

To all students, staff and faculty members of Kagawa University

Guidelines for Novel Coronavirus Disease Control (Updated Version 9)

On 11th March 2020, the coronavirus outbreak was labelled a pandemic by the World Health Organization (WHO). In Japan, the spread of the virus continues unabated across the country.

On 31st March 2020, the Japanese Ministry of Foreign Affairs raised the Level of Alert to Level 2 (Cancel unnecessary overseas travel) for the entire world and subsequently to Level 3 (Cancel overseas travel).

As the outbreak increased sharply across the country, the Ministry of Health, Labor, and Welfare proposed on 28th March, the ‘Basic Policies for Novel Coronavirus Disease Control’ as a measure to fight the disease.

On 7th April, the Japanese government initially issued an official declaration of a state of emergency for 7 prefectures. Subsequently on 16th April, the declaration of a state of emergency was expanded to include all prefectures in the country. Among all the prefectures, the ones in need of urgent prevention measures are Hokkaido, Tokyo, Saitama Chiba, Kanagawa, Ibaraki, Ishikawa, Gifu, Aichi, Kyoto, Osaka, Hyogo, and Fukuoka. These 13 prefectures are designated as ‘prefectures where coronavirus is spreading at a rapid pace’.

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

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

Note 1: All students should pay particular attention to the notations marked in red.

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

1. Infectious disease prevention

- For daily regular prevention, disinfect hands through washing with soap or with alcohol disinfectant, wear face mask, and observe cough etiquette.
- Avoid going out unless very necessary.
- If going out is unavoidable, stay away from crowded places.
- Throughout day and especially at night, avoid the ‘3Cs’ (Crowded places, Confined places, Close contact with people). Do not go to the following places: bars that open from late night to early morning, night clubs, karaoke, live house, crowded restaurants or dinner parties attended by many people.
- Wear a face mask while commuting to university.
- While coughing or sneezing (particularly with related symptoms), always wear a face mask.
- Before entering a building, wash or disinfect hands.

- For people with diabetes, heart problems, respiratory problems, or are undergoing treatment for cancer, infection of the coronavirus brings about an added level of severity and danger. If necessary, consult a doctor for advice.

2. Counter measures for coronavirus

2.1 For slight fever with cold symptoms

- Do not come to work or attend any classes until fully recovered. Absences from work by staff/faculty members shall be handled as ‘special leave with pay’. Students shall not be penalized for absences from classes.

<Note on special leave >

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

2.2 Fever (above 37.5°C) with cold symptoms

- If high fever continues for 4 days or more (even with medication), or if strong fatigue or breathing difficulty occurs, seek assistance the Corona Consultation Center. The consultation centers for people with potential exposure to COVID-19 are set up in each prefecture. (See below for details.)
- The Consultation Center will recommend medical tests and further action at a specific hospital or clinic. Do not seek medical care from any other places other than the one recommended.
- **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 staff/faculty 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 staff/faculty members).
- Continue to seek medical care, and until certified to be fully cured by an authorized doctor, do not go to the university.

* Note: **Refer to the attached flowchart on the procedures.**

2.3 In the case of having close proximity with persons inflicted 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.

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

【1】 Fever (37.5°C or higher), cough, and cold symptoms at port of entry

- Immediately report to the Quarantine Station and follow their instructions.
- **Personally contact the faculty office to inform them of the situation**, including any instructions from the Quarantine Station and/or clinic or hospital. After receiving notice, the faculty office should report to the Health Center (for students) and Salary and Welfare Section (for staff/faculty members).

【2】 No symptoms or slight fever (37.5°C or lower) at port of entry

- 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 staff/faculty members shall be handled as ‘special leave with pay’. Students shall not be penalized for absences from classes.
- **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 staff/faculty members).
- Within these 14 days, if slight fever occurs, follow Point 2.1 above.
- In the occurrence of high fever (above 37.5°C) with cold symptoms that continue for 4 days or more, follow Point 2.2 above.

5. Travelling to or from other prefectures

5-1 For students

Travel from Kagawa to other prefectures is prohibited for all students, regardless of whether students are staying with families or residing in the dormitories or apartments. Similarly, students who live in another prefecture are not permitted to travel or commute to Kagawa prefecture or the university. All students must take precautions and behave accordingly to avoid infection, and make preparations to take online classes beginning from 7th May. However, students who are compelled to travel across prefectures should **inform the faculty office beforehand** with details on (1) purpose of travel (2) route taken during the travel.

