

Influenza Preparedness Handbook



Hitotsubashi University

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The term *shingata* influenza (新型インフルエンザ) is used commonly in Japan, and its literal translation means 'new type' influenza.

Currently, this term is being used to refer to the pandemic influenza A (H1N1), also known as swine flu, which became prevalent in 2009. WHO (World Health Organization) refers to this influenza as '**pandemic H1N1 2009.**'

Please note that this handbook focuses on this particular influenza - '**pandemic H1N1 2009**' - but it is possible for a new strain of influenza to become wide-spread in the near future. The diagnosis and treatment of influenza vary depending on the characteristics of each strain. Please be sure to obtain up-to-date information from the reliable sources listed at the end of this handbook on pages 29-30.

1

Basic Knowledge about Influenza

■ Pandemic Influenza and Seasonal Influenza ■

Pandemic Influenza occurs when a new influenza virus, which has been retained or transmitted only among animals such as pigs or birds and not humans, mutates and infects a human resulting in human-to-human transmission. (A mutation is a randomly-derived change where one type of virus transforms to another subtype.)

Seasonal Influenza is referred to as 'seasonal' because it becomes prevalent every winter. Many people have contracted the virus in their lifetime; thus, they already have some immunity against it. Vaccines are given to prevent outbreaks of seasonal influenza. Vaccines are designed to target strains that are predicted to become prevalent based on previous experience.

About Transmissibility and Toxicity

Since no one has pre-existing immunity to a new influenza, infection will become widespread readily and may cause an explosive outbreak. We observed worldwide pandemics of "Spanish influenza" in 1918, "Asian influenza" in 1957 and "Hong Kong influenza" in 1968. These pandemics resulted in a large number of deaths.

An Influenza Pandemic occurs every few decades. While the next pandemic was being feared, the circulation of swine-origin influenza in humans was verified in the spring of 2009. Since then, swine-origin influenza has spread to different regions of the world.

Influenza viruses vary from less toxic (low-pathogenic strain) to highly toxic (high-pathogenic strain). The swine influenza, which is prevalent in 2009, is a low-pathogenic strain. (The avian influenza, which is feared to have adapted into a new strain that can be transmitted among humans, is considered to be a high-pathogenic strain.) The virus of a low-pathogen strain only replicates in the respiratory system (including

lungs and respiratory tract), whereas the virus of a high-pathogenic strain spreads through the entire body including internal organs.

Most people will recover from infection with a low-pathogenic strain after showing relatively mild symptoms. In rare cases, the infection can develop into a more severe condition. For infants, it can cause encephalopathy which may lead to death in a severe case; thus, influenza should always be treated with careful attention.

Also, it is possible for low-pathogenic viruses to mutate and become drug-resistant.

With today's advanced transportation system, an outbreak of influenza in one region can spread rapidly creating serious health problems and casting a shadow on social and economic activities across a wide area.

On the other hand, developments in medical and information technology have enabled us to take preventative measures by accessing accurate information.

Let us be prepared with accurate knowledge about Influenza A (H1N1) so that we can make prudent decisions and protect ourselves.

Q & A

What is influenza virus A and B? H1N1?

Influenza viruses can be grouped into 3 different types: A, B and C. Since type C is considered relatively mild like a common cold, 'influenza' is defined as infectious disease caused by type A and type B viruses.

Influenza A and B viruses contain Haemagglutinin (HA) and Neuraminidase (NA) proteins. With respect to influenza A virus, HA and NA have mutated into an especially large variety of serotypes. There are 16 different variations of HA and 9 different variations of NA. Different combinations of these proteins are indicated as H1N1 or H16N9, for instance.

Pandemic Alert

WHO (World Health Organization) releases pandemic alerts for Influenza A (H1N1) to indicate the current 'phase' of Influenza infection and to advise international communities, governments and industries on appropriate responses in each phase. The transition from one phase to another is determined by characteristics of the virus and its means of transmission.

