

## To all students, staff and faculty members of Kagawa University

### Guidelines for Novel Coronavirus Disease Control (Version 27) (Updated October 1, 2021)

More than one year has passed since the WHO declaration of the COVID-19 pandemic on 11 March 2020.

Despite the spread of vaccination throughout the world as well as in Japan, the increase in the number of infected cases shows no signs of slowing down, keeping the people worrying and thinking about the grim situation.

One of the reasons for the resurgence of the infected cases is the spread of mutant variants of the virus, bringing about a new phase that sees young people falling victim, as well as an increase in the rate of severity.

Under these circumstances, Kagawa University managed to complete the vaccination process on August 29. However, despite having been vaccinated, we ask that all students, faculty, and staff members to continue to exercise extra caution and be more alert in our fight against the spread of the virus in Japan. Kagawa University urges all individuals who are not vaccinated (except those who cannot be vaccinated due to medical/physical reasons etc.) to reconsider vaccination.

Consistent with government policies, Kagawa University is issuing the following measures to tackle 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'.
- **In principle, parties especially those involving alcohol, with multiple participants (other than family members and relatives) are disallowed.**

#### 2. Counter measures for coronavirus

2-1 In the event of cold symptoms (excluding side effects from COVID-19 vaccination)

- **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.

'Fully recovered' is defined as 'showing no symptoms continuously for 3 days or more without relying on medical prescription for fever, cough, or cold'. However, the permissibility of commuting to campus should be based on the judgement of the medical institution in charge of medical treatment.

<Note on special leave for faculty/staff members >

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

- If fever or other symptoms are present, consult the family physician or a medical clinic nearby. If unsure, consult the Kagawa Covid-19 Consultation Call Center (Tel: 0570-087-550), hereafter referred to as 'Consultation Call Center'.
- The Consultation Call 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).
- Students, faculty or staff members infected with coronavirus and are fully cured may commute to the university if they are discharged the hospital. Alternatively, if they are discharged from any treatment facility (house, apartment or hotel), they may commute to the university from the following day after discharge. Absences from work by faculty/staff members are treated as paid leave. Faculty and staff members who have no physical symptoms such as fever or cough are permitted to work from home ① if the administrative supervisor gives the order to do so, or ② if the administrative supervisor issues a permission upon receiving a request to do so.

## 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.
- Students, faculty and staff members who are designated to have had close contact with an infected person, should not commute to campus for 14 days starting from the following day after the last contact with the infected person. Absences from work by faculty/staff members are treated as paid leave.  
In addition, if a medical center confirms that a family member has had close contact



with an infected person, he/she is requested to consult the health center concerned for advice on the next step to take.

Students, faculty and staff members who are asked by the health center to undergo self-quarantine may not commute to campus. Absences from work by faculty/staff members are treated as paid leave.

Even in the case that the health center does not request for self-quarantine, do not commute to campus during the period whereby a family member is waiting for the (expected negative) PCR test result. Absences from work by faculty/staff members are treated as paid leave.

However, faculty and staff members who have no physical symptoms such as fever or cough are permitted to work from home ① if the administrative supervisor gives the order to do so, or ② if the administrative supervisor issues a permission upon receiving a request to do so.

\* 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.

However, permission to travel abroad for the purpose of education/research may be granted if the required conditions are met. Consult the International Office or the administrative office of the faculty concerned.

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.
- Contact the faculty office in person 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'.
- Contact the faculty office in person 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

<Note: These items even marked in red for the notice to students also apply to faculty members.>

- Carefully reconsider any unessential trip to other prefectures.

Should any trip be made to other prefectures, make sure to take careful measures to prevent the spread of the virus.

After returning from other prefectures, monitor health condition (e.g., body temperature) and record movements and activities for the following 14 days.

If there is any anxiety over the health condition, follow the above guidelines noted in

'**2. Counter measures for coronavirus** 2-1 In the event of cold symptoms (excluding side effects from COVID-19 vaccination)'.  
'

- After 5 days upon returning to Kagawa Prefecture from another prefecture, and if there are no cold or other symptoms, a PCR test may be conducted at the University Hospital. (See related documents for PCR test guidelines).
- In the case of unavoidable travel to another prefecture by family members, be sure to take all precautions to prevent infliction of the virus.
- Visiting lecturers and visitors coming from other prefectures should follow the guidelines stipulated for faculty/staff members returning to Kagawa Prefectures.

