

To all students, staff and faculty members of Kagawa University

Guidelines for Novel Coronavirus Disease Control (Updated Version 15)

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.

The number of afflicted persons in Japan gradually decreased after the peak in August. In Kagawa Prefecture, although the 'Infection alert period' is downgraded to 'Semi-infection alert period', citizens are advised to continue taking measures to protect themselves against possible infection.

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.**
Note: During the second semester, everyone is advised to monitor their health by filling up the 'Health Check List' (<https://www.kagawa-u.ac.jp/files/5915/9920/3191/03.xlsx>).
- **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'.
- **While visiting facilities, shopping, or participating in events, whenever possible, make use of the Line app 'Kagawa Corona Notice System' that is introduced by Kagawa Prefecture.**

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/>

The university is gradually beginning to accept international students. Since this is handled on a case-by-case basis, please contact the International Office.

8. Student activities

- Notices are sent to official student clubs. All student club activities are to be conducted based on the rules. However, student club activities may differ across faculties. Make sure to refer to the relevant faculty for instructions. Information is available in the following page. Please check it out regularly. https://www.kagawa-u.ac.jp/campus-life/student_life/extracurricular-info/circle-list/
- **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

Events organized by the university may be held if the conditions laid out in the following document is satisfied. (Provisional policy on the gradual easing of restrictions on the holding of events after 19th Sept (Annex 2)', issued by Kagawa Prefecture on 15th Sept 2020). 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 (Annex 3)' (released by Kagawa Prefecture on 15th Sept 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.

18th Sept 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.

Provisional policy on the gradual easing of restrictions on the holding of events after 19th Sept15th Sept 2020

The following are guidelines for the holding of events. ①Restrictions on maximum number of persons ②Capacity guidelines as limited by whichever is smaller (effective until end of November)

① Restrictions on maximum number of persons

Case of organizers taking appropriate measures to prevent the spread of virus, and having satisfied the conditions laid out in Annex 3 (Guidelines on the holding of events)

5,000 persons or 50% of permitted capacity whichever is bigger

(In other words, 5,000 persons if permitted capacity is 10,000, and 50% if permitted capacity is more than 10,000 persons)

If the above conditions cannot be met, organizers should seriously reconsider the event, including its cancellation.

② Capacity guidelines

Items applicable to the university enclosed in red

		Events with no loud voices or cheering from participants, and no singing (※ 1)	Events with loud voices or cheering from participants, and singing
Participant positions are fixed, the flow of participants during entry and exit, and in event venue is well controlled and secured (※ 2)		Number of participants allowed according to capacity restriction	In principle, 50% of permitted capacity Alternate seating with empty seats in between participants Groups with less than 5 persons may seat together without the necessity for alternate seating (Possibility of participants going over the 50% limit in capacity)
Participants are free to move around, the flow of participants during entry and exit, and in event venue is well controlled and secured	Case of capacity being fixed	Number of participants allowed according to capacity restriction	50% of permitted capacity
	Case of capacity not being fixed	Provide spacing to avoid close contact (minimum space to avoid contact)	Provide space to allow about 1 meter spacing among participants

※ 1) Need to show proof from similar previous events whereby performers and participants did not cheer, sing, and no loud voices can be heard (if previous events are not available, organizers may show similar performances whereby performers and participants did not cheer, sing, and no loud voices can be heard)。

※ 2) Organizers made sure that all participants wear masks, and take measures to prevent the spread of virus (Annex 3). In addition, organizers made sure there is enough spacing between performers and participants, and had followed the preventive guidelines issued by the relevant industry.

Guidelines based on event types

Event characteristics	Preventive measures well taken, and the flow of participants during entry and exit, and in event venue is well controlled and secured				Participants are free to move around a wide area or the whole country, and are difficult to be monitored
Seating, etc.	Fixed seating		Seating not fixed, participants free to move around		
Loud voices or cheering from participants	Presumption of no loud voices and cheering from participants	Presumption of loud voices and cheering from participants	Presumption of no loud voices and cheering from participants	Presumption of loud voices and cheering from participants	
Examples of events (see next page for details)	Classic music concert, theater, dance, traditional culture, traditional performing arts, lectures, ceremonies, etc.	Rock/pop concert, sports event, public races (bicycle, boat), public lecture, live house, night club events, etc.	Exhibitions, etc.	Local festivals and events	Fireworks display, outdoor festivals, etc.
Capacity less than 10,000	5,000 or below	5,000 or below, plus 50% of permitted capacity	5,000 or below	5,000 or below, plus, maximum 50% of permitted capacity	Continue to seriously re-consider if event should be cancelled (If event is to be held, allot about 1 meter spacing among participants, control and monitor participant movements. If appropriate spacing cannot be secured among participants, seriously re-consider if event should proceed.)
Capacity more than 10,000	50% of permitted capacity	50% of permitted capacity	50% of permitted capacity	50% of permitted capacity	
Capacity not quantifiable	—	—	Allot sufficient spacing to prevent crowding (spacing that is enough to avoid physical contact among a minimum number of participants)	Allot about 1 meter spacing among participants	
Other aspects (with regards to venues/facilities that attract people)	Cinemas etc.	Amusement parks (attractions that induce screaming) etc.	Art galleries, museums, botanical gardens, aquariums, amusement parks, etc.	—	

