

To all students, staff and faculty members of Kagawa University

Guidelines for Novel Coronavirus Disease Control (Updated Version 14)

The Novel Coronavirus has spread widely across the globe, prompting the World Health Organization (WHO) to declare a state of pandemic on 11th March. Japan subsequently issued an official declaration of a state of emergency on 16th April for all prefectures in the country.

On 6th May, the government extended the state of emergency to 31st May. However, on 14th May, the government lifted the state of emergency for 39 prefectures (excluding the eight prefectures of Hokkaido, Saitama, Chiba, Tokyo, Kanagawa, Kyoto, Osaka, and Hyogo). The state of emergency was further lifted for three prefectures (Osaka, Kyoto, and Hyogo) on 21st May, while the last five prefectures (Hokkaido, Saitama, Chiba, Tokyo, and Kanagawa) witnessed the final lifting on 25th May.

Unfortunately, as of late June, the number of infected people (concentrating mainly in the Tokyo metropolitan area) across the country is beginning to increase again, and is showing signs of reaching the peak numbers that occurred during mid-April.

Consistent with the government policies, Kagawa University is issuing the following measures to handle the situation.

Due to the volatile and fluid condition of the pandemic, all students and faculty/staff members are requested to check the updated information regularly.

Note 1: All students should pay particular attention to the notations marked in red especially those with bold letters and/or underlines.

Note 2: When communicating with faculty offices, students should go through the Student Section (Gakumu) while faculty/staff members do so through the General Affairs Section (Soumu).

1. Infectious disease prevention

- Monitor the health condition closely.
- Make sure to avoid the 3Cs (Closed spaces, Crowded places, Close contact settings) by keeping a distance from the next person, and to circulate the air flow.
- Make sure to prevent/avoid infection through airborne droplets or physical contact (wear a mask, disinfect hands and fingers).

Note: There have been some cases of people not wearing masks on campus. Make sure to wear a mask while on campus.

- If possible, install the COVID-19 Contact App (COCOA) that is provided by the Ministry of Health, Labour and Welfare of Japan.
Note: Refer to the attached 'Forms of new lifestyle'.

2. Counter measures for coronavirus

2-1 In the event of cold symptoms

- If slight fever or symptoms are present, do not come to work or attend any classes until fully recovered. Absences from work by faculty/staff members shall be handled as

‘special leave with pay’.

Students who have fever or cough symptoms are not permitted to enter the university premises until they have fully recovered. Students who absent themselves from online classes due to above reasons should report to the Student Section of their faculty to have these absences officially waived.

<Note on special leave for faculty/staff members >

This is based on the circular issued by the President of Kagawa University on 6th March 2020, granting ‘special leave with pay’ to faculty/staff members who are designated to have difficulty coming to work at the university.

- If any of the symptoms below are felt, immediately contact the Corona Consultation Center. From 18th May onwards, the newly established Kagawa Prefecture New Coronavirus Health Center shall be the sole coordinating entity to handle all cases. Make sure to call this number (Tel: 0570-087-550).
- ☆ Difficulty in breathing, strong lethargic feeling, high fever
- ☆ Relatively light cold symptoms, fever or cough for the following individuals (Those with advanced age, or those who have diabetes, heart failure, respiratory diseases, or are undergoing dialysis treatment, or taking immune-suppressive drugs/anticancer drugs)
- ☆ Other cases whereby fever, cough, or relatively light cold symptoms persist (If condition persists for 4 days or more, make sure to call the Corona Consultation Center. As symptoms vary from person to person, this guideline also applies when strong symptoms are felt, or when there is a need to continue taking antipyretics to suppress fever).
- The Corona Consultation Center shall recommend further action such as medical tests at a specific hospital or clinic. Do not seek medical care from any other places other than the one recommended.
- After the tests, make a telephone call to the faculty office to convey your situation. After receiving notice, the faculty office should report to the Health Center (for students) and Salary and Welfare Section (for faculty/staff members).
- In the event of a positive test result, do not go to the university. Contact the faculty office immediately. After receiving notice, the faculty office should report to the Health Center (for students) and Salary and Welfare Section (for faculty/staff members).
- For students, faculty or staff members infected with coronavirus and were fully cured (and discharged from either the hospital, or from any treatment facility (house, apartment or hotel)), refrain from going outdoors or commuting to the university for the following 14 days. Absences from work by faculty/staff members shall be treated as ‘special leave with pay’.