## 6. Telework

- Considering the resurgence of COVID-19, whenever possible, prepare for more occurrences of telework, including staggered working hours. While engaging in telework, make sure to abide by the rules on information security. See the following link for reference on telework. <https://www.kagawa-u.ac.jp/files/8816/1888/5065/zaitaku.pdf>

## 7. Policies on the acceptance of international students

See the following link for details

[https://www.kagawa-u.ac.jp/files/1616/1355/3706/Notice\\_to\\_international\\_students\\_planning\\_to\\_start\\_enrollment\\_at\\_Kagawa\\_University.pdf](https://www.kagawa-u.ac.jp/files/1616/1355/3706/Notice_to_international_students_planning_to_start_enrollment_at_Kagawa_University.pdf)

## 8. Student activities

- For student club activities, members should refer to the guidelines/rules stipulated in a circular issued separately.
- Student clubs under the jurisdiction of faculties should follow the guidelines established by the respective faculties.  
Check the following link regularly for updated information.  
[https://www.kagawa-u.ac.jp/campus-life/student\\_life/extracurricular-info/circle-list/](https://www.kagawa-u.ac.jp/campus-life/student_life/extracurricular-info/circle-list/)
- To prevent further spread of infection, make sure to always wear a mask inside and outside the campus.  
In principle, food and drink events with many participants are prohibited, except those that are held for family and relatives.
- In the case that several members from a particular student club get infected, or if rules on food and drink events are violated, there may be an order for a complete shutdown of all activities of not just the student club concerned, but of all student clubs in the university.

## 9. Regarding all other events

Events organized by the university may be held if conducted based on the "Guidelines on organizing events" issued by Kagawa Prefecture on September 9, 2021. Decisions should be made based on the flowchart in that document. (See Kagawa Prefecture homepage link below).



Events that include food and drinks in campus with many participants are disallowed.

"Guidelines on organizing events" issued by Kagawa Prefecture

[https://www.pref.kagawa.lg.jp/kenkosomu/kikikanri/covid19\\_event3.html](https://www.pref.kagawa.lg.jp/kenkosomu/kikikanri/covid19_event3.html)

However, this clause shall be updated accordingly if new guidelines or restrictions (other than the above) are issued by Kagawa Prefecture.

For the latest information, see Kagawa Prefecture link below.

<https://www.pref.kagawa.lg.jp/kenkosomu/kikikanri/covid-19.html>

- Students and faculty/staff members may take part in events organized outside of the university, if 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.**

Head, Crisis Response Headquarters  
KAKEHI Yoshiyuki

# The New Lifestyle

## Practical Examples

### ( 1 ) Basic Infection Prevention

#### The Three Basic Rules : ① Maintain Physical Distance ② Wear A Mask ③ Wash Your Hands

- Stay at least 2 meters away (or at minimum, 1 meter away) from other people
- When conversing, avoid being directly in front of each other whenever possible
- Whether talking indoors or outdoors, if you cannot maintain proper distance, wear a mask even if you do not feel any symptoms. However, please be careful of heat exhaustion in the summer.
- When you return home, please wash your hands and face first. If you went somewhere with many people, change clothes and take a shower as soon as you can
- Properly wash your hands with soap and water for approximately 30 seconds (Hand sanitizer is also possible)

※ When meeting with high risk populations, such as the elderly or those with chronic illnesses, pay more attention to your health



#### Preventing Infection While Travelling

- Refrain from travelling to and from areas with high infection rates.
- Keep track of the people you meet and where you meet in the case you have symptoms. Also utilize a contact-tracing app.
- Stay up-to-date with the infection status of the various areas



### ( 2 ) Daily Life in the New Lifestyle

- Frequently wash and sanitize hands □ Observe proper coughing etiquette
  - Frequently ventilate (Keep indoor temperatures below 28 °C with air conditioning)
  - Maintain physical distancing □ Avoid the Three C's (Crowded areas, Closed spaces, Close-contact settings)
  - Be mindful and implement the proper lifestyle choices for individual health conditions, such as for exercise, food, non-smoking areas, etc.
  - Check temperature and health condition every morning
- If you have feverish or cold-like symptoms, don't push yourself and rest at home