※) Alternate seating with empty seats in between participants. Groups with less than 5 persons may seat together without the necessity for alternate seating (Possibility of participants going over the 50% limit in capacity)

(For reference) Examples of event types based on differing presumptions of loud voices and cheering from participants

Events with a presumption of no loud voices and cheering from participants	Events with a presumption of loud voices and cheering from participants
Music	Music
Classic (orchestra, symphonic music, concerto, indoor music, instrumental music, vocal music, opera, musical, chorus, jazz, brass band, ethnic music, popular songs, etc.	Rock concert, pop concert, etc.
Theater, etc.	Sports event
Modern theater, youth theater, puppet show, musical, storytelling, sign language performance, etc.	Soccer, baseball, basketball, etc.
Dance	Public races
Ballet, modern dance, ethnic dance, etc.	Horse race, bicycle race, boat race
Traditional arts	Public performances
Gagaku, Noh, Bunraku, Japanese puppet show, Kabuki, Kumi Odori, Japanese dance, etc.	Character show, Performances of parents and children, etc.
Entertainment/Performing arts	Live house/nightclub
Storytelling, Rakugo, Rokyoku, Manzai, Magic, etc.	Various events held at Live houses and nightclubs
Lectures/ceremonies	※Applies as well to Amusement Parks with attractions that induce screaming
Lecture events, information sessions, workshops, classroom events, events organized by public offices, town meetings, school entrance ceremonies, graduation ceremonies, coming-of-age ceremony, company entrance ceremonies, etc.	
Exhibitions	
Various types of exhibitions, business negotiations, various types of shows	
※Applies as well to cinemas, art galleries, museums, botanical gardens, aquariums, amusement parks, etc.	

(Note) • The above serves as only examples. In practice, case by case judgement is necessary to ascertain if an event can be appropriately classified as one that produces loud voices or cheering.

- With regards to the consumption of food during the event (including pre and post event, and break time), guidelines provided by the relevant industry should be observed.

Guidelines on the holding of events

Kagawa Prefecture Headquarter for New Coronavirus (15 Sept 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.