2-2 In the case of having close proximity with persons infected with coronavirus

- Anyone suspected of having had close proximity with persons inflicted with coronavirus, should not hesitate to contact the faculty office to inform them of the situation. Follow their instructions thereafter.
(Example 1) A family member or someone close is infected with, or is undergoing tests for coronavirus.
(Example 2) Being in a building facility, or riding in a vehicle whereby coronavirus infection was suspected to have occurred.
(Example 3) Attending a meeting or gathering whereby a participant tested positive for coronavirus thereafter.
(Example 4) Receiving a notice or request from a hospital or clinic recommending a test

for coronavirus.

*Note: Please see the flowchart for procedures on absences by students and faculty/staff members suspected of virus infection.

3. Travelling abroad

- In principle, travelling abroad is prohibited.
The decision to lift this notice is dependent on the policies announced by the Ministry of Health, Labour and Welfare, and the Ministry of Foreign Affairs.
- Anyone returning from abroad should closely monitor the health condition, and should follow the guidelines stated in Point 4 below.

4. Health consultation after returning from abroad

- At the port of entry, follow the instructions of the Quarantine Station.
- Personally contact the faculty office to inform them of the instructions from the Quarantine Station and/or the clinic/hospital recommended. After receiving notice, the faculty office should report to the Health Center (for students) and Salary and Welfare Section (for faculty/staff members).
- Within 14 days after returning to Japan, do not go outside unnecessarily. Conduct self-quarantine and self-study at home within this period. Monitor closely the body temperature and health condition daily. Absences from work by faculty/staff members shall be handled as 'special leave with pay'.
- Personally contact the faculty office to inform them of the situation. After receiving notice, the faculty office should report to the Health Center (for students) and Salary and Welfare Section (for faculty/staff members).
- Within these 14 days, if fever or cold symptoms occur, follow Point 2 above.

5. Travelling to or from other prefectures

- **With regards to trips across prefectures, carefully consider if it is absolutely essential or necessary. Should you decide to travel across prefectures, pay meticulous attention to your physical health to prevent infection. After returning from the trip, should you experience some anxiety over your health, make a telephone call to your faculty office. In addition, keep a record of all your movements for the following 14 days after your return from the trip.**
- Furthermore, staff and faculty members who invite guests from other prefectures, should conduct temperature measurements on the guests, and take all measures to avoid the 3Cs.

6. Telework

- Faculty/staff members conducting telework should strictly abide by the university information security policies.

7. Policies on the acceptance of international students

See the following link for details <https://www.kagawa-u.ac.jp/kuio/24793/>

8. Student activities

- Notices and guidelines for student activities after July shall be dispensed accordingly. Please check and look out for these notices and guidelines. However, student club activities may differ across faculties. Make sure to refer to the relevant faculty for instructions.
- **All persons must continue to wear masks on campus as a precaution against infection. If conditions (specifically, if too many people are found to be not wearing masks on campus) do not improve, the university may put a stop to all student activities.**

9. Regarding all other events

Activities organized by the university may be permitted if the guidelines issued by Kagawa Prefecture on 2nd June are followed. Specifically, for indoor events, the number of participants must be less than half the capacity permitted for that indoor facility, and capped at a maximum of less than 5000 persons, while for outdoor events, participants need to maintain a safe distance among themselves. For meetings or events that include food and drinks, make sure to follow the guidelines stated in Point 1 (Infectious disease prevention) above. Should events be held, organizers and participants are strongly urged to abide by the 'Guidelines on the holding of events' (released by Kagawa Prefecture on 10 July 2020) as a measure to prevent the spread of infection.

- Students and faculty/staff members may take part in events organized outside of the university, provided that measures to prevent infection are carefully observed.

The coronavirus situation is very volatile. Government policies change rapidly each day. Kagawa University shall continue to monitor these movements and develop guidelines according to policies announced by the government. Please check the university homepage regularly for updates. (<https://www.kagawa-u.ac.jp/24945/>). Scroll down the page for English guide.

Note: All students should read and understand the notations marked in red.