- Students returning from another prefecture to Kagawa should **contact the faculty office**. For the next 14 days after returning, do not go outside unnecessarily. Monitor closely the body temperature and health condition daily. Conduct self-quarantine and self-study at home for 14 days.
- If a family member has to travel across prefectures, be sure to take special preventive measures to avoid infection.

5-2 For staff and faculty members

- All travel from Kagawa to other prefectures is prohibited. Exceptions include commuting to the university from another prefecture, or conducting medical care and support for the local community across nearby prefectures. In such cases, exercise extreme care to prevent the spread of infection. If there is a necessity to travel to distant prefectures, inform the faculty office beforehand with details on (1) purpose of travel (2) route taken during the travel.
- Staff/faculty members returning to Kagawa from distant prefectures should inform the faculty office. Thereafter, monitor closely and lookout for any change in the body temperature and health condition. If the distant prefecture is among the 13 prefectures where coronavirus is spreading at a rapid pace, do not go outside unnecessarily for the next 14 days after returning. Monitor closely the body temperature and health condition daily and conduct self-quarantine at home. The quarantine period is treated as 'work stoppage (with salary)'.
- If a family member has to travel across prefectures, be sure to take special preventive measures to avoid infection.
- Furthermore, staff/faculty members suspected of having had close proximity with persons inflicted with coronavirus, should follow the steps noted in Point 2.3 above.
- Part-time lecturers who are staying in a prefecture other than Kagawa may not conduct any classes other than online classes.
- If fever or other symptoms occur after returning to Kagawa, Point 2.1 and Point 2.2 above should be followed.
- The above measures shall be lifted following the decisions made by the central government and related agencies.

6. Telecommuting

- Staff/faculty members conducting telecommuting 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

The following student activities are not permitted until 6th May

- All student club activities inside and outside of university
- Events that include drinking and eating
- Training camps and expeditions
- Sports games and matches, live concerts, and live houses
- Workshops and events requiring face-to-face communications
- Activities related to recruiting of new club members

However, with proper precautions, individual activities (such as extra-curricular activities and sports) are permissible.

9. Regarding all other events

- On 1st April, under the instructions of the Cabinet Office, the Novel Coronavirus Expert Meeting issued a '3 Cs' guideline in an attempt to put a halt to the spread of coronavirus. All residents in Japan are strongly urged to avoid 'Confined spaces,' 'Crowded places,' and 'Close contact with people.' **Following this directive, university events are cancelled until 6th May. Similarly, until 6th May, all students and staff/faculty members are strongly urged to avoid participating in any event organized outside the university.**
- 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.

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

20th April 2020
Head, Crisis Response Headquarters
Yoshiyuki Kakehi

○ Corona Consultation Center

(Hours: 8:30~17:15)

Shodoshima Health Center : 0879-62-1373

East Kagawa (Tou-san) Health Center : 0879-29-8261

Central Kagawa (Chu-san) Health Center : 0877-24-9962

West Kagawa (Sei-san) Health Center : 0875-25-2052

Takamatsu City Health Center : 087-839-2870

Okayama City Health Center : 086-803-1360 (Daily 9:00~17:00)

Kurashiki City Health Center : 086-434-9810 (Daily 9:00~17:00)

