July 2, 2020
Kochi University Crisis Management Office

Kochi University's Response to COVID-19 (Report No. 9)

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 from July 3 to 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 during summer and other long vacation periods.

- Guidance on Infection Prevention and Control for Covid-19 for students [Fifth report]

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


1. Health management

(1) If you experience any of the following circumstances, please contact the New Coronavirus Health Consultation Center (Kochi City: 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 9, "Contact us."

1) If you have any of the following symptoms: shortness of breath (dyspnea), strong dullness (fatigue), high fever, etc.

2) If you who are prone to serious illness* and have a fever or cough (relatively mild cold symptoms)

*: Elderly people, people with basic diseases such as diabetes, heart failure, and respiratory diseases (COPD, etc.), people undergoing dialysis, people using immunosuppressants and anti-cancer agents, and pregnant females

3) In addition to cases other than those above, if relatively mild cold symptoms continue, such as a fever or cough (Please be sure to consult us if you continue to have symptoms for more than 4 days. There are individual differences in symptoms, so please consult us immediately if you think that you have a strongly pronounced
symptom. The same applies to those who have to continue to take antipyretics, etc.)

(2) Please promptly report to the contact point described in Section 9, "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. Daily life

(1) Please endeavor to prevent infection by (i) keeping a distance of 2 meters (or at least 1 meter) from other people; (ii) wearing a mask; and (iii) the encouragement to wash your hands, apply hand sanitizer, and rub your hands well.

(2) Please avoid the “Three Cs” (i.e., closed spaces with poor ventilation, crowded places with many people nearby, and close-contact settings such as those in close-range conversations).

(3) In addition to the above, please take infection prevention and control measures as shown the "Examples of practicing a new lifestyle" announced by the government of Kochi Prefecture.

"Examples of practicing a new lifestyle" (website of the government of Kochi Prefecture)

(4) Please refrain from entering stores and/or facilities for which appropriate measures for infectious diseases (e.g., placement of sanitizers, staff members' wearing of masks, ventilation, and measures for avoidance of Three Cs) have not been undertaken, including for the purpose of taking opportunities for part-time jobs.

(5) Please refrain from entering restaurants/bars while undertaking entertainment, karaoke boxes, and live music clubs for the time being, including for the purpose of taking opportunities for part-time jobs.

(6) You may use COVID-19 Contact-Confirming Application (COCOA) recommended by the Ministry of Health, Labour and Welfare if you agree to the terms of use.

COVID-19 Contact-Confirming Application (website of the Ministry of Health, Labour and Welfare)
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html

3. Measures for students

(1) Classes, etc.

Lectures and exercises will be held online until September 30. However, experiments, practice, skill practice, regular examinations, experiments etc. for degree theses (including seminars), and supplementary classes may be conducted in a face-to-face manner. You are allowed to come to campus if you need to do so for your study or campus life needs, but you should restrict your movements as much
as possible while on campus and go home as soon as you finish your business. Please pay attention to the following, take lessons, and endeavor to prevent the spread of infection.

1) If you are infected with COVID-19
   (i) Please promptly contact the University (see Section 9, "Contact us") and follow the public health center's instruction until you have recovered.
   (ii) 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 9, "Contact us") and follow the following instructions.
   (i) 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.
   (ii) 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.
   (iii) 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.
   (iv) 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
   (i) If you experience a high fever 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 9, "Contact us") and stay home to see if the symptom further develops. Please also report it to the University (see Section 9, "Contact us") when the fever subsided or symptoms have improved.
   (ii) Regularly check your health even after 24 hours or more has passed since the fever subsided and after cold-like symptoms have improved.
   (iii) 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.

(2) Use of Library and Information Technology

The opening hours of the Library and Information Technology will be extended from Monday, July 6 and will be from 9:00 to 20:00 on weekdays. The opening hours on Saturdays and Sundays will vary from campus to campus. Please check the Library’s website. No Wi-Fi will be available in the Library, but the reduced number of PCs will be available for use in the Education Terminal Room (Central Building) and the Information Browsing Room (Monobe Building). (The IT environment will be changed according to the future usage status.) Please see library announcements for more information on points to note about entering the Library.

(3) Use of the Health Service Centers

You may visit the Health Service Centers to seek health advice or medical attention and treatment. For more information, please see announcements posted on their websites. Do not visit the Health Service Centers if you have a symptom about which you should contact the Kochi Prefecture/City New Coronavirus Health Consultation Center.