22nd July 2020
Head, Crisis Response Headquarters
Yoshiyuki Kakehi

Example of practicing "New Lifestyle"

(1) Basic infection prevention measures for each person

Three basics for preventing infection:

① Keeping physical distance, ② wearing a mask, ③ washing hands

- Keep a distance of two meters as much as possible, or at least one meter, between two persons
- Chose outside rather than inside if you are to play
- Avoid standing right in front of each other during conversation as much as possible
- Wear a mask when you go out or talk inside even without any symptoms
- Wash your hands and face first when you get back home, followed by changing clothes and taking a shower as soon as possible
- Carefully wash your hands with water and a soap for approximately 30 seconds (also possibly with hand sanitizer)

※ Pay more attention to your health, especially when meeting those who may have a high risk of serious symptoms, such as the elderly or people with chronic diseases.

Infection prevention related to traveling

- Refrain from traveling to and from where the infection is prevailing
- Refrain from traveling upcountry or for leisure. Business trips only when it is unavoidable
- Keep a record of the people you meet and the time of meeting in case you get infected
- Carefully follow how the infection is prevailing locally

(2) Basic lifestyle for daily life

- Wash and sanitize hands frequently
 - Make sure to observe coughing etiquette (by covering your mouth)
 - Ventilate frequently
 - Keep physical distance
 - Avoid gatherings in crowded places, close contact settings and closed spaces**
 - Check your health condition and measure body temperature every morning
- Do not force yourself to go out, and stay home if you have symptoms of fever or cold



(3) Lifestyle for each scene of daily life

Shopping

- Use online shopping
- Shop by yourself or in a small group, at off-peak hours
- Use electronic payment
- Plan your shopping in advance and shop quickly
- Refrain from touching displays like samples
- Keep a distance while lining up at the cashier

Leisure, Sports etc.

- Select places like parks at off-peak time
- Refer to videos for home muscle training or yoga
- Jog in a small group
- Keep a distance as etiquette when passing others
- Utilize booking systems for leisure
- Do not stay long in small rooms
- Keep a distance or stay online for singing or cheering others

Public Transports

- Refrain from chatting
- Avoid peak-hours
- Take a walk or ride a bike if possible

Meals

- Take away or delivery
- Enjoy meals at outside spaces
- Serve individually, avoid sharing plates
- Do not sit face-to-face, rather besides
- Concentrate on eating, refrain from chatting
- Avoid pouring drinks for others, sharing glasses or sake cups

Family ceremonial occasions

- Avoid banquets or meetings with large numbers
- Decline participation when you have symptoms of fever or cold

(4) New working style

- Work remotely and rotate commuting shifts
- Keeping a distance while commuting during different working hours
- Open and widen working spaces
- Use online meetings
- Exchange business cards online
- Wear a mask and ventilate venues in case of a face-to-face meeting

※ Infection prevention guidelines for each business sectors will be prepared by relevant organizations.

Guidelines on the holding of events

Kagawa Prefecture Headquarter for New Coronavirus (10 July 2020)

