

30 March 2020

Kochi University Crisis Management Office

Kochi University's Response to COVID-19 (Report No. 3)

To students, faculty and staff

Kochi University has updated its response to COVID-19.

Details on Kochi University's response to COVID-19 are as follows. We ask that students (including kindergarten children and students at affiliated schools), faculty and staff take the following measures for a period of time.

(The updated information is underlined.)

1. Health management

Please take measures to control the spread of infectious disease outlined in the Warning on COVID-19 and Guidelines issued by Kochi University, including covering your mouth when coughing and washing your hands. If you experience symptoms such as (1) a fever of 37.5°C or higher for four days or longer and (2) strong fatigue or shortness of breath, please telephone the consultation center for people with potential exposure to COVID-19 (Kochi Prefecture: 088-823-9300 every day between 9 a.m. and 9 p.m.) and promptly report the result of the consultation to the university via the contact points listed below under section 11. Contact Details.

Please promptly report to the university (see section 11. Contact Details below) if any of the following apply, as you will be prohibited from attending the university to study or work:

- 1) If you experience a fever or other symptoms of a cold.
- 2) If you have been in close contact with a person infected with COVID-19.
- 3) If you have been infected with COVID-19.

Please refer to section 7. Study and Work below for details on the handling of a prohibition on attending the university to study or work.

2. Events

In order to prevent the further spread of infection, please consider cancelling or postponing events unless it is urgent. If you must hold an event do your best to limit the number of participants. Dinner parties must be canceled. Make sure your that all the participants wear a mask and request that any participants who have a flu-like symptoms refrain from attending the event. (It is believed that the highest risk of spreading infectious disease is in situations where people are in close contact (within arm's reach), conversing and mixing for longer than a certain period of time and mixing with a large number of people.)

3. Work-related domestic travels

Avoid non-essential travel as the virus is also spreading across the country. You must avoid participating in events attended by a large number of people. If you must participate in such an event, take the utmost precautions to prevent infection.

4. Travel to countries/regions where infection is spreading

“Countries/regions where infection is spreading” means regions subject to a Level 3 (Avoid all travel) or a Level 2 (Avoid non-essential travel) under Travel Advice and Warning on the Overseas Safety website of the Ministry of Foreign Affairs.

Please cancel travel to a region subject to a Level 3 (Avoid all travel) warning. Please cancel non-essential travel to a region subject to a Level 2 (Avoid non-essential travel) warning until the situation improves. Contact the university in advance (see section 11. Contact Details below) if travel to such a region is unavoidable.

5. Returning to Japan from a country/region where infection is spreading

If you return from a country/region where infection is spreading, please contact the university (see section 11. Contact Details below) to report your state of health while abroad and after returning to Japan (report whether or not you have or had a fever or cough).

People returning from a region subject to a Level 2 (Avoid non-essential travel) warning must observe whether or not they have symptoms such as a fever or cough for two weeks and avoid contact with other people as much as possible during this period.

People returning from a region subject to a Level 3 (Avoid all travel) warning are prohibited from attending the university to study or work for 14 days from the day of return and must stay at home and observe their condition.

Please observe any instructions received from a quarantine station or other public institution upon your return to Japan such as requests to refrain from using public transport or requests to stay in a prescribed location. You will be prohibited from attending the university to study or work during the period of request to stay in a prescribed location. Therefore, please promptly contact the university (see section 11. Contact Details below).

6. Visitors from countries/regions where infection is spreading

Departments or faculties must cancel or postpone the visit of researchers or guests from countries/regions where infection is spreading.

(international students and visiting researchers may be exempted from the measure.)

7. Study and Work

- 1) If you have a fever or other symptoms of a cold
 - You are prohibited from coming to university to study or work if you

experience a fever of 37.5°C or higher or symptoms of a cold (sneezing, runny nose, blocked nose, a cough, sore throat, fatigue, joint pain, etc.). Therefore, please promptly report to your department.

- If you have a fever, you are prohibited from attending school to study or work until 24 hours or more have passed since the fever has subsided and the cold-like symptoms have improved.
- Regularly check your health even after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.

We will ensure that students are not disadvantaged in the handling of their studies during the period that they are prohibited from attending the university.

Regarding faculty and staff, the period of prohibition from attending work will be considered “Work Prohibited” under the Work Rules and the university will ensure that they are not disadvantaged in terms of their salary during the subject period.

2) If you have been in close contact with a person infected with COVID-19

People who have been designated as having been in close contact with a person infected with COVID-19 are prohibited from attending university to study or work for a period of 14 days from the day of contact. Please stay at home and observe your condition, and promptly report to the university (see section 11. Contact Details below).

Even if you have not been in close contact with a person infected with COVID-19, the head of your department may prohibit you from attending the university to study or work for a period of five days if you may have been in close contact with a person infected with COVID-19. In this case, please stay at home and observe your condition.