WHO Pandemic Influenza Phases

Predominantly Animal Infections; Few Human Infections	PHASE 1	Viruses are circulating only among animals.
	PHASE 2	An animal influenza virus is known to have infected humans.
	PHASE 3	An animal or recombined human-animal influenza virus has caused small clusters of disease in people, but human-to-human transmission is limited. (For example, when there is contact between an infected person and an unprotected caregiver.)
Sustained Human-to-Human Transmission	PHASE 4	Human-to-human transmission causes "community-level outbreaks."
Widespread Human Infection (Pandemic)	PHASE 5	Human-to-human spread of the virus is found in at least two countries of one WHO region.
	PHASE 6	Community-level outbreaks occur in at least one country in a different WHO region in addition to the criteria defined in Phase 5.
Possibility of Recurrent Events	POST PEAK	Pandemic activity appears to be decreasing in most countries; however, a second wave is possible.
Disease Activity at Seasonal Levels	POST PANDEMIC	Influenza disease rates have returned to levels normally seen for seasonal influenza.

Using the WHO criteria as a reference, Japanese pandemic alert levels have been established to reflect the circumstances within the country.

Pandemic Influenza Alert Levels in Japan (Japanese Ministry of Health, Labour and Welfare)

Levels	Conditions	
Anterior Level	Pandemic influenza is not being detected.	
Level 1	A human infection of pandemic influenza is detected outside Japan.	
Level 2	A human infection of pandemic influenza is detected within Japan.	
Level 3	With a case in Japan, the source of the patient's infection is unable to be determined by an epidemiological investigation.	
Response of each prefecture	Spread	In each prefecture, preventative measures such as hospitalization of patients are expected to minimize further transmission of the infection.
	Widespread	In each prefecture, preventative measures such as hospitalization of patients are unable to minimize further transmission of the infection.
	Recovery	In each prefecture, the peak rate of infection has been passed.
Level 4	The number of infected patients is decreasing and remains low.	

■ Evolving Situations

As we have seen in the past, outbreaks of influenza can re-occur after initially subsiding. The strain can mutate to become more virulent in the second outbreak.

Pandemic Influenza A (H1N1), which has been prevalent in 2009, may ebb, but is predicted to return in second and/or third waves after a few months. When the outbreak returns, the influenza may be more virulent and/or highly pathogenic.

Also, the number of highly pathogenic strains of avian influenza has been gradually increasing, and the death rate is alarming. The potential of avian influenza to become a pandemic cannot be denied.

■ Symptoms of Influenza A (H1N1)

Pandemic Influenza A (H1N1) 2009, also known as 'swine influenza', is highly prevalent but low-pathogenic; therefore, the symptoms are similar to those of seasonal influenza.

Following infection, symptoms will develop after one to seven days. Some of the known symptoms include: sudden fever of 38°C or higher, chills, headache, muscle ache, body ache especially in the throat and joints, cough, nasal congestion, fatigue, nausea, and diarrhea.

A high fever is observed in most cases of infection, but in some cases, temperature may not rise above 37°C or so. It is important to monitor symptoms closely.

Even though a fever may subside quickly following administration of antiviral drugs, the infection is highly contagious during the period one day before the onset of fever until two days after the temperature returns to normal. Therefore, it is recommended to stay home for another 2 days after the fever goes away.

Although the virus is not highly toxic, people with pre-existing disease (including asthma, diabetes and heart disease), people who are taking steroidal drugs, people with immunologic deficiency, pregnant women, and children are at greater risk of severe illness. Deaths among these groups of people have been reported; thus, it is important that they take preventative measures.

■ Infection Route

There are three possible routes of infection for Influenza A (H1N1).

- ① **[Droplet Infection]** Droplets from a cough, sneeze or speech of an infected person are propelled through the air, and people nearby may inhale the virus.

- ② **[Contact Infection]** A person's hand comes into contact with infected droplets on objects. His/her hand then touches his/her eyes, nose or mouth, transmitting the virus into the body.
- ③ **[Aerosol Infection]** During an especially dry season, the virus becomes airborne. Infection occurs when the virus in the air is inhaled.

