

6th May 2020

To: All faculty and staff members

From: Yoshiyuki Kakehi, Kagawa University President

Notice on working conditions from 7th May onwards

Please observe the following guidelines on working conditions from 7th May onwards, and continue to cooperate to prevent the spread of coronavirus.

1. In principle, faculty/staff members should continue to **telework** for the time being. (Except for Faculty of Medicine and University Hospital.)
2. However, if the personnel/supervisor in charge (for example, Dean) makes a decision based on reasons such as the working environment, faculty/staff members may work at the university provided that they keep the working hours to a bare minimum.
3. The personnel/supervisor in charge should ensure that while working in the university, faculty/staff members avoid the 3Cs (Crowded places, Confined places, Close contact with people), practice staggered commuting (coming to work at different times), and work in shifts.
4. Regarding this matter, the university shall provide updates whenever there are changes in the situation.

As the state of emergency is still enforced, please continue to refrain from going out unnecessarily, travelling to visit relatives or for holiday, or to travel across prefectures.

For inquiries, contact the
Planning and General Affairs
Department, HR Planning
Group (Tel: 087-832-1045)