The university will ensure that students are not disadvantaged in the handling of their studies during the period that they are prohibited from

attending the university.

Regarding faculty and staff, the period of prohibition from attending work will be considered “Work Prohibited” under the Work Rules and the university will ensure that they are not disadvantaged in terms of their salary during the subject period.

3) If you are infected with COVID-19

You are prohibited from attending the university to study or work until you have recovered. Please promptly contact the university (see section 11. Contact Details below).

The university will ensure that students are not disadvantaged in the handling of their studies during the period that they are prohibited from attending the university.

Regarding faculty and staff, the period of prohibition from attending work will be considered “Work Prohibited” under the Work Rules and the university will ensure that they are not disadvantaged in terms of their salary during the subject period.

4) If you return from a country/region where infection is spreading

People returning from a country/region subject to a Level 3 (Avoid all travel) warning are prohibited from attending the university for study or work for 14 days from the day of return and must stay at home and observe their condition. Please promptly contact the university (see section 11. Contact Details below).

People who have received instructions from the quarantine station or other public institution upon their return to Japan to stay in a designated location will be prohibited from attending the university to study or work during the period of request to stay in a prescribed location. Therefore, please promptly contact the university (see section 11. Contact Details

below).

The university will ensure that students are not disadvantaged in the handling of their studies during the period that they are prohibited from attending the university.

Regarding faculty and staff, the period of prohibition from attending work will be considered “Work Prohibited” under the Work Rules and the university will ensure that they are not disadvantaged in terms of their salary during the subject period.

Note: Faculty and staff subject to “Work Prohibited” are asked to notify their department of the progress of their condition as appropriate and to follow the instructions of the head of the department regarding work attendance.

8. Handling of salary of people whose work is suspended due to a temporary closure of schools including affiliated schools

Regarding people whose work is suspended due to a temporary closure of affiliated schools or closure of the Library and Information Technology at night and on holidays, as of 2 March 2020, the university will ensure that people whose work is suspended will not be disadvantaged in terms of salary for the subject period, only in cases where they had been expected to work originally during such period of suspension.

9. Acquisition of leave for faculty and staff who have children in elementary school

As of 2 March, 2020, if the elementary school attended by the child of a faculty or staff member closes temporarily and it is recognized that it is appropriate for the faculty or staff member to take time off work to look after the child, the faculty or staff member will be granted special (paid) leave for the necessary period of time.

The heads of departments are asked to create an environment that makes it easy to take time off.

10. More information

- Kochi University Health Service Center (Warnings)
<http://www.kochi-u.ac.jp/hokekan/>
- Cabinet Secretariat
https://www.cas.go.jp/jp/influenza/novel_coronavirus.html
- Ministry of Foreign Affairs
<https://www.anzen.mofa.go.jp/>
- Ministry of Health, Labour and Welfare
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html
- Ministry of Education, Culture, Sports, Science and Technology
https://www.mext.go.jp/a_menu/coronavirus/index.html
- Kochi Prefecture
<http://www.pref.kochi.lg.jp/soshiki/130401/geninhumeihaien.html>
- Consultation center for people with potential exposure to COVID-19
<https://www.city.kochi.kochi.jp/soshiki/35/shingatacorona.html>

11. Contact us

1. Matters related to Japanese students

Asakura Campus, Educational Affairs Division, Office of Educational Support

Email: gm25@kochi-u.ac.jp Tel:088-844-8653

Oko Campus, Student Affairs Section, Student Support Office

Email: ia30@kochi-u.ac.jp Tel:088-880-2268

Monobe Campus, Monobe General Affairs Division, Office of Student and Educational Affairs

Email: km13@kochi-u.ac.jp Tel:088-864-5116

2. Department contact details

Faculty of Humanities and Social Sciences

Email: gm15@kochi-u.ac.jp Tel:088-844-8649

Faculty of Education

Email: gm16@kochi-u.ac.jp Tel:088-844-8653

Faculty of Science and Technology

Email: gm17@kochi-u.ac.jp Tel:088-844-8742

Medical School

Email: ia21@kochi-u.ac.jp Tel:088-880-2262

Faculty of Agriculture and Marine Sciences

Email: km12@kochi-u.ac.jp Tel:088-864-5168

Faculty of Regional Collaboration

Email: gm24@kochi-u.ac.jp Tel:088-844-8903

3. Matters related to international students

International Exchange Office

Email: kr03@kochi-u.ac.jp Tel:088-844-8683

4. Matters related to faculty and staff

Personnel Division, Safety and Health Supervisor

Other than Oko Campus:

Email: kj04@kochi-u.ac.jp Tel:088-844-8736

Oko Campus:

Email: kj04@kochi-u.ac.jp Tel:088-880-2222

Note: Contact your departments for measures related to Work

Prohibition.

5. Other matters

General Affairs Division, General Affairs Supervisor

Email: ks04@kochi-u.ac.jp Tel:088-844-8116