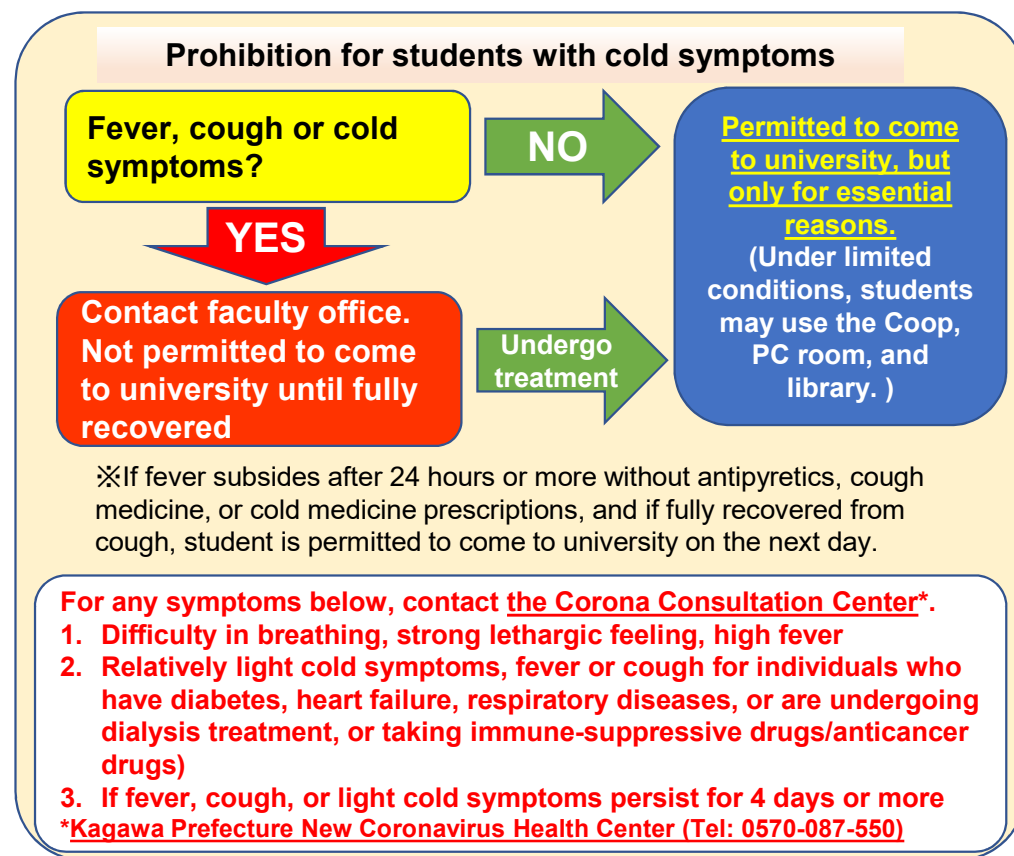
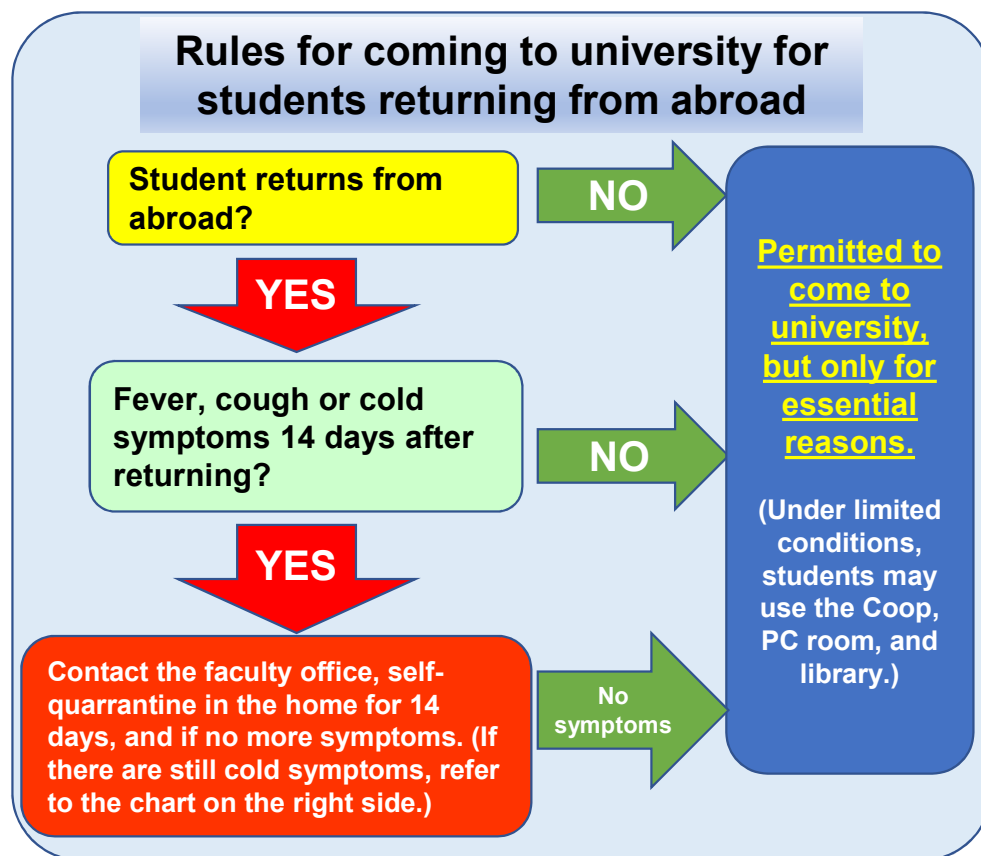
Participants of events also need to be cooperative regarding the following guidelines requested from event organizers and managers of facilities.