Differences between influenza and the common cold

	Common Cold	Influenza A (H1N1) 2009 and Seasonal Influenza	Avian Influenza
Cause	adenoviruses, other viruses (There are several different viruses.)	swine-origin, novel influenza viruses; human influenza virus	new influenza virus developed through mutation of avian flu virus H5N1
Symptoms	Sore throat, nasal congestion, cough, mild fever	High fever of 38°C or higher, cough, sore throat, headache, fatigue, body ache including joints, diarrhea, abdominal pain	High fever of 38°C or higher, cough, difficulty breathing, bleeding from internal organs
Infection Route	Droplet Infection Contact Infection Aerosol Infection	Droplet Infection Contact Infection Aerosol Infection	Droplet Infection Contact Infection Possible Aerosol Infection
Incubation Period	1 to 3 days	1 to 7 days	4 days on average
Toxicity	Low	Low	High
Death Rate	Almost 0%	Less than 0.1%	2 to 20%

■ Diagnosis

The most reliable methods for diagnosis are PCR and blood testing. The PCR test identifies influenza viruses in a throat swab specimen, and the blood test measures the titre of antibodies to the viruses. However, the results of these tests are available only after a few days, so the **rapid influenza diagnostic test kit** is more commonly used. This kit can identify A or B strains of influenza in a nose or throat swab in about 15 minutes. The viruses must be present above a certain level in a specimen in order to be accurately identified. Depending on the timing of this test, it can show a false-negative result. A diagnosis of influenza is determined based on a comprehensive assessment of test results, other clinical symptoms and a history of close contact with an infected person.

*For Pandemic Influenza A (H1N1) 2009, a definitive diagnosis involving the PCR test is not necessary, except in severe cases. If you are diagnosed with Influenza A according to the rapid influenza diagnostic test, all precautions for Pandemic Influenza A (H1N1) 2009 should be taken.

■ Treatment

People with influenza are advised to get plenty of rest, to eat nutritious food that is easy to digest, and to drink plenty of fluids.

About Antiviral Drugs

Antiviral drugs such as oseltamivir (trade name: Tamiflu) and Zanamivir (trade name: Relenza) that slow the spread of influenza virus between cells can lower the fever about 24 hours after they are taken (in most cases). However, these drugs are most effective when taken

within 48 hours of the onset of symptoms. If you experience flu-like symptoms, it is recommended that you visit a medical institution very soon.

Some components of over-the-counter drugs for the common cold and fever may prolong influenza, and, with children, they may induce influenza encephalopathy. Self-medication should be avoided, and proper treatment by a doctor is advised.

If you suddenly fall ill during the holidays or late at night, you can visit an emergency medical clinic in your local area. (Please refer to the list of contacts on page 31.)

Q & A

What's the difference between 'infection' and 'symptom onset'?

Infection is a condition where viruses invade and colonize a host organism. Onset of symptoms occurs when viruses multiplying in the organism overcome the antibodies of the organism and cause symptoms (such as fever and pain). It is possible for you to be infected without showing any symptoms. For this reason, it is important that you stay healthy and strengthen your immune system.

2

How to Prevent Influenza

■ Prevention of Influenza

In order to prevent an influenza infection, it is important to strengthen your immune system. The key to a strong immune system is maintaining a healthy lifestyle by getting enough rest, eating a balanced diet, avoiding overwork when you do not feel well, and developing your physical strength.

It is also critical to prevent the spread of viruses by controlling the infection route as much as possible. If you are infected or suspect that you are infected, please take precautions to avoid transmitting the infection to other people.

To Eliminate the Spread of Infection:

1. Avoid crowds of people.

Stay home as much as possible, and refrain from going to places where people gather.

* The droplet spray from a cough or sneeze is expelled over a distance of up to two meters. Try to stay at least two meters away from coughing people.

2. Wear a face mask.

An infected person (or person who is suspected to be infected) should wear a mask to minimize the transmission of his/her viruses to others.

Inhalation of viruses cannot be completely prevented by wearing a mask, but wearing a mask is believed to be effective to some extent when you are in close contact with a crowd.

Type of Mask	Characteristics
Non-woven Fabric Masks	Commonly found in drug stores in Japan. There are several kinds, and the ones with a wire or a metal strip are recommended as they fit better on the face.

