

To all students, staff and faculty members of Kagawa University

Guidelines for Novel Coronavirus Disease Control (Updated Version 11)

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. Eight prefectures including Hokkaido, Saitama, Chiba, Tokyo, Kanagawa, Kyoto, Osaka, and Hyogo continue to be classified as 'special alert prefectures' while remaining under the state of emergency.

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 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.

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

- 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.
- Make sure to wear face mask while commuting to or while inside the campus.
- 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 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 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

5-1 For students

Continue to abstain from travel from Kagawa to other prefectures or vice-versa.

However, students staying in other prefectures who do not have the proper equipment (for example, no PC or tablet, or poor internet connection) to take online classes are permitted to commute to use the PC facilities at the university. This permission is based on two conditions, in that, within the last 14 days, the student had not traveled to any prefecture other than Kagawa, and that the student's health is very good.

For cases that students are compelled to travel to prefectures other than Kagawa, students 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** while closely looking out for any change in the body and/or health condition. **In particular, students who return from any of the 'special alert prefectures' should refrain from going outside unnecessarily for the next 14 days after returning.** These students should conduct self-quarantine and self-study at home during this period and should closely monitor the body temperature and health condition daily.
- If a family member has to travel across prefectures, be sure to take special preventive measures to avoid infection.

5-2 For faculty and staff 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.
- Faculty/staff 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 'special alert prefectures', 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, faculty/staff members suspected of having had close proximity with persons inflicted with coronavirus, should follow the steps noted in Point 2.2 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 above should be followed.
- The above measures shall be lifted following the decisions made by the central government and related agencies.

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/>

8. Student activities

- There shall be no face-to-face classes for the 1st Quarter (17th April-17th June). In principle, students should refrain from entering the campus in this period. However, students who do not have the proper hardware or software (for example, no PC or tablet, or poor internet connection) to take online classes may use the PC facilities at the Information Center or the Library. Students may also use classrooms at their faculty (with prior permission) or may come for meals at the cafeteria. While using these facilities, students must take precautions to prevent the spread of the virus.
- Supervision of students by professors is conducted until 17th June (1st Quarter). For details, students may contact their faculty office.
- The following student activities are not permitted until 17th June.
 - All student club activities inside and outside of university
 - Events that include drinking and eating
 - Training camps and expeditions
 - Sports games and matches, and live concerts, live houses
 - Workshops and events requiring face-to-face communications
 - Activities related to recruiting of new club members
 - Use of gymnasium, athletic field, tennis court etc.

However, individual activities or individual use of facilities are permitted with the condition that the student takes precautions to avoid the spread of virus.