### ( 3 ) New Lifestyle for Various Situations

#### Shopping

- Shop online
- Shop by oneself or in small groups during off-peak hours
- Pay electronically
- Plan ahead and shop quickly
- Avoid touching samples or displays
- When lining up for check out, keep a distance between those in front and behind you



#### Public Transportation

- Limit conversing
- Avoid peak hours
- Use other transportation methods like walking or bicycling



#### Leisure and Sports

- Choose parks and places during off-peak hours
- Keep a distance when weight training or doing yoga
- Also consider home workout videos
- Jog in small groups
- Keep a distance when passing by others
- Utilize reservation periods for comfort
- Do not stay for long periods of time in small spaces
- Sing or cheer while maintaining distance or via online



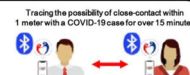
#### Meals

- Utilize take-out or delivery services
- Enjoy meals outdoors
- Avoid sharing plates and serve individually
- Sit side-by-side and not face-to-face
- Concentrate on eating and refrain from chatting
- Avoid serving alcohol and sharing glasses or sake cups



#### Participating in Events

- Utilize contact-tracing apps
- If you have feverish or cold-like symptoms, do not participate



### ( 4 ) New Working Style

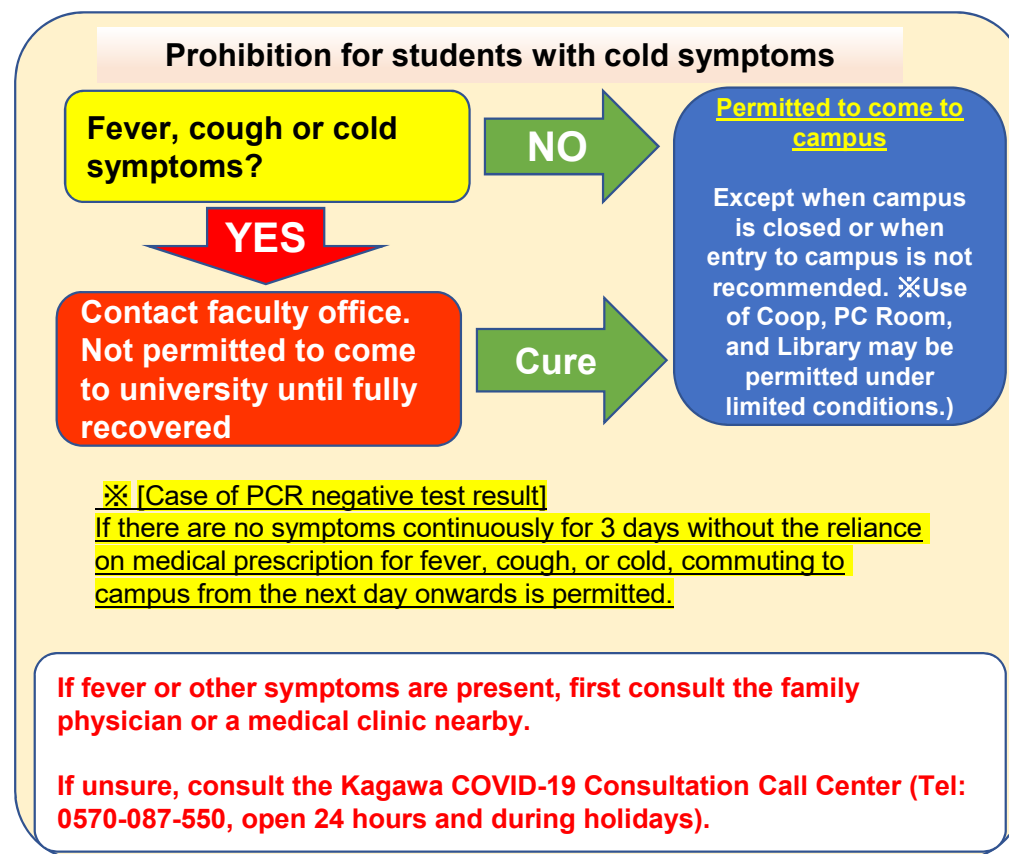
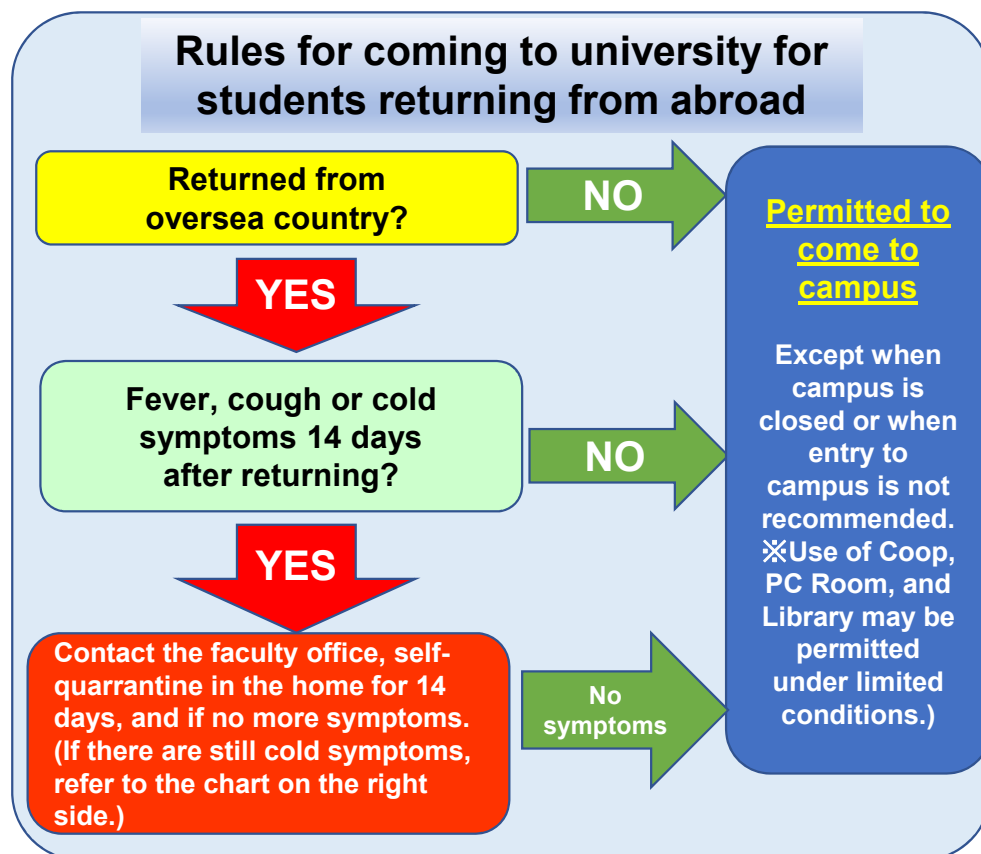
- Remote work or rotating shift work
- Provide a spacious office area
- Conduct meetings online
- Stay comfortable with staggered work hours
- Wear masks and ventilate spaces for in-person meetings





