April 20, 2020
Kochi University Crisis Management Office

Kochi University's Response to COVID-19 (Report No. 5)

To students, faculty and staff

Kochi University has updated its response to COVID-19.

In accordance with the expansion of the area designated as being under the declaration of the state of emergency on April 17 on the grounds of the Act on Special Measures for Pandemic Influenza and New Infectious Diseases Preparedness and Response to all the prefectures, Kochi University has determined to implement the following emergency responses till May 6. Students (including kindergarten children and students at affiliated schools) and faculty and staff are requested to read the message and guidelines below and act to prevent the spread of infection.

Measures after May 7 will be notified by April 30.

- Urgent Request for students to prevent the spread of Covid-19 [Third Report]

- Emergency Guidelines for Responding the Expansion of the Area designated as being in the State of emergency on April 16, 2020 (for faculty members)
- Guidance on Infection Prevention and Control for Covid-19 for faculty members [Second report]

- Emergency Guidelines for Responding the Expansion of the Area designated as being in the State of emergency on April 16, 2020 (for university staff)

1. Health management
(1) Please take infection control measures including coughing etiquette (covering your mouth when coughing), handwashing, and gargling.
(2) If you experience either of the following symptoms, please contact 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 report the result of the consultation to the contact point described in Section 7, "Contact us."
   1) a fever of 37.5°C or higher for four days or longer
   2) strong fatigue or shortness of breath
   3) acute loss of taste and smell
(3) Please promptly report to the contact point described in Section 7, "Contact us" if any of the following apply.
1) If you have been infected with COVID-19.
2) If you have been in close contact with a person infected with COVID-19.
3) If you have been in close contact with those who have been in close contact with infected person (secondary contacted persons).
4) If you experience a fever or other symptoms of a cold.

2. Measures for students

All the classes will be held in a way other than face-to-face till May 6. Accordingly, you are not allowed to enter the university grounds (come to the University) till May 6 in principle. The library will also be closed. Please pay attention to the following and take lessons and study at home to prevent infection.

(1) If you are infected with COVID-19
1) Please promptly contact the University (see Section 7, “Contact us”) and follow the public health center’s instruction until you have recovered.
2) You are prohibited from attending the University to study or work until you have recovered even if you need to do so on May 7 or thereafter.

(2) If you have been in close contact with a person infected with COVID-19
Please immediately report it to the University (see Section 7, “Contact us”) and follow the following instructions.
1) When you have been identified as having been in close contact with a person infected with COVID-19, follow the public health center’s instructions for PCR test and the watchful waiting period at home.
2) Even if you have not been identified as having been in close contact with a person infected with COVID-19 but have been likely to be in contact with such person, please stay home at least for 6 days to see if any symptom develops.
3) If you might have been in close contact with a person having been in close contact with a person infected with COVID-19, please stay home to see if any symptom develops until the person having been in close contact with the person infected with COVID-19 has been judged as being negative.
4) If you need to attend the University on May 7 or thereafter, you will be prohibited from attending the University during the watchful waiting period.

(3) If you have a fever or other symptoms of a cold
1) 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.), please report it to the University (see Section 7, “Contact us”) and stay home to see if the symptom further develops. Please also report it to the University (see Section 7, “Contact us”) when the fever subsided or symptoms have improved.
2) Regularly check your health even after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.
3) Even when you need to attend the University on May 7 or thereafter, you are prohibited from attending the University until after 24 hours or more has passed since
the fever subsided and after cold-like symptoms have improved.

Note: When you need to attend the University on May 7 or thereafter, the period during which you are prohibited from attending the University shall be treated as being under the "Suspension of Attendance" to avoid any disadvantage for your academic performance. Students who have turned out to be necessary to be under the watchful waiting period or the period of prohibition of attending the University are required to report your condition regularly to your department (major) and follow the instruction of your department head (head of major) when attending the University.

3. Measures for faculty and staff
You are not allowed to enter the campus but should work at home till May 6 in principle. Please pay attention to the following and work at home to prevent infection.

(1) If you are infected with COVID-19
1) Please promptly report it to the University (see Section 7, "Contact us") and your department head, and follow the public health center's instruction until you have recovered.
2) You are prohibited from attending the University to work until you have recovered.

(2) If you have been in close contact with a person infected with COVID-19
Please immediately report it to your department head and follow the following instructions.
1) When you have been identified as having been in close contact with a person infected with COVID-19, follow the public health center's instructions for PCR test and the watchful waiting period at home.
2) Even if you have not been identified as having been in close contact with a person infected with COVID-19 but have been likely to be in contact with such person, please stay home at least for 6 days to see if any symptom develops.
3) If you might have been in close contact with a person having been in close contact with a person infected with COVID-19, please stay home to see if any symptom develops until the person having been in close contact with the person infected with COVID-19 has been judged as being negative.
4) When you find that you had been in close contact with a person infected with COVID-19 during working hours, please return home immediately.

(3) If you have a fever or other symptoms of a cold
1) 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.), please report it immediately to your department to prohibit you from attending the University to work.
2) If you experience a fever, you are prohibited from attending the University to work until after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.
3) Regularly check your health even after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.
4) If a fever or other symptoms have developed during working hours, please return home immediately. The period during which you are prohibited from attending the University to work shall be treated based on the Work Rules as under "Work Prohibited" to avoid any disadvantage for your salary over the period.