Gauze Masks	Proper maintenance is rather difficult, and viruses can easily pass through these masks, so they are not recommended.
Surgical Masks	Medical masks made of non-woven fabric; used in hospitals and other medical facilities.
N95 Masks /Respirators	Designed for medical staff and others who work in close contact with patients who are infected with influenza. A fit test is required; thus, they are not recommended for the general public.

Proper Use of Face Mask

- 1 Your nose, mouth and chin must be covered. Both your nose and your mouth must be securely covered..



- 2 If there is a wire (or metal strip) along your nose, fit the wire so that there is no space around your nose, and keep it snug to your face



- 3 Put the strings over your ears to hold the mask on your face. While you have the mask on, try not to touch the surface of the mask as there may be viruses on it.



- 4 When removing the mask, remove the string from one side first, and then remove the other side.

- 5 To dispose of the mask, wrap it in a plastic bag and tie the bag without touching the surface of the mask. It should be disposed of in a waste bin with a lid. Wash your hands after removing the mask.



DO NOT SHARE OR REUSE THE MASK.
(Only masks that can be washed and ironed may be reused.)

3. Wash Your Hands

Wash your hands diligently and frequently when you return home from outside and before you have a meal. Alcohol based disinfectant is also effective, but it should be considered as an alternative for when you cannot wash your hands with soap.

How To Wash Your Hands Properly



Take some soap.



Wash the palm of your hands.



Wash between your nails.



Wash between your fingers.



Wash the back of your hands.



Wash your thumbs.



Wash the tap.



Rinse.



Dry your hands with a clean towel or handkerchief.

4. Gargle

You should gargle if you have been outside. You can also gargle when you have a dry throat as gargling can moisten your throat. Regular tap water is fine for gargling.

How to Gargle

When gargling, your mouth should be rinsed first, followed by your throat using fresh water.

- ① Pour some water or warm water in a cup.
- ② Take 1/3 cup of water in your mouth, and rinse your mouth while facing forward. This is to wash out any food remains in your mouth.
- ③ Take 1/3 to 1/2 cup of water in your mouth and tilt your head towards the ceiling. Open your mouth and gargle in your throat for about 10 seconds. This process should be repeated 2-3 times to wash out dust and germs from your throat.



Take your time to gargle when you come home from outside.

5. Respiratory Hygiene/Cough Etiquette

- ◆ If you are coughing or sneezing, please put on a mask to minimize the spread of viruses to other people. If you do not have a mask, cover your mouth and nose with a tissue. Turn away from other people and keep at least one meter away from the others.



- ◆ Dispose of your used tissue right away.
- ◆ If someone is coughing around you, you may ask him/her to put on a mask

About Vaccination

For seasonal influenza, the vaccine is available a few months prior to the predicted spread of the influenza so that you can reduce the chance of infection. Even if you happen to become infected, the vaccine will reduce the risk of serious complications.

For Pandemic Influenza A (H1N1), it takes time to develop and mass produce the vaccine. Considering that high-priority groups are vaccinated first, university students with no chronic disease are less likely to be vaccinated early on. Therefore, the preventative measures mentioned earlier in this handbook are essential. Continue to use those measures to stay healthy even after you receive your vaccination. (If you have a chronic disease, and depending on your condition, you may be able to receive the vaccination earlier. Please consult your doctor.)

FYI

Vaccine for Seasonal Influenza

Russian Flu-A(H1N1), Hong Kong Flu-A (H3N2) and Type-B viruses are seasonal influenza viruses. Each year, the contents of the vaccine for these seasonal influenza viruses are decided based on estimations about which virus strains will circulate in a given year.

It takes about two weeks to become fully immunized after you receive your influenza vaccination. The peak influenza season in Japan is from December to March; therefore, it is a good idea to receive the vaccine by November. It is available at medical institutions (mostly at the internal department or '*naika*'). The vaccination is said to be effective for at least six months. Both Pandemic Influenza A (H1N1) 2009 and Russian Flu are variants of type A (H1N1) influenza, but they are not the same virus. Please note that the vaccine for one does not provide immunity against the other.

■ Checklist for Supplies at Home

In case of an outbreak of Pandemic Influenza A (H1N1), you may need to stay home to prevent further spread of the virus. If you have symptoms of Pandemic Influenza A (H1N1), please stay home until 2 days after the fever goes away. To prepare for this situation, stock up on food and other items like face masks that can last for at least a week.

