

To all students, staff and faculty members of Kagawa University

**Guidelines for Novel Coronavirus Disease Control (Version 19)
(Updated 15th March 2021)**

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 infected cases declined gradually after peaking in August but increased rapidly again from November 2020. This led to the declaration of the state of emergency in Saitama, Chiba, and Kanagawa prefectures and Tokyo metropolitan area on 7th January, and in Osaka, Kyoto, Hyogo, Aichi, Gifu, Tochigi, and Fukuoka prefectures on 13th January 2021.

The state of emergency was lifted at the end of February for all prefectures except for Tokyo and the surrounding prefectures of Saitama, Chiba, and Kanagawa whereby several hundreds of infected cases are still being reported daily. Kagawa Prefecture has lowered the infection alert level on 12th March but proceeds to maintain an alert posture as new infected cases continue to be reported daily.

Consistent with the 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'.
- **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.

- 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

- 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 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).
- 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.

Based on the recommendation of the Health Center, persons who have had high-risk

contact with infected persons are required to undergo a 14-day self-quarantine period. For students, they should not come to the university campus, and for faculty and staff members, they are required to stop work and stay at home. (This is treated as paid leave).

* 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

- Unnecessary travel to other prefectures should be considered carefully. Refrain from traveling to prefectures under emergency until such a time when the emergency is lifted.
- When travelling to other prefectures, monitor your health and take precautions to prevent the spread of virus (such as refraining from attending dinner parties). After returning to Kagawa Prefecture, contact your faculty if you feel some anxiety about your body health. In addition, remember to record all movements for 14 days after returning to Kagawa Prefecture.
- 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.
- Faculty and staff members hosting visitors from other prefectures should make it a point to check the body temperature of visitors, and avoid the 3Cs to prevent the spread of the virus.

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/files/1616/1355/3706/Notice_to_international_students_planning_to_start_enrollment_at_Kagawa_University.pdf

8. Student activities

- Dinner parties especially those with alcohol, that involves multiple participants (who are not family members or relatives) are prohibited.
- All student club activities are to be conducted based on the official rules provided. Make sure to regularly check for updates through the following link.
https://www.kagawa-u.ac.jp/campus-life/student_life/extracurricular-info/circle-list/
(Club activities under the purview of faculties shall abide by the guidelines issued by the respective faculties.)

In any case, to prevent further infection, all students must put on masks while inside the campuses. If this guideline is found to be ignored by many students, club activities may be suspended.

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), issued by Kagawa Prefecture on 1st Mar. 2021). Events that include food and drinks in campus with many participants are disallowed.

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 17th Nov. 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.

15th March 2021
Head, Crisis Response Headquarters
KAKEHI Yoshiyuki