1. PREPARATION BEFORE DEPARTURE

1-1. SELF-MONITOR & RECORD YOUR PHYSICAL CONDITION
Self-monitor your physical condition for a period of 14 days prior to the date of your arrival in Japan. Take your temperature every day and check for any symptoms related to COVID-19, such as shortness of breath, lack of taste / smell, coughs and sputum / phlegm, recent malaise, nausea, diarrhea, etc. by filling out the “Self-Health Check Sheet” on a daily basis.
In addition, take record of your daily activities (place, time and name of person in contact) and note it down in the “Self-Health Check Sheet.” Be sure to bring this Sheet (or the data of the Sheet) with you at the time you are to enter Japan.

“Self-Health Check Sheet”  https://www.u-tokyo.ac.jp/content/400138827.xlsx

1-2. PREPARATION OF ANTI-INFECTION ITEMS
Face masks and thermometers are needed for the protection against COVID-19 on a daily basis. Be sure to prepare and bring your own thermometer and some stock of face masks with you, since you may not be able to purchase them right after your arrival in Japan. The ideal quantity of stock for the disposable face masks would be for 2 weeks.

1-3. ARRANGE YOUR MEANS OF PRIVATE TRANSPORTATION AND PLACE OF STAY FOR THE 14-DAY QUARANTINE PERIOD
Due to the border control measures by the Ministry of Health, Labour and Welfare, you are not allowed to use any public transportation (trains, buses, taxis, domestic flights, ships, etc.) from the very day of your entry to Japan up till the completion of your 14-day quarantine period.
In addition, you are required to self-quarantine yourself for a period of 14 days commencing from the next day of your entry to Japan at some hotel, etc. (You cannot spend the 14-day quarantine period at the UTokyo accommodation.)
Be sure to follow the instructions given by your affiliated faculty / department (laboratory) / institution at UTokyo and make the necessary arrangements for your stay for the 14-day quarantine period through the designated travel agency by the university ahead of time.

1-4. **BE TESTED FOR COVID-19 WITHIN 72HRs BEFORE DEPARTURE**

You are required to present the certificate for the negative result of the COVID-19 test conducted within 72 hours before the time of your departure upon your arrival in Japan in case you stayed in any of the countries / regions which are subject to denial of permission to entry Japan within 14 days prior to your application for landing. Be sure to make the necessary arrangements ahead of time and receive the required COVID-19 test to fit your own flight schedule.

Cf.) Ministry of Foreign Affairs

“Border enforcement measures to prevent the spread of novel coronavirus (COVID-19)”
https://www.mofa.go.jp/ca/fna/page4e_001053.html

1-5. **NOTIFY YOUR ARRIVAL INFORMATION, ETC.**  

**[IMPORTANT]**

Be sure to notify the following information before your entry to Japan to (a) your affiliated faculty / department (laboratory) / institution at UTokyo and (b) your assigned UTokyo accommodation office.

(1) Date/time of Arrival in Japan
(2) Place of Stay for the 14-Day Quarantine Period/Your Contact Information
(3) Expected Date/Time of Arrival at the UTokyo Accommodation
2. ARRIVAL ~ ENRTY PROCEDURES IN JAPAN

All nationals arriving from countries and regions abroad are subject to the following restrictions:

- Secure a place of stay for the 14-day quarantine period commencing from the next day of your entry to Japan.
- Secure your own way of private transportation from the port of your arrival to the place of your stay for the quarantine period without the use of any public transportation.
- Persons who have stayed in any of the countries/regions which are denied permission to enter Japan as ones who fall under the Article 5, paragraph (1), item (xiv) of Immigration Control and Refugee Recognition Act, within 14 days prior to their application for landing are needed to be tested for COVID-19 at the time of their entry to Japan.
- Persons who have been tested for COVID-19 at the time of their entry to Japan will have to either stay within the airport or at a place designated by the quarantine station until they receive the test result.

※Currently, it is said to take around a couple of hours from the time of your arrival in Japan till you receive the COVID-19 test result and safely enter Japan. (If in need to be retested, you may have to wait until the next day to receive the test result.)

Persons who are tested for COVID-19 at the port of their arrival SHOULD NOT LEAVE THE PLACE until they receive the test result.

In addition, according to the border control measures announced by the Ministry of Health, Labour and Welfare of Japan, all nationals arriving from abroad are called upon to self-quarantine for a period of 14 days commencing from the next day of arrival in Japan at a location designated by the quarantine station chief and are subject to receive health follow-ups by the public healthcare center even if tested negative for the COVID-19 test conducted at the port of arrival in Japan.

3. **14-DAY QUARANTINE PERIOD**

3-1. **YOUR STAY FOR THE 14-DAY QUARANTINE PERIOD**
Due to the border control measures by the Ministry of Health, Labour and Welfare, you are required to self-quarantine yourself for a period of 14 days commencing from the next day of your entry to Japan at some hotel, etc. (You cannot spend the 14-day quarantine period at the UTokyo accommodation.)