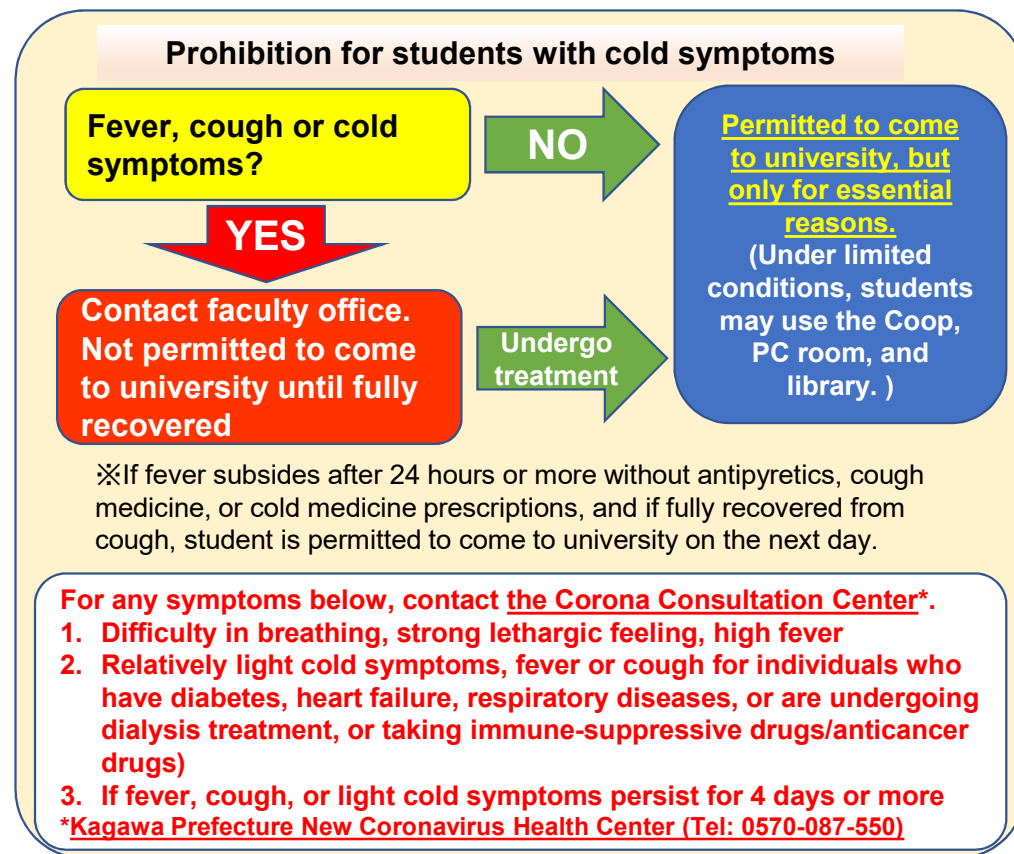
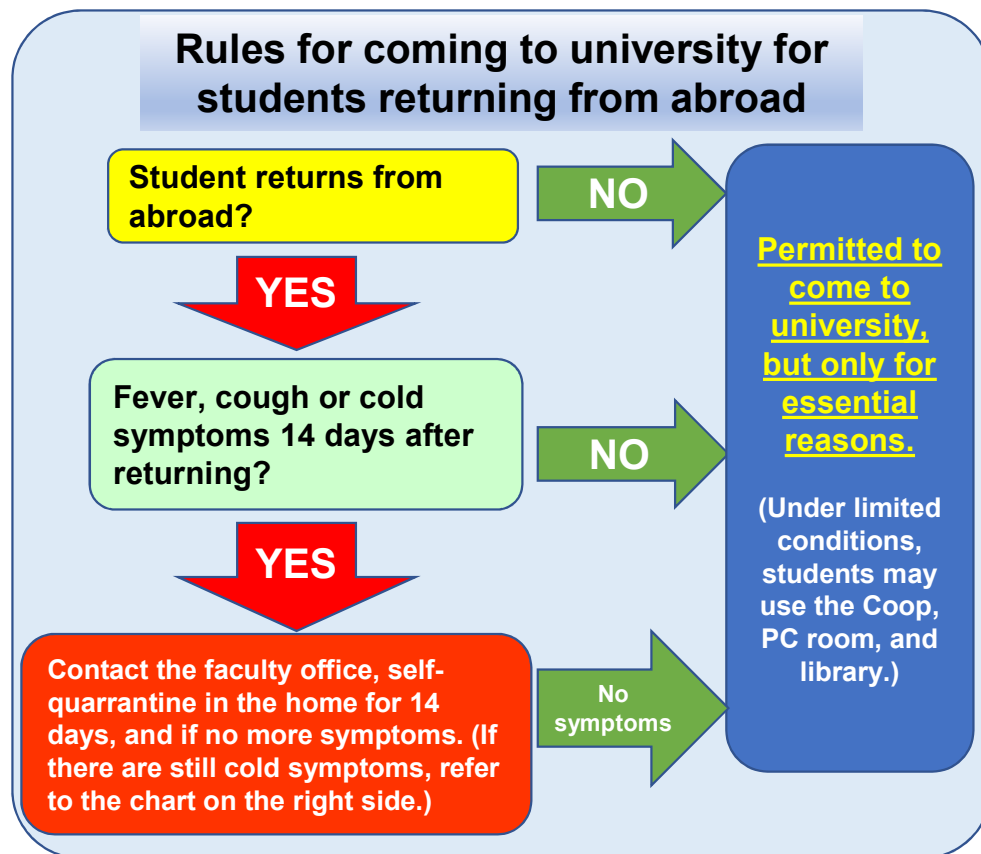
The following guidelines are designed to prevent the further spread of coronavirus via events that include entertainment, sports, and parties. As a preventive measure, Kagawa Prefecture requests the full cooperation of organizers and managers of facilities for events to follow and abide by the guidelines as noted below.

Participants of events also have to be cooperative regarding the following guidelines requested from event organizers and managers of facilities.