Examples of what to stock;

Food	Grains Vegetables Boil-in-a-Bag Food Instant Food Canned Food Frozen Food Drinks * If you live by yourself, stock foods that can be prepared easily on your own.
Toiletries	Tissue Paper, Toilet Rolls, Detergent (for laundry and kitchen), Soap, Shampoo, Clean Towels
Hygienic Items	Disposable Masks Disposable Gloves Plastic Bags Rubbing Alcohol
Others	Thermometer Household Medicine (Stomach medicine, anti-diarrhea) Medicine for your chronic disease Ice Pillow or Cool Gel Sheet Cash (To see a doctor for influenza test and medication. The estimated cost is 5000 yen. You may also want to have some cash for a taxi ride.)

3

If You Have Flu-Like Symptoms

■ When influenza infection is suspected

If you have influenza symptoms (described on page 7), and if there has been a case of influenza among people who you are in close contact with such as your family members or friends, you may be infected with the virus. Use a clinical thermometer to monitor your condition.

When you have influenza symptoms, see a doctor early on and take your health insurance card.

If you regularly visit a hospital for a chronic condition like asthma or heart disease, or if you are pregnant, we recommend that you consult your own doctor first,

If you do not have a regular doctor, please follow the steps below:

- ① Visit a hospital/clinic.

Be sure to wear a mask, and please call the hospital/clinic before you visit.

A diagnosis of influenza may be made, and you will receive advice about how to recuperate. Antiviral drugs and/or antipyretic drugs will be prescribed if necessary.

- ② Contact the University Health Center.

If you are diagnosed with influenza, you must call the University Health Center to report your illness.

Health Center	0 4 2 – 5 8 0 – 8 1 7 2
	hoken-center@ad.hit-u.ac.jp

- ③ Recuperate at home.
Please rest at home and follow the advice given by your doctor. Do not come to the campus until 2 days after your fever is gone. If possible, it is best to stay home for at least a week following the onset of your flu symptoms.
- ④ Once you have fully recovered, you may return to the campus. You shall not be penalized for your absence as long as you submit a 'Special Absence Note' (*tokubetsu kesseki todoke*) along with an official note (*shindansho*) from your doctor to the Educational Affairs Division. (Read page 19 for information about the 'Special Absence Note.')
- ⑤ If you are unsure about the instructions above, please contact the University Health Center. We will assess the situation and recommend an appropriate course of action.
- ⑥ If there is an outbreak of new strains of Pandemic Influenza, the government or prefectural office may set up fever consultation centers or similar services. In this case, you should contact the public health center of your local area before contacting the University Health Center.

The contact information for such services will be posted on the website of the Ministry of Health Labour and Welfare and the website of the University Health Center. The contact information for your local health center is listed at the end of this handbook.

- * The Fever Consultation Centers for Pandemic Influenza A (H1N1) 2009 have already been closed. **You do not need to contact the University Health Center** before seeing your doctor. Please call your family doctor and describe your symptoms before making your visit. If you do not have a family doctor, the University Health Center can refer you to one.

■ Taking Care of Yourself at Home

- ❖ Follow your doctor's advice, and rest at home. If you have been given medication, be sure to take the medication until the end of the prescribed period. Monitor your body temperature every day.
- ❖ Stay home as much as possible. If you live by yourself, stock up on food and household items, so that you do not need to go out to shop for at least two days.
- ❖ Drink plenty of fluids, and eat easily digestible food.
- ❖ Ventilate your room. When it's dry, you can try different things to control the dryness. (Examples: Use a humidifier; hang your wet laundry indoors; leave a basin full of warm water in your room.)
- ❖ Should your condition worsen suddenly, contact and visit your doctor early on.
- ❖ If you live with your family, reduce contact by staying in a separate room. A family member who is taking care of you should wear a mask. Thorough hand washing and gargling should be enforced. Children and the elderly, in particular, should avoid contact as much as possible.
- ❖ If there is an infected person among your family members living with you, it is possible that you have also become infected. Please stay home as much as possible for at least one week from the confirmed influenza symptoms of your family member. If you must go out, please wear a mask. Monitor your own health closely. If you notice symptoms of influenza, take a day off school and visit a medical institution.