- While holding events, in principle, the use of masks is strongly encouraged (except for situations involving heat stroke treatment). Event organizers should supply masks to participants who come without masks, so as to attain a 100% use of masks. In addition, encourage participants to frequently disinfect and wash hands, following the guidelines laid out in the 'New normal lifestyle'.
- 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. Consider introducing the Line app 'Kagawa Notice System' and encourage event participants to use this system.
- If there is anyone shouting out aloud, advise that person privately and control the situation. In events like sports, instruments like trumpets are forbidden. Similarly, advise anyone who breaks this guideline, and control the situation.
- 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. Prevent the spread of virus during break times, and pre and post event especially if participants are eating. Make sure participants do not converge or aggregate into a small confined space (such as entrances, toilets, kiosks) at any one time. If unavoidable, restrict the number of persons according to the permitted capacity.
- Install a system to allow all persons related to the event (participants, staff members, performers, sportsmen/women, etc.) to avoid close contact during break-time and during pre and post event. If this is not possible, consider postponing the event.
- Install a system (such as Reservation system) to encourage and ensure no crowding at traffic transit points or shops.
- Should a cluster develop during the event, the organizers should take measures to prevent the spread of the virus by holding the event without an audience, or by postponing or cancelling the event.
- Event venues should be disinfected and ventilated, and make sure all persons associated with the event closely follow the additional guidelines (if available) designed for the specific business type 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 18 September 2020)



【For faculty and staff】

Flowchart on New Coronavirus infection

Restrictions on work if
cold symptoms are
present

※If returning from abroad, refer
to the 'Measures for staff/faculty
members returning from abroad'

Fever, cough or
cold symptoms?

YES

- ☆Difficulty in breathing, strong
lethargic feeling, high fever
- ☆Relatively light cold symptoms, fever
or cough for certain cases (refer to
Guidelines (Updated Version 11))
- ☆If fever, cough, or relatively light cold
symptoms persist for 4 days or more

YES

Contact the Corona
Consultation Center
and follow their
instructions

◆ Contact General Affairs
Office of faculty ◆

NO

Permitted to come
to university to
work

NO

Not permitted to come for work at university.
Special leave until completely cured

◆ Contact General Affairs
Office of faculty ◆

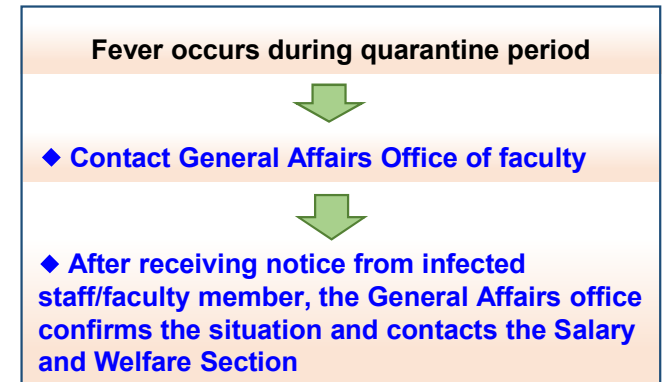
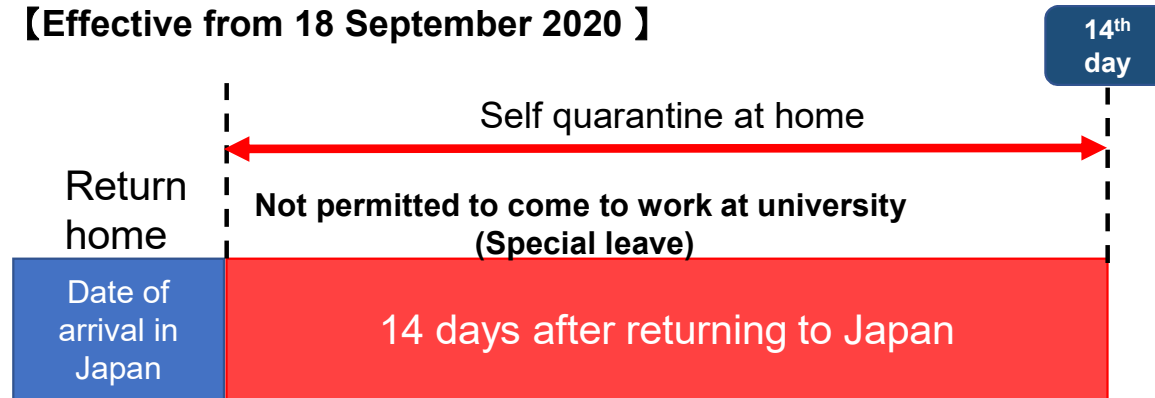
◆ After receiving notice from
infected staff/faculty member, the
General Affairs office confirms the
situation and contacts the Salary
and Welfare Section ◆

※ If fever subsides after 24 hours or more without antipyretics,
cough medicine, or cold medicine prescriptions, and if fully
recovered from cough, coming to university on the next day to
work is permitted

'Measures for staff/faculty members returning from abroad'

【Effective from 18 September 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)