- Conduct temperature checks at point of entry. Reject persons who have high fever and other related symptoms. Establish beforehand, rules for refund of tickets.
- Prior to conducting the event, urge all participants to install the COVID-19 Contact App (COCOA) that is provided by the Ministry of Health, Labor and Welfare of Japan. Make sure to have a record of the contact numbers of all participants.
- Barring heat stroke measures, urge all participants to wear masks. Make sure that all participants refer to the 'New Lifestyle' guidelines to disinfect and/or wash hands.
- In the course of the event including the time of entry and exit of participants, time for rest/break, make sure to prevent the occurrence of 3Cs in the event venue and the rest areas. Make sure participants do not converge or aggregate into a small confined space at any one time.
- Urge all persons related to the event (participants, staff members, performers, sportsmen/women, etc.) to minimize their pre and post event movements to only the necessary ones.
- Make sure all persons associated with the event closely follow the additional guidelines (if available) designed for the specific business type (see table below) during the course of the event.
- For plans to hold events that include movements across the whole country, and events that have more than 1000 participants, organizers are requested to consult the relevant section/division at the Kagawa Prefecture Office as noted below.

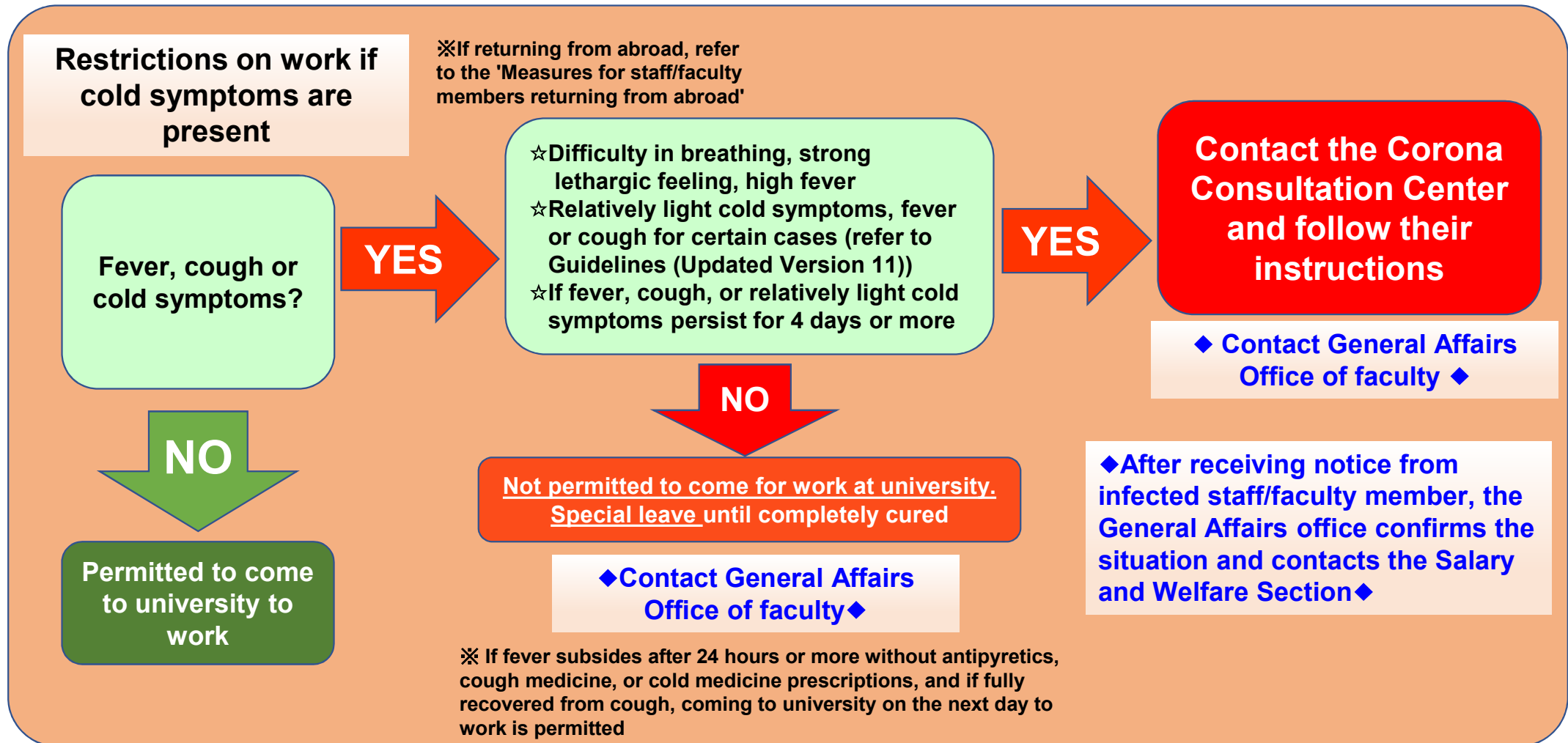
Event type	Section/Division in charge	Telephone number
Concerts, etc.	Culture and Arts Bureau Cultural Promotion Division	087-832-3784
Exhibitions, etc.	Management Support Division, Commerce and Industry Department	087-832-3339
Professional sports etc.	Exchange Promotion Department	087-832-3055
Other events	Policy Department Policy Division	087-832-3126

