

February 14, 2020

**Please Read: Important safeguard against Novel Coronavirus**

Dear all staff and students,

Please read carefully and observe the following instructions to safeguard HU community against the potential spread of the infectious disease.

1. Overseas travel from now on until further notice

1) Traveling to Hubei or Zhejiang Provinces (or both) in China

HU students and staff (employees) must avoid all travel to the Provinces regardless of business or private matters. This however excludes the staff members who are in special circumstances e.g. infection outbreak investigations in the Provinces and/or other regions.

2) Traveling to other provinces in China

Students – Avoid all travel including private visits.

Staff members – Avoid all travel unless absolutely necessary.

When forced by circumstances to visit the country, you should practice the standard precautions such as staying away from crowds, wearing surgical face masks and hand hygiene. Before your departure, let your family, lab and the Academic Affairs/General Affairs of your school/institute know your contact addresses and phone numbers at your destinations.

2. Chinese students/staff/visiting researchers who have been back home in China and are expected to come back to Japan

1) Those who stayed in Hubei or Zhejiang Provinces (or both), and those who are now staying in one of the Provinces

Japanese government has restricted the entry of foreign passengers who were in Hubei or Zhejiang Provinces at any point in the last 14 days including the date of arrival at a Japanese port/airport, and those who hold a Chinese passport issued either in Hubei or Zhejiang Provinces. Under this government's direction, any person to whom any of the above conditions apply will be denied entry by the border controls of Japan.

2) Those who stayed/are now staying in China but not in Hubei or Zhejiang Provinces

No restrictions apply. To accommodate the returning students and staff members follow the instructions in the appended "*Novel Coronavirus: What You Should Know*". To the returning visiting researchers (non-HU employees) the same instructions apply. If any returnees are showing the typical symptoms of Coronavirus infection, please report immediately to the admin office of the concerned school/institute via email or the like.

### 3. New student and visiting researcher intakes from China

#### 1) Those from Hubei or Zhejiang Provinces in China

Japanese border controls at all ports/airports will deny entry as above stated.

#### 2) Those from China other than Hubei or Zhejiang Provinces

No restrictions apply. To accommodate the new students follow the instructions in the appended "*Novel Coronavirus: What You Should Know*". To the new visiting researchers the same instructions apply. The admin staff of the institute in charge of the intake should inform incoming visiting researchers of the above before their arrival.

### 4. General hygiene practices

As you normally do to avoid flu and cold viruses and prevent their spread, do the hand hygiene and cough etiquette. Schools/institutes must ensure a supply of alcohol-based hand antiseptics in the entrance areas as well as liquid hand wash next to the wash basins and sinks.

### 5. HU main website

Please visit our website regularly for the latest updates on Novel Coronavirus infection.

<https://www.global.hokudai.ac.jp/>

Regards

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## Important – Please Read

National University Corporation Hokkaido University

February 7, 2020

### Novel Coronavirus: What You Should Know

As reported on the news, Novel Coronavirus pneumonia (hereinafter referred to as "Coronavirus infection") outbreak which started off in Wuhan, the capital city of Hubei Province in China in December 2019 has become a global crisis with the infection spread across not only the Far East involving Thailand, Japan, Korea and Taiwan but also the US and other nations.

HU has prepared a list of precautions against the Coronavirus infection. Please read carefully and follow the instructions below when you travel abroad or visit home overseas.

**Reminder: Novel Coronavirus is now classified as one of the designated infectious diseases (Category II Infectious Diseases) by the Ministry of Health, Labour and Welfare. Under the government's direction HU's Health Care Center cannot provide medical care to the patients possibly infected with Novel Coronavirus. If you suspect you may have Coronavirus, do not visit the Health Care Center in person.**

#### 1. When you travel abroad or visit home overseas

1) At the destination(s), you should:

- **Do hand hygiene.** It's most effective to wash hands with soap and water to prevent diseases.
- **Boost and keep your immune system strong.** No binge eating or drinking. Get enough sleep and keep regular hours.
- **Stay away from crowds as much as possible. Wear a surgical face mask when necessary.** Most masks cannot block all viruses, but prevent hands from touching the mouth and nose.

2) Do not go anywhere close to the fresh markets which sell fresh meat. It is best to avoid eating game.

3) Let your family and HU know your contact address(es) and number(s) abroad so they can communicate with you in an emergency.

Students - Leave your contact details with the Academic Affairs Office of your school/graduate school.

Staff members - Leave your contact details with the General Affairs Unit of your faculty admin office.

#### 2. When you are returning to Japan and after your arrival

1) If you have a fever or feel unwell prior to boarding a flight to Japan, **cancel your trip immediately. Stay in the country where you are and wait until you fully recover your health before heading off to Japan.**

If you find yourself with a fever or feel unwell while aboard a flight, you must go through a quarantine at your arrival airport in Japan to give descriptions of the symptoms you have before immigration clearance.

2) It is generally accepted that the incubation period of Novel Coronavirus is approximately 14 days with no symptoms such as fever. **As precautionary practices wear a surgical face mask and observe your overall health for at least 14 days after your re-entry to Japan.**

If you start feeling unwell, do not leave it too late - **call HU's Health Care Center on [ext. 5484] first, then follow their instructions.**

**The same procedures apply when you seek advice on possible infection where symptoms have not yet emerged. Please do not just turn up at the Center, but call [ext. 5484] to prevent possible secondary infection to others.**

3) **If you believe you have symptoms of Coronavirus infection, send an email to HU to report the following.**

A. Countries and regions you have been to

B. Duration of travel

C. Symptoms

D. History of visiting doctors or having been hospitalized when staying overseas

Students – Send an email with the above details to the Academic Affairs Office of your school/graduate school.

Staff members – Send an email with the above details to the General Affairs Unit of your faculty admin office.

3. When you have family and friends visiting you in Japan

When you have visitors from overseas, keep an eye on their general health and any signs of unwellness such as fever. **If someone feels unwell, call one of the following numbers for information and advice.**

<Japan Visitor Hotline (Japan Tourism Agency)>

Phone: 050-3816-2787

(Lines open 24/7 & 365 days a year; available in English, Chinese, Korean and Japanese)

<Kyukyu Anshin Center Sapporo>

Phone: 011-272-7119

(Lines open 24/7 & 365 days a year; available in English, Chinese, Korean, Thai, Malay and Russian)

We appreciate your understanding and support in this difficult time.