antigen test kits (nasopharyngeal or nasal swab)

If you test NEGATIVE or have not been tested ⇒ Reporting to the Institute via Forms is not necessary.<sup>1</sup>

If you test POSITIVE ⇒ See “When you test positive” on the second page.

If you test POSITIVE and intend to be absent from classes, you will be granted authorized absence.

## Note

1. If you live with someone who tests positive, please monitor your own health for 5 days from the day after the person’s first day of symptoms. In addition, even if you test negative, you can still develop COVID-19 in the 7 days following exposure to the virus. While the person you live with is recuperating, please make sure to take precautions when going out, such as washing and sanitizing your hands, ventilating rooms, wearing a non-woven fabric mask, and avoiding contact with people more susceptible to COVID-19.

The Institute has decided to discontinue the process of identifying close contacts, in response to the downgrading of COVID-19’s categorization to Class 5, effective May 8, 2023. As such, reporting to the Institute is required only when you test POSITIVE.

# Changes to required actions (students)

For students who test positive or live with someone who tests positive



	Up to May 7, 2023 (equivalent to Class 2)	From May 8, 2023 (Class 5)
<b>Stay-away period from campus</b>	<ul style="list-style-type: none"> <li>● Those who test positive ⇒ (With symptoms) Stay away from campus for 7 days from the day after the first day of symptoms. (Without symptoms) Stay away from campus for 7 days from the day after the sample was collected.</li> <li>● Close Contacts with symptoms ⇒ Stay away from campus for 5 days from the most recent contact, and until 72 hours have passed since the symptoms were resolved.</li> <li>● Close Contacts without symptoms ⇒ Stay away from campus for 5 days from the most recent contact.</li> <li>● Those feeling unwell ⇒ Stay away from campus until 72 hours have passed since the symptoms were resolved.</li> </ul>	<ul style="list-style-type: none"> <li>● Those who test positive ⇒ (With symptoms) Stay away from campus for 5 days from the day after the first day of symptoms, and until 1 day has passed since the symptoms were resolved. (Without symptoms) Stay away from campus for 5 days from the day after the day the sample was collected.</li> </ul> <p><b>*The required stay-away period only applies if YOU test positive.</b></p>
<b>Reporting to Tokyo Tech</b>	<ul style="list-style-type: none"> <li>● Those who test positive, Close Contacts with symptoms ⇒ Reporting with Forms is required.</li> </ul>	<ul style="list-style-type: none"> <li>● Those who test positive ⇒ Reporting with Forms is required. *Forms reporting is not required unless you test positive, even if someone living with you tests positive.</li> </ul>
<b>Close Contacts (identification, notification)</b>	Identifying Close Contacts is required. Those who test positive must notify their deemed Close Contacts.	Identifying Close Contacts is not required.
<b>Authorized absences</b>	<ul style="list-style-type: none"> <li>● Those who test positive, Close Contacts with/without symptoms ⇒ Submit a Request for Authorized Absence to the Student Division. (A medical certificate is not required.)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Only those who test positive are eligible.</b> ⇒ Submit a Request for Authorized Absence to the Student Division. <b>Evidence must be attached</b>, such as medical certificate or an image of a test kit indicating a positive result.</li> </ul>
<b>Contacting official student clubs and groups</b>	<ul style="list-style-type: none"> <li>● Those who test positive, Close Contacts with symptoms ⇒ If you are an official student club/group member, and have participated in the club's face-to-face activities within two days prior to the first day of symptoms, you must contact the club's student representative.</li> </ul>	No special action is required. If you test positive, please seek advice from your club's student representative regarding face-to-face activities, etc.
<b>Reporting to laboratories</b>	<ul style="list-style-type: none"> <li>● Those who test positive, Close Contacts with/without symptoms ⇒ Report to your academic supervisor and seek advice regarding face-to-face activities, etc. at the laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>● Those who test positive ⇒ Report to your academic supervisor and seek advice regarding face-to-face activities at the laboratory.</li> </ul>
<b>Wearing face masks</b>	Wearing a face mask is required when around people in principle.	The decision whether or not to wear a face mask is left to individuals.