4

Campus Life

Important notices regarding activities on campus will be updated on the University website. Please monitor the website on a regular basis

■ Missing a Class Due to Influenza

Influenza is classified as the infectious disease listed in Article 18 of the enforcement regulation for the School Health and Safety Act. Returning to the University campus is not allowed until you have fully recovered.

If you are concerned about being penalized for missing a class, please visit a medical institution outside of the University to confirm your full recovery. Once you have returned to campus, please submit a 'Special Absence Note' (*tokubetsu kesseki todoke*) along with an official note (*shindansho*) from your doctor. Undergraduate students should submit the notes to the Educational Affairs Division. Students in graduate schools should submit the notes to the office of the school/program that you belong to.

The University will make a request to the teaching staff in charge of the class that you missed so that there will be no penalty for your absence.

- ◆ A form for the 'Special Absence Note' (*tokubetsu kesseki todoke*) is available at the Educational Affairs Division and at Graduate Schools/Program Offices.
- ◆ Please ask your doctor to prepare an official doctor's note (*shindansho*),

■ Class Cancellation

A seminar or class may be cancelled when influenza infection is observed among multiple students. In this event, please follow the instructions given by the Educational Affairs Office and the Health Centre, and please cooperate in the effort to stop the spread of the influenza infection.

■ Campus Closure (University-wide Class Cancellation)

Depending on the situations on campus, all classes and activities may need to be cancelled in order to prevent further spread of the virus. (This is referred to as Campus Closure.)

1. Information about Campus Closure

If it is decided to proceed with a Campus Closure, you will be notified through the University website. Please monitor the website regularly.

Hitotsubashi University Website

<http://www.hit-u.ac.jp>

2. What to do while the University is closed.

Please note the following:

- ❖ During the Campus Closure, there will be no class. The Library, Cafeteria, and Career Support Center will be closed as well. You may not enter the campus.
- ❖ Please stay home and avoid going to crowded places. It is expected that you will stay home as much as possible. Student society/team activities should be suspended. If your work requires you to be in contact with the general public, please arrange to take some time off work if possible.
- ❖ If you must go outside, be diligent with 'cough etiquette', hand

washing, wearing a mask and gargling.

- ❖ Try to boost your immune system by eating nutritious food and getting enough sleep. Please try to follow a regular eating and sleeping pattern.
- ❖ Monitor the University website for updates even when you are at home.
- ❖ If you have flu symptoms (fever, sore throat, nasal congestion, cough, joint aches and/or diarrhea), please visit a doctor at a medical institution. (If you have become infected, please contact the University at the phone number listed at the bottom of this page.)

3. Studying During University-Wide Class Cancellation

Please consider the time away from campus as a study break, and make the best use of your free time.

For example:

- Review your course material.
- Try to work on upcoming assignments if they are already specified on the course syllabus.
- Read and/or study for special certificates such as TOEIC

4. Communication during Campus Closure

Announcements on the re-start of classes and make-up classes will be posted on the University website. Please monitor the website closely from home during the campus closure.

If you become infected with the pandemic influenza H1N1 2009, please call the following contacts to report your condition.

【Weekdays 8:30 to 17:15】

University Health Center

042-580-8172

【Weekdays or late nights in case of emergencies】

Kunitachi Campus West Gatehouse: 042-580-8018

Kodaira Campus Gatehouse: 042-345-8100

■ University Events (Ikkyosai, KODAIRA Festival, Matriculation Ceremony, Convocation Ceremony, Homecoming Day)