9. Regarding all other events

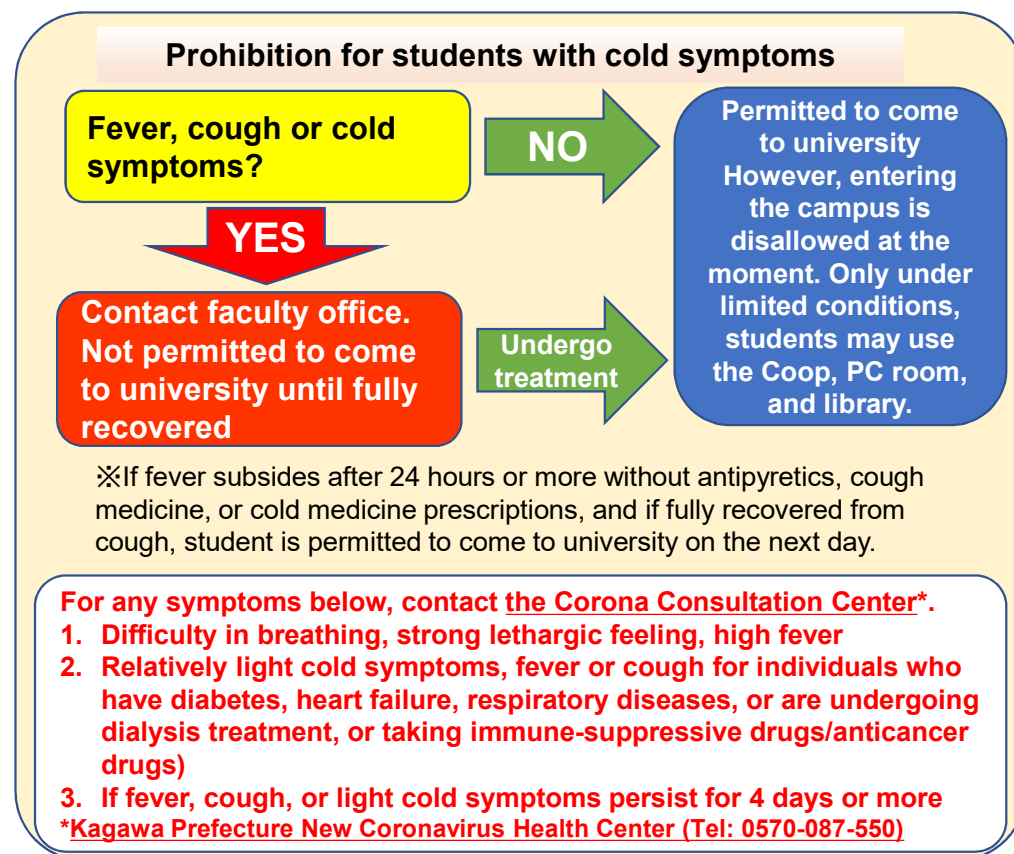
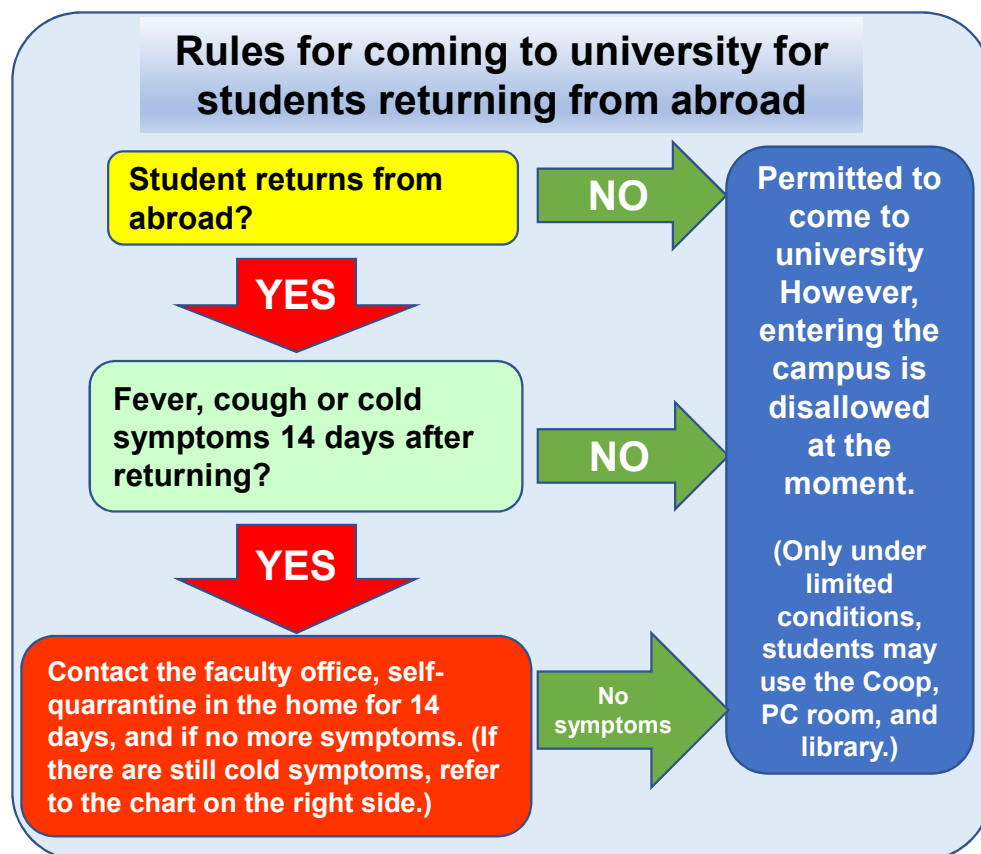
- On 1st April, under the instructions of the Cabinet Office, the Novel Coronavirus Expert Meeting issued a '3 Cs' guideline in an attempt to put a halt to the spread of coronavirus. All residents in Japan are strongly urged to avoid 'Confined spaces,' 'Crowded places,' and 'Close contact with people.' Following this directive, university events are cancelled until 17th June.

- Similarly, all students and faculty/staff 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. (<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.

19th May 2020
Head, Crisis Response Headquarters
Yoshiyuki Kakehi

Measures to prevent New Coronavirus infection (Effective from 19th May 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 19th May 2020】

【 For staff and faculty 】