<<Related information links>>

○[COVID-19] Information about MEXT's measures

https://www.mext.go.jp/en/mext_00006.html

○About Coronavirus Disease 2019 (COVID-19) Ministry of Health, Labor and Welfare

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html

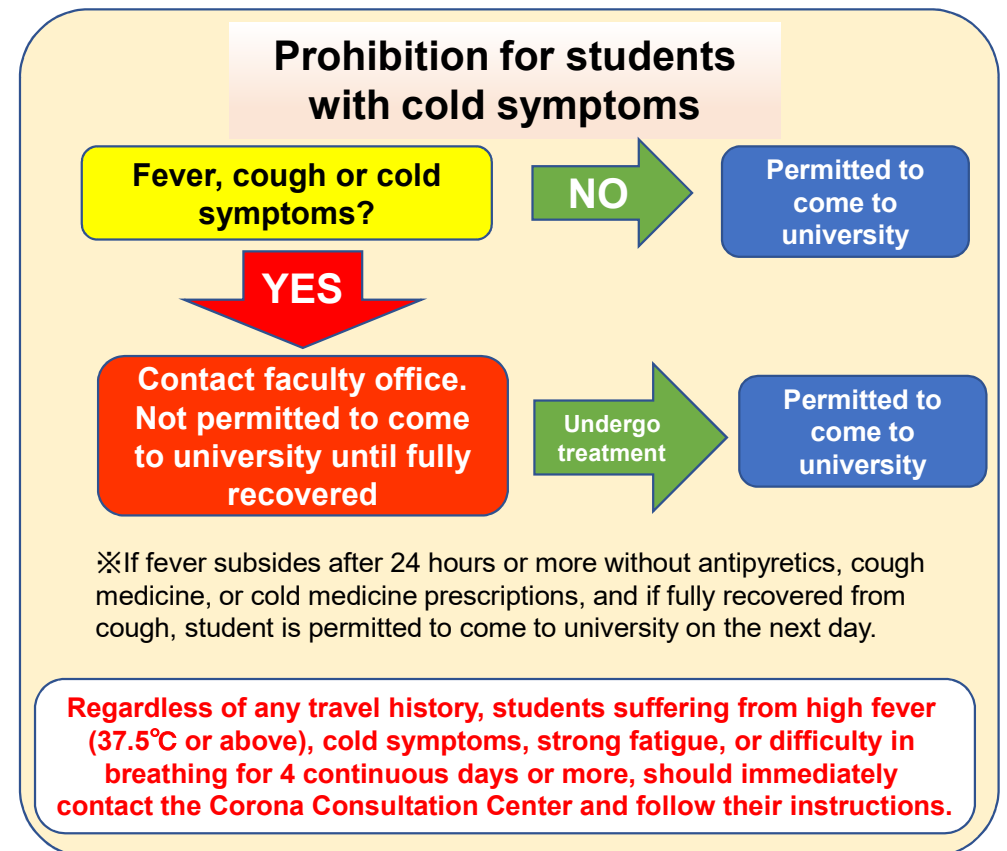
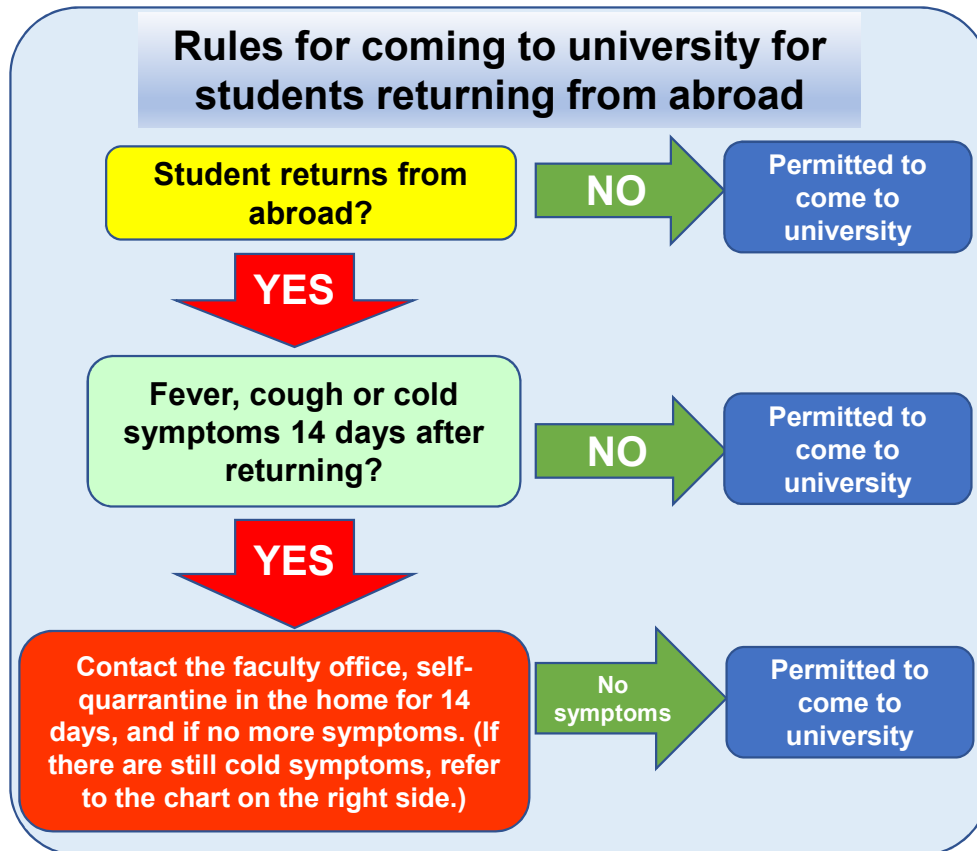
○Travel advisory by Ministry of Foreign Affairs