- ❖ If you are serving in stalls, please participate in our workshops for infection prevention. Please contact the University Health Center for details.
- ❖ Set up areas for the following items at the venue (Items will be provided by the University.):
 - alcohol-based hand cleaner.
 - masks.
 - signs with instructions on how to prevent the spread of infection.
- ❖ Set up these areas so that people will not swarm in one area. Examples: plan a spacious venue, leave enough space between seats, arrange a one-way route for visitors.
- ❖ Inform people ahead of time to refrain from coming to events if they fall into the following categories:
 - have been diagnosed with Pandemic Influenza A (H1N1) at a medical institution and have not yet fully recovered.
 - have been in close contact with a Pandemic Influenza A (H1N1) patient in the past 7 days.
 - have a fever of 37.5° or higher.
 - have not been feeling well.
- ❖ Advise visitors to:
 - disinfect their hands using alcohol-based hand cleaner.
 - bring masks and wear them.
 - wash their hands before eating.
 - follow the 'cough etiquette.'
- ❖ If a large number of people are infected before the events, the events may be carried out on a smaller-scale, postponed or cancelled. Please check the University website for updates on the situation on campus and for information on how to prevent the spread of infection.

■ Extra-curricular Activities (Clubs, Circles, Student Societies) ■

If a member in the group is diagnosed with influenza, there is a possibility that the others in the same group are infected as well. The other members should follow a healthy lifestyle and monitor their temperature every morning for at least a week from the day of confirmed infection of any member of the group. Please minimize the possible spread of infection by wearing a mask and staying home as much as possible, and if you feel ill, please visit a medical institution.

■ Group Trips (Seminar Camps, Club Trips) ■

◆ Before You Leave

- Please do not participate in a group trip, if you:
 - ① have cold-like or flu-like symptoms.
 - ② have had a fever of 37.5°C or higher within one week prior to the departure date.
 - ③ live with a family member who has had influenza within one week prior to the departure date.
 - ④ do not feel well.
- Prepare clothes that would suit the climate of the travel destination so that you can stay warm.
- Bring a clinical thermometer, your health insurance certificate and face masks.
- Research and gather information on what medical facilities are available at the destination.
- Consider cancelling the trip if the following situation occurs in your group:
 - ① there are several people who have already been diagnosed with influenza and are recuperating.
 - ② there are several people who have not been diagnosed with

influenza but are showing flu-like symptoms.

- If there are people who do not wish to participate in a group trip in order to avoid a possible infection even though they do not have any symptoms, please respect their wish.

During the Trip

- Please monitor your own health and comply with the following rules:
 - take your body temperature every day.
 - wash your hands diligently and gargle.
 - If you do not feel well (fever of 37.5° or higher, sore throat, joint pain), put on a mask and go to a hospital/clinic. (Please call the hospital/clinic before you visit.)
 - If you are diagnosed with influenza, please withdraw from the trip and recuperate at home. Please contact the University Health Center to report your condition.

For the person in charge,

If people in your group are not feeling well, please be flexible with the schedule to give them more time to rest, or change the itinerary to end the trip early.

Changes in the infection rates of the pandemic influenza may require you to be flexible. As situations develop, you may need to alter your planned activities or consider other venues/destinations. In some cases, you may need to cancel your plans. Please cooperate to minimize the spread of the infection by following the advice of the Student Support Division and the University Health Center.

■ Student Dormitories

- ◆ Please wash your hands and gargle.
- ◆ Ventilate rooms and common areas often.
- ◆ Using alcohol, disinfect door knobs, window frames, switch panels, and other places that may come into direct contact with multiple people's hands. Note that alcohol can reduce the amount of virus and minimize viral activity, but it cannot completely eliminate viruses. If you have touched a shared item, it is important that you wash your hands properly.
- ◆ If a student in a dormitory becomes infected with influenza, every effort should be made to place him/her in an individual room in order to prevent the spread of influenza. However, depending on availability, he/she may have to stay in a shared room with a roommate who has not been infected. If you are taking care of a sick roommate, place note the following tips:
 - Ventilate common areas, and frequently disinfect areas that you touch by using alcohol.
 - Maintain physical distance between yourself and the patient
 - Wear a mask when you are taking care of the patient.
 - Reinforce hand washing and gargling.
- ◆ If many students in dormitories continue to become infected despite efforts to prevent influenza, we may proceed with a temporary closure of a dormitory.