**【For students】**

## Measures to prevent New Coronavirus infection (Effective from 1 October 2021)



【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

Consult the family physician or a medical clinic nearby and follow the instructions.

Contact the General Affairs office of your department about the symptoms and the instructions from your family physician.

NO

Permitted to come to university to work

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

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

※ [Case of PCR negative test result]  
If there are no symptoms continuously for 3 days without the reliance on medical prescription for fever, cough, or cold, commuting to campus from the next day onwards is permitted.



## Contact and response guidelines for Covid-19 positive outcome (For students, faculty/staff members)

【Covid-19 positive patient】

**Tested positive**

Report to faculty office (※) on medical condition and directives received from health center.

Respond according to directives received from health center.

Health center issues directive for discharge/return home

**Commute to campus permitted**

① Make contact

② Respond

③ Make contact accordingly

【Faculty office  
Kagawa University】

(※) 'Faculty office' refers to  
For students: Academic Affairs Office of affiliated faculty  
For faculty/staff members: General Affairs Office of affiliated faculty

Report issues related to future classes, work situation, and medical condition of patient to concerned parties within the university,

① Make contact

(\*) 'Concerned parties' refer to  
For students: Health Center  
For faculty/staff members: Salary and Welfare Department

※ Report accordingly whenever medical condition changes (such as self quarantine→hospitalization) or when date of discharge is announced.

※ Permitted after discharged, or from the second day after returning home from quarantine facility

※ However, the student or faculty/staff member must abide by any additional directive issued by the faculty office for further self quarantine.