<http://www.anzen.mofa.go.jp>

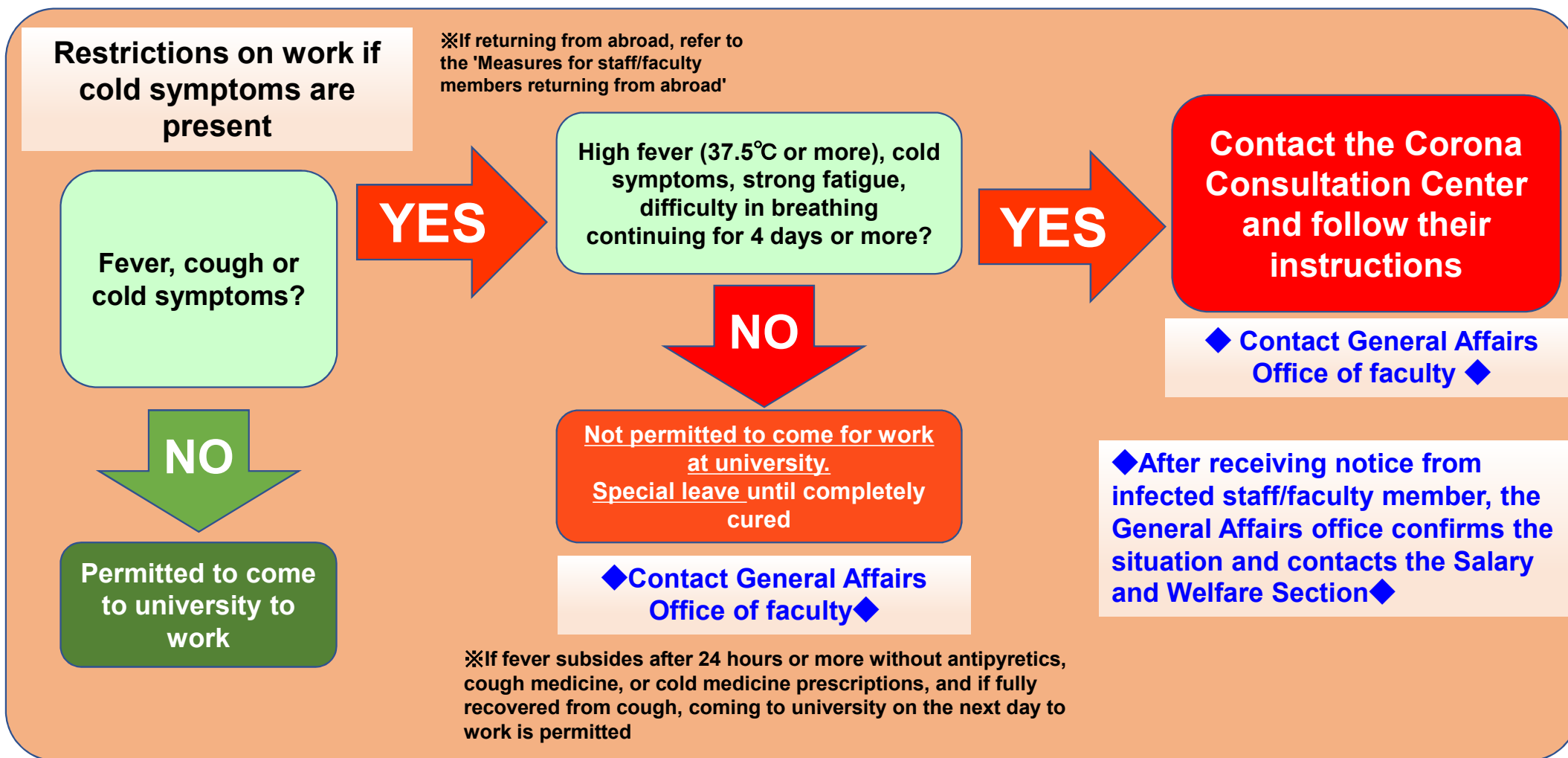
○National Institute of Infectious Diseases

<https://www.niid.go.jp/niid/en/2019-ncov-e.html>

Measures to prevent New Coronavirus infection (Effective from 16th March 2020) [For students]



Flowchart on New Coronavirus infection 【For staff and faculty】



**'Measures for staff/faculty members returning from abroad'
【 For staff and faculty 】**

【Effective from 16th March 2020 】