■ Travelling Abroad and Pandemic Influenza

1. How to guard against pandemic influenza before you leave and while you are staying abroad.

It is important that you prepare yourself for a possible world-wide outbreak of pandemic influenza when you are planning to participate in an exchange program or a short-term language study program abroad. While staying abroad, you should carry out the following routines to protect against influenza: diligent hand washing and gargling, maintaining a healthy lifestyle through proper diet and sleep. Differences in time zones, seasons, diet, sanitation, climates and environment can affect your physical condition, so you need to take care of yourself in order to stay healthy.

Depending on the situation at your destination, you may not be allowed to leave from your accommodation. Please stock up on essential items such as food, drinks, toiletries, medication for your chronic disease and masks.

2. If you are infected with influenza while you are abroad.

If you suspect a possible influenza infection while you are abroad, you need to consult a local medical institution. However, the process may be different in each country or region; therefore, you need to check with your host institution and/or overseas agents of Ministry of Foreign Affairs (embassies, consulates) for local information. In some countries and regions including China, Taiwan, Philippines, Myanmar, Cambodia, Mongolia, Columbia, Panama and Bolivia, you are only allowed to go to a specifically registered medical institution, so it is a good idea to gather information on local medical institutions and medical systems in

advance. In other countries and regions (including U.S.A., Canada, Mexico, U.K., France, Germany, Italy, Spain, Netherlands, South Korea, Thailand, Vietnam, Malaysia, Singapore, Australia and New Zealand), you can go to a regular medical institution or a general practitioner. Related information is provided on the website of the embassies and consulates, so please take a look at those websites ahead of your trip.

In case you need medical treatment for pandemic influenza, do not forget to check in advance to see whether such treatment is covered by your travel insurance.

3. Travel Advisory

In the 'pandemic' stage of influenza A (H1N1) when outbreaks of infection are occurring world-wide, each country may impose a quarantine to restrict immigration. In this case, few people may be allowed to travel, and commercial airlines may cancel flights. If a situation becomes severe, the Japanese government may consider sending a special flight to secure the safety of, and possibly evacuate Japanese citizens abroad. Please be prepared for such emergency travel by regularly checking your visa status and keeping your passport, visas and cash at hand.

4. Cancellation of Study Abroad Program

Study Abroad programs may have to be cancelled or discontinued due to emergency situations. If that happens, participants are expected to follow the course of study suggested by the program host. Your travel may be postponed, discontinued, or cancelled, or you may be directed back home. Please stay in contact with others and gather information so that you can travel and stay abroad safely.

6

Pandemic Influenza Information Resource and Contacts

University

Hitotsubashi University <http://www.hit-u.ac.jp/>

Telephone : (042) 580-8000

Hitotsubashi University Health Center

<http://www.hit-u.ac.jp/hoken/index.html>

E-mail: hoken-center@ad.hit-u.ac.jp

Telephone : (042) 580-8172

Public Health Centers

Tokyo Metropolitan Medical Institution Information
'HIMAWARI'

<http://www.himawari.metro.tokyo.jp/qq/qq13enmnl.asp>

Tel: 03-5285-8181

9:00AM to 8:00PM everyday

Service available in English/Chinese/Korean/Thai/Spanish

Bureau of Social Welfare and Public Health, Tokyo Metropolitan Government

<http://www.fukushihoken.metro.tokyo.jp/>

Infection Control and Japanese Government Information

Ministry of Health, Labour and Welfare

<http://www.mhlw.go.jp/bunya/kenkou/kekkaku-kansenshou04/index.html>

Infectious Disease Surveillance Center

<http://idsc.nih.go.jp/>

Disease Control and Prevention Center

http://www.dcc.go.jp/project_bird_infl.html

■ Information about Travelling Abroad

Travel Information from Ministry of Foreign Affairs of Japan
<http://www.anzen.mofa.go.jp/>

Information Center of Infectious Disease Surveillance Center
<http://idsc.nih.go.jp/index-j.html>

For Traveller's Health (Quarantine of Japan)
<http://www.forth.go.jp/>

List of Japanese Embassies and Consulates
<http://www.mofa.go.jp/mofaj/Link/zaigai/index.html>

WHO (World Health Organization)
<http://www.who.int/en/>

CDC (USA: Centers for Disease Control and Prevention)
<http://www.cdc.gov/>



Influenza Preparedness Handbook

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