Note: For faculty and staff, the period prohibited from attending the University to work shall be treated either as "Work Prohibited" or "teleworking." Faculty and staff who have turned out to be necessary to be under Work Prohibited shall report your condition regularly to your department and follow the instruction of your department head when attending the University.

4. Movement during the period under the declaration of state of emergency
(1) The declaration of state of emergency is requesting all citizens to voluntarily refrain from cross-prefecture movements till May 6. Students and faculty and staff who have moved from other prefecture due to an unavoidable circumstance shall immediately report it to the University (see Section 7, "Contact us").
(2) Such persons are prohibited from attending the University to study or work for 14 days after the movement; please stay home and see if any symptom develops. With persons engaging in health services, flexible measures shall be taken at the discretion of respective department head.

Note:
* For students, the period during which you are prohibited from attending the University shall be treated not to bring any disadvantage to your academic performance.
* For faculty and staff, the period during which you are prohibited from attending the University to work shall be treated based on the Work Rules as under "Work Prohibited" or "teleworking" to avoid any disadvantage for your salary over the period.
* Faculty and staff who have turned out to be necessary to be under Work Prohibited shall report your condition regularly to your department and follow the instruction of your department head when attending the University.

5. Handling of salary of people whose work is suspended due to a temporary closure of affiliated schools or the prohibition of entry into the university grounds from April 10, 2020
(1) 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 March 2, 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.
(2) The University will ensure that people whose work is suspended due to the prohibition of entry into the university grounds from 10 April 2020 will not be disadvantaged in terms of salary for the subject period.
6. Acquisition of leave for faculty and staff who have children in elementary school

(1) As of March 2, 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.

(2) When avoiding working to care the child is deemed to be appropriate along with the request for cooperation for at-home childcare from Kochi City or the declaration of state of emergency, the faculty or staff shall be allowed to take special (paid) leave for the required period (limited to the period of request for cooperation or the period under the declaration of state of emergency). When any other municipality than Kochi City has made a similar request, the same shall apply.

Period of request for cooperation: from April 15, 2020 (Wed.) to May 6, 2020 (Wed.)

Note: The period may be extended depending on the circumstance.

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

7. Contact us

(1) Matters related to Japanese students
- If infected with COVID-19, under the watchful waiting period, or experiencing cold symptoms
  (Asakura) Faculty of Humanities and Social Sciences, Humanities and Social Sciences
  E-mail: gm15@kochi-u.ac.jp, Phone: 088-844-8649
  Faculty of Education, Studies in Education, Program for Advanced Professional Development in Teacher Education
  E-mail: gm16@kochi-u.ac.jp, Phone: 088-844-8653
  Faculty of Science and Technology, Studies in Science and Technology, Studies in Science
  E-mail: gm17@kochi-u.ac.jp, Phone: 088-844-8742
  Faculty of Regional Collaboration, Regional Collaboration, TSP
  E-mail: gm24@kochi-u.ac.jp, Phone: 088-844-8903

(Okō) Medical School
  E-mail: ia21@kochi-u.ac.jp, Phone: 088-880-2262
  Medical Science, Nursing Science, Medicine
  E-mail: ia20@kochi-u.ac.jp, Phone: 088-880-2290

(Monobe) Faculty of Agriculture and Marine Science, Agriculture and Marine Science, Agricultural Science
  E-mail: km12@kochi-u.ac.jp, Phone: 088-864-5168
  Kuroshio Science
  E-mail: km14@kochi-u.ac.jp, Phone: 088-864-5116
○ For medical advice
  (Asakura) Health Service Center  Phone: 088-844-8158
  (Oko) Health Service Center  Phone: 088-880-2581
  (Monobe) Monobe Branch Office  Phone: 088-864-5121
  Note: Do not go to Health Services Centers (Health Counseling Room) without an appointment.

○ Other matters
  Student Counselling Room  Phone: 088-888-8010

○ Advice for students with underlying medical conditions (weakened immune system, respiratory diseases, and diabetes)
  Office for the promotion of inclusion and accessibility
  E-mail: shugakushien@kochi-u.ac.jp, Phone: 088-888-8037

(2) Matters related to international students
  International Exchange Office
  E-mail: kr03@kochi-u.ac.jp, Phone: 088-844-8683

(3) Matters related to faculty and staff
  Personnel Division, Safety and Health Supervisor
  Other than Oko Campus:
  E-mail: kj04@kochi-u.ac.jp, Phone: 088-844-8736
  Oko Campus:
  E-mail: kj04@kochi-u.ac.jp, Phone: 088-880-2222
  Note: Contact your departments for measures related to Work Prohibition.

(4) Other matters
  General Affairs Division, General Affairs Supervisor
  E-mail: ks04@kochi-u.ac.jp, Phone: 088-844-8116

8. More information
  • Kochi University Health Service Centers (Warnings)
    http://www.kochi-u.ac.jp/aokekan/
  • Cabinet Secretariat
    https://corona.go.jp/
  • 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
  • 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