Be sure to follow the instructions given by your affiliated faculty / department (laboratory) / institution at UTokyo and make the necessary arrangements for your stay for the 14-day quarantine period through the designated travel agency by the university.

In addition, be sure to take your temperature every day and adhere to the preventive measures stated in the application form for the “Written Pledge” and self-monitor and report your physical condition following the required process.

If you are to develop any symptoms of shortness of breath, strong malaise, high fever, or to have ongoing cold-like symptoms such as fever or coughing during your quarantine period, follow the steps given in the handout notice received from the designated travel agency and report or consult your physical condition accordingly.

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/covid19_qa_kanrenkigy ou_00001.html

3-2. **IF TESTED POSITIVE DURING THE QUARANTINE PERIOD**
Follow the instructions received from the public health center in charge.
Always notify (a) your affiliated faculty / department (laboratory) / institution at UTokyo and (b) your assigned UTokyo accommodation office about the instructions given by the public health center in addition to your situation (whether you are to be transferred to a medical institution, quarantine hotel, etc.) each time when there is to be any change.

3-3. **YOUR MOVE-IN TO THE UTOKYO ACCOMMODATION AFTER THE QUARANTINE PERIOD**
If you have completed your 14-day quarantine period and have no problem in your physical condition or had tested positive for COVID-19 but had completed your
14-day quarantine period after having been discharged from the medical institution, etc., you will be able to move in to your assigned room at the UTokyo accommodation on the date / time you have previously notified.

Be sure to inform the accommodation office in advance if there is to be any change in the date / time of your arrival at the UTokyo accommodation.

You will need to fill out the attached “Move-In Health Check Sheet” for your physical and preexisting health condition on the day of your move-in to the UTokyo accommodation and either send it or submit it to the accommodation office for their confirmation.

■ UTokyo Accommodations’ Office Hours Available for Move-In

- International Lodges
  Weekdays 8:00-20:00
  Weekends & Holidays 8:00-18:00

- Mejirda International Village
  Basically Weekdays only 9:00-18:00
  ※Move-in available on Weekdays, Weekends & Holidays 7:00-21:00
  Only with prior notification of date/time of arrival received at the MIV Reception Desk during weekdays 9:00-18:00 (excluding national holidays in Japan).

- Toshima International Hall of Residence A/B
  Weekdays, Weekends & Holidays 9:00-17:00

- Oiwake International Hall of Residence
  Weekdays, Weekends & Holidays 9:00-17:00

- Mitaka International Hall of Residence
  Weekdays only 9:00-16:30 (N/A Weekends & Holidays)
  ※Move-In not available during year-end & new year holidays (12/29~1/3)

■ Rent Calculation at the UTokyo Accommodations

The ways of rent calculation at the UTokyo accommodations differs depending on the place you are assigned. Please be sure to check the following information about your own assigned accommodation.

- UTokyo accommodations which rent will be prorated from the date of your move-in
  - Mejirda International Village
  - International Lodge, Komaba Lodge Main, B/C/D & Annex
  - International Lodge, Kashiwa Lodge

- UTokyo accommodations which rent will not be prorated (monthly charge only)
  - Toshima International Hall of Residence A/B
  - Oiwake International Hall of Residence
  - Mitaka International Hall of Residence
4. PRECAUTIONARY MEASURES AGAINST COVID-19

You will need to adhere to the following precautionary measures taken at the UTokyo accommodations for the prevention of the possible spread of COVID-19 within our facilities which could lead to the compulsory shutdown of our accommodations in the event of the occurrence of a possible COVID-19 cluster. Please note that each one of your act matters most in maintaining the safety within our accommodations including the use of the common spaces. Also, please refer to the “Example of practicing ‘New Lifestyle’” issued by the Ministry of Health, Labour and Welfare, as a guidance to your new way of life with COVID-19.

■ Be sure to keep your own thermometer, stock of face masks (ideally for 2 weeks) and hand sanitizers, etc. as precautionary measures against infectious diseases.

■ Take record of your temperature, physical condition and your daily activities (place, time, persons in contact) every day.

■ Be sure to wear a face covering / face mask when going out in the public or unable to maintain a safe distance with others (i.e. an ideal physical distance of 2 meters).

■ Be super sure to wash your hands thoroughly and gargle from time to time.

■ Be sure to follow the coughing manners; use your bent elbow when coughing if not wearing a face mask.

■ Be sure to wash your hands thoroughly after touching places where multiple people would touch, such as the surfaces of tables / desks, chairs, doorknobs, lighting switches, remote controllers, handrails, water faucets, flushing levers, seats of the toilet, etc.

■ Avoid the crowd and refrain from going out for inessential purposes and gatherings.

■ Use the delivery box in receiving parcels, etc. Be sure to receive your parcels or delivery food at the accommodation entrance, if there is no delivery box. Do not let the delivery person step inside the accommodation.

■ Do not let non-residents in the UTokyo accommodations.

■ Avoid close contact with others, including handshakes, etc.

■ Refrain from holding / attending gatherings and parties accompanying food and close contact with others.