Measures to prevent New Coronavirus infection (Effective from 22 July 2020)



【For faculty and staff】

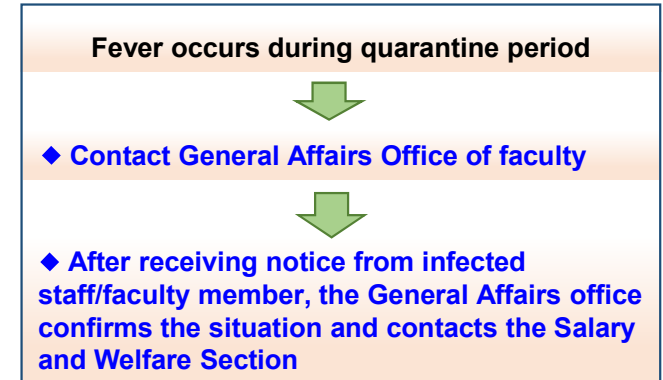
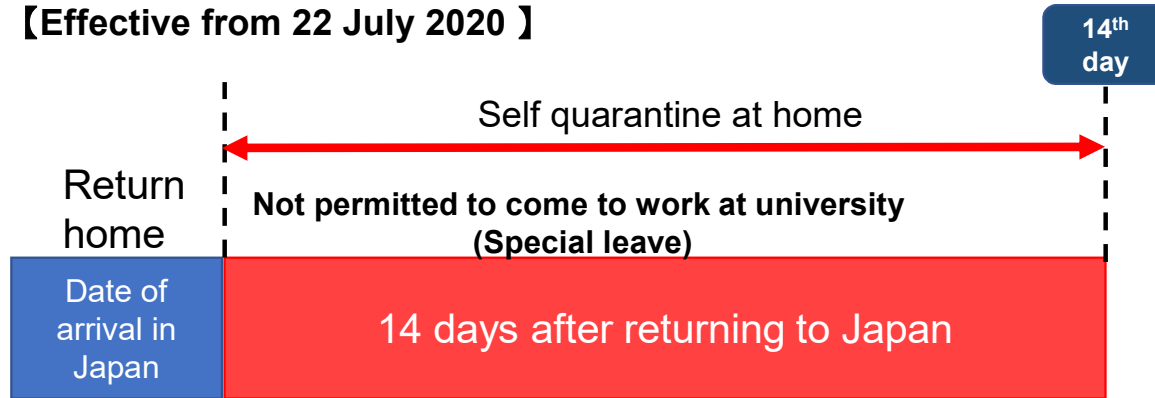
Flowchart on New Coronavirus infection



'Measures for staff/faculty members returning from abroad'

【Effective from 22 July 2020】

【 For staff and faculty 】



① Slight fever occurs during quarantine period



Response to ①:
If fever subsides after 24 hours or more without antipyretics, cough medicine, or cold medicine prescriptions, and if fully recovered from cough after the quarantine period, coming to university to work is permitted

② Slight fever occurs during quarantine period and continues on thereafter



Response to ②:
Special leave until completely recovered. If fever subsides after 24 hours or more without antipyretics, cough medicine, or cold medicine prescriptions, coming to university to work is permitted

③ Regardless of quarantine period, if there is difficulty in breathing, strong lethargic feeling, high fever, or fever persisting for 4 days or more



Response to ③:
Contact the Corona Consultation Center* and follow their instructions

* Kagawa Prefecture
Contact to New Coronavirus Health Center (Tel: 0570-087-550)