April 28, 2020
Kochi University Crisis Management Office

Kochi University's Response to COVID-19 (Report No. 6)

To students, faculty and staff

Kochi University has updated its response to COVID-19.

Kochi University has determined to take the following measures to prevent the spread of COVID-19 infection till September 30, 2020. Students (including kindergarten children and students at affiliated schools) and faculty and staff are requested to read through the following guidance and materials and act to prevent the spread of infection. A part of the measures under the Guidance may be relaxed or tightened based on prudent judgment in accordance with the change in the circumstances. We will continue to keep you updated, so please do regular check our website and KULAS.


- Guidance on Infection Prevention and Control for Covid-19 for faculty members [Third report]


1. Health management
   (1) Please take infection control measures including coughing etiquette (covering your mouth when coughing), handwashing, and gargling.
   (2) Please avoid non-urgent, unnecessary leave from residence day and night.
      Avoid the "Three C's" (Closed spaces, crowded places, and close-contact settings).
   (3) 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 8, "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
   (4) Please promptly report to the contact point described in Section 8, "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 September 30. Accordingly, you are not allowed to enter the university grounds (come to the University) during the period till September 30 in principle. (When a face-to-face practice, experiment, or seminar will be carried out as an exception, your department staff will notify you by two weeks before the date of the practice, experiment, or seminar at the latest.)

The library will also be closed in principle. 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 8, "Contact us") and follow the public health center's instruction until you have recovered.

2) You are prohibited from coming to the University until you have recovered even if you need to do so on September 30 or earlier.

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

Please immediately report it to the University (see Section 8, "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 come to the University on September 30 or earlier, 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 8, "Contact us") and stay home to see if the symptom further develops. Please also report it to the University (see Section 8, "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 come to the University on September 30 or earlier, you are
prohibited from doing so until after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.

Note: When being unable to attend experiments/practices to be held on campus on September 30 or earlier because of the prohibition from coming to the University, due to the infection or the necessity to be under the watchful waiting period, your absence during the period till September 30 will be treated as an "exception absence" 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

During the period till September 30, faculty must work at home in principle, and administrative staff is also asked to work at home as far as the circumstances allowed. Please work at home while paying due attention to the following to prevent the infection.

(1) If you are infected with COVID-19

1) Please promptly report it to the University (see Section 8, "Contact us") 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 from other prefectures
(1) Persons who have moved in Kochi Prefecture from the areas under respective governor's request for refraining from leaving residence must immediately report it to the University (see Section 8,"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. Travelling overseas and acceptance of researchers and the like returned from overseas or those from overseas
As of April 30, 2020, the travel advice and warning on infectious diseases of Level 2 (Avoid non-essential travel) or above has been issued against all countries, among which, Level 3 (Avoid all travel) has been issued to 87 countries. Taking such circumstances into account, the University requests that the students and faculty and staff follow the following instructions concerning travelling overseas.

(1) Please cancel any travel overseas till September 30.
If you need to travel overseas due to an unavoidable reason, obtain approval in advance from your department head (if you are faculty or staff) or the President via Section 8. "Contact us" (if you are a student).

(2) Persons entered Japan must follow the quarantine officer's instruction and stay in an accommodation facility near the airport for 14 days from the date of entry to see if any symptom develops.

(3) Please stop accepting researchers from overseas till September 30, in principle.

If you cannot stop the acceptance due to an unavoidable reason, obtain approval from the President in advance via your department head.

Accepted researchers must spend in an accommodation facility near the airport for 14 days after arrival, as indicated in (2) above, to see if any symptom develops.

(4) When the levels of travel advice and warning on infectious diseases, etc. issued by the government or the Ministry of Foreign Affairs of Japan have lowered and the immigration control against each country or region has been relaxed, conditions for travelling overseas and acceptance of researchers and the like returned from overseas or those from overseas will be judged case by case.

(5) As for study abroad and short-term overseas training programs for students, follow the instructions stipulated separately in the "Guidance on Infection Prevention and Control for Covid-19: Policy for Implementing Student Exchanges (Dispatching and Acceptance) and Short-term Overseas Training Programs (April 30, 2020)."

* Students are prohibited to come to the University during the watchful waiting period, however, the absence will be treated not to bring any disadvantage to their academic performance during the period.

* For faculty and staff, the period prohibited from attending the University to work will be treated based on the work rules either as the "suspension of working" or "teleworking" to avoid any disadvantage for their salary over the period.

* Faculty and staff and students should report their health condition to the department head, the department (major), respectively, during the watchful waiting period. When going to the University to work or study after the watchful waiting period, follow the instruction your department head (head of major).

6. **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.
7. 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.

8. 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, Science Program, Applied Science Program
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

(Oko) 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

9. More information
• Kochi University Health Service Centers (Warnings)
  http://www.kochi-u.ac.jp/hokekan/
• 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
・Consultation center for people with potential exposure to COVID-19
  https://www.city.kochi.kochi.jp/soshiki/35/shingatacorona.html