■ Avoid the 3Cs, the perfect setup for COVID-19; Closed spaces, Crowded places, Close-contact settings and fully ventilate all spaces from time to time.
Avoid using the common dining spaces with the other residents. Try to shift time with one another or eat inside your own room in order to prevent possible infection from droplets. Avoid using the common spaces (lounges, halls) for taking meals and doing exercise.

Be sure to stock food supplies (preserved food, canned food, etc.) and drinks to last for a period of 2 weeks just in case you need to be self-isolated. Online shopping is useful.

Be sure to notify the accommodation office either by phone or email after consulting a doctor following the designated procedures if you are to develop any respiratory symptoms such as shortness of breath, malaise, high fever, or any ongoing cold-like symptoms (fever, coughs, etc.). Stay inside your own room and avoid going out in the public or using the common spaces when feeling unwell. Always use your phone or email as a tool for communication with the accommodation office and your friends whenever feeling unwell.


Use the phone or intercom when in need to contact the accommodation office so as to avoid any possible infection.

Install the COVID-19 Contact-Confirming App (COCOA) managed by the Ministry of Health, Labour and Welfare in your mobile device to protect yourself and your whole community from getting infected by COVID-19.
5. **CONTACT INFORMATION**

### [UTOKYO CONTACT INFORMATION]

- **Mejirodai International Village**
  - Mejirodai International Village: mejirodai_village@maicom.co.jp

- **International Lodge, Komaba Lodge**
  - Komaba Lodge Main &BCD: m-komaba_lodge.adm@gs.mail.u-tokyo.ac.jp
  - Komaba Lodge Annex: komaba_lodge.adm@gs.mail.u-tokyo.ac.jp

- **International Lodge, Kashiwa Lodge**
  - Kashiwa Lodge: kashiwa_lodge.adm@gs.mail.u-tokyo.ac.jp

- **Mitaka International Hall of Residence**
  - Student Welfare Section, Student Support Division, College of Arts and Sciences
    - Mitaka International Hall of Residence: mitaka-jimu.c@gs.mail.u-tokyo.ac.jp

- **Toshima A, B & Oiwake International Halls of Residence**
  - UTokyo Student Scholarship and Welfare Group, Welfare Team:
    - kousei.adm@gs.mail.u-tokyo.ac.jp

- **For Inquiries Regarding Your Entry to Japan**
  - UTokyo International Support Group: rsupport.adm@gs.mail.u-tokyo.ac.jp

- **Your Affiliated Faculty / Department (Laboratory) / Institution at UTokyo:**
  - Please confirm on your own.

### [OTHER CONTACT INFORMATION]

**※ALWAYS CONTACT YOUR UTOKYO ACCOMMODATION OFFICE WHEN FEELING UNWELL.**

- **When Having Fever or Developing COVID-19 Related Symptoms**

1. **[TOKYO-TO HATSUNETSU SODAN CENTER]**
   - 24/7 (including weekends & holidays)
   - TEL: 03-5320-4592
2. 【TOKYO CORONAVIRUS SUPPORT CENTER FOR FOREIGN RESIDENTS】
   Weekdays 10:00-17:00  （N/A weekends & holidays）
   TEL: 0120-296-004  （toll-free）
   Languages Available: Japanese, English, Chinese, Korean

3. 【UTOKYO HEALTH SERVICE CENTER】
   Weekdays 10:00-17:00  （N/A weekends & holidays）
   TEL: 03-5841-2579

When Receiving Notification from COCOA (COVID-19 Contact-Confirming Application managed by the Ministry of Health, Labour and Welfare)

【TOKYO-TO HATSUNETSU SODAN CENTER / COCOA hotline】
   24/7 (including weekends & holidays)
   TEL: Call number will be informed at the time of the COCOA notification.

For Worries Over Your Physical Condition

【COVID-19 CALL CENTER】
   Weekdays, Weekends & Holidays 9:00-22:00
   TEL: 0570-550571
   Languages Available: Japanese, English, Chinese, Korean
入館時 チェックシート／MOVE-IN HEALTH CHECK SHEET

宿舎・ロッジ名／Name of Accommodation：______________________________
入館者氏名／Your Name：____________________________________________
入館日時： 月 日（ ）午前・午後 時 分
Move-In Date/Time: (Month) / (Day) A.M.・P.M. ：

1. 基礎疾患の有無／Preexisting Health Conditions □ あり／YES □ なし／NO

[ありの場合、内容を記載／Write in detail, if any.]

2. 入館当日の健康チェック／Health Check at the time of Move-In

体温／Body Temperature _______ ℃

息苦しさ／Shortness of Breath □ あり／YES □ なし／NO

味覚・嗅覚障害／Lack of Taste, Smell □ あり／YES □ なし／NO

せき・たん／Coughs and Sputum, Phlegm □ あり／YES □ なし／NO

だるさ／Malaise □ あり／YES □ なし／NO

吐き気／Nausea □ あり／YES □ なし／NO

下痢／Diarrhea □ あり／YES □ なし／NO

その他の症状／Other Symptoms □ あり／YES □ なし／NO

[ありの場合、内容を記載／Write in detail, if any.]