4. Measures for faculty and staff

During the period until September 30, faculty and staff are asked to work as normal by taking measures to prevent the spread of the virus, but they are encouraged to continue to work from home by adopting a new lifestyle.

(1) If you are infected with COVID-19

1) Please promptly report it to the University (see Section 9, "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 high fever 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.

5. Travelling to other prefectures

If you travel within Japan, you should check the coronavirus situation in your destination. Refrain from traveling to the regions where the virus is widespread. Pay extra attention to infection prevention and control measures if your travel to these regions is essential.

6. Travelling overseas and acceptance of researchers and the like returning from overseas or those from overseas

Currently, travel advice and warning of infectious diseases of Level 2 (avoid non-essential travel) or above has been issued for all countries. Taking such circumstances into account, the University requests that the students, faculty, and staff follow the following instructions concerning overseas travel until September 30, 2020.

(1) Please cancel any travel overseas until September 30, in principle.
   If you need to travel overseas for an unavoidable reason, obtain approval in advance from your department head (if you are faculty or staff) or the President via Section 9, "Contact us" (if you are a student).

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

(3) Please stop accepting researchers from overseas until September 30, in principle.
   If you cannot stop the acceptance for an unavoidable reason, obtain approval from the President in advance via your department head.
   Accepted researchers must stay in an accommodation facility near the airport for 14 days after arrival, as indicated in (2) above, to see if any symptoms develop.
(4) When the levels of travel advice and warnings on infectious diseases, etc. issued by the government or the Ministry of Foreign Affairs of Japan have decreased and immigration control against each country or region has been relaxed, conditions for overseas travel, acceptance of researchers, and the like returning from overseas or those from overseas areas will be judged on a case-by-case basis.

(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 from coming to the University during the watchful waiting period; however, absence will not bring any disadvantage to their academic performance during the period.
* For faculty and staff, the period of prohibition from attending the University to work will be treated based on the work rules either as "suspension of working" or "teleworking" to avoid any salary disadvantages during the period.
* Faculty members, staff, and students should report their health conditions to the department head and 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 instructions of your department head (head of major).

7. **Holding of functions/affairs, events, etc.**

The organizing of and participation in social gatherings and events will be dealt with by the University in the following manner according to the gradual easing of restrictions on events announced by the government of Kochi Prefecture.

(1) Social gatherings and events hosted by the University may be held on and after July 3 only if appropriate infection prevention and control measures (e.g. sanitizers must be provided, masks must be worn, participants’ contact details must be provided, those who have a fever must not participate.) are taken, the following requirements are met, and a facility manager’s approval is obtained.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>When to hold (organize) social gatherings/events</th>
<th>Indoors/Outdoors</th>
<th>Capacity</th>
<th>Maximum number of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3 to 9</td>
<td>Indoors</td>
<td>Keep the capacity below 50% and maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)</td>
<td>No more than 1,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Outdoors</td>
<td>Maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)</td>
<td>No more than 1,000</td>
<td></td>
</tr>
</tbody>
</table>
July 10 to 31

**Indoors**
Keep the capacity below 50% and maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)

**No more than 5,000**

**Outdoors**
Maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)

**No more than 5,000**

From August 1

**Indoors**
Keep the capacity below 50% and maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)

**No upper limit**

**Outdoors**
Maintain sufficient distance between people. (Leave at least 1 m but ideally 2 m between people.)

**No upper limit**

* The upper limit must be the capacity or the maximum number of participants, whichever is lower. (Both requirements must be met.)

(2) The University's facilities may be used for social gatherings and events hosted by anyone other than the University provided that infection prevention and control measures (e.g. sanitizers must be provided, masks must be worn, requirements regarding the capacity and the maximum number of participants are met, participants' contact details must be provided, those who have a fever must not participate.) are taken. The capacity and the maximum number of participants set out in the requirements in (1) above apply.

(3) The University will not support or co-host social gatherings or events where the implementation of infection prevention and control measures cannot be checked.

(4) You should refrain from taking part in social gatherings or events where no infection prevention and control measures are taken.

8. Handling of salary of people whose work is suspended due to the prohibition of entry into the university grounds from April 10, 2020

(1) Regarding people whose work is suspended due to 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.
9. Contact us

(1) Matters related to Japanese students

- If infected with COVID-19, under the watchful waiting period, or experiencing cold symptoms
  - 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

- For medical advice
  - 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

- 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

10. 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
• New Coronavirus Health Consultation Center (Kochi City)
  https://www.city.kochi.kochi.jp/site/kochi-cyona/shingatacorona-consultation.html