May 27, 2020
Kochi University Crisis Management Office

Kochi University's Response to COVID-19 (Report No. 8)

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 [Fourth report]


1. Health management
(1) If you experience any of the following circumstances, please contact the New Coronavirus Health Consultation Center (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 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) You will be prohibited from travelling to other prefectures until May 31, in principle (refraining from such travelling for private purposes), and you will carefully consider travelling to Hokkaido, Tokyo, Chiba, Saitama, and Kanagawa during the period from June 1 until June 18 (refraining from such travelling for private purposes).

(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.

3. Measures for students

(1) Classes, etc.

We will put in place a special response system for the purpose of prevention of COVID-19 infection in relation to implementation of the first-term classes.

Lectures and exercises will be held online until September 30. However, classes involving experiments, practice, etc. may be conducted in a face-to-face manner. You will only be allowed to visit the University if it is necessary for such experiments and practices and from the prospective of learning or student life. Please restrict the scope of your activities on campus to the required minimum and return home immediately after your business has been completed.

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 the library
   The library will reopen with restricted services on May 27 (Wednesday), and the library opening hours will be shortened.
In addition, you will not be allowed to connect to the on-campus network within the library.

4. Measures for faculty and staff

During the period until September 30, faculty and staff are 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 spread of the infection.

(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
(1) You will be prohibited from travelling to other prefectures until May 31, in principle (refraining from such travelling for private purposes), and will carefully consider travelling to Hokkaido, Tokyo, Chiba, Saitama, and Kanagawa during the period from June 1 until June 18 (refraining from such travelling for private purposes).

Persons who have traveled as above under unavoidable circumstances (excluding cases in which persons visit certain prefectures in order to move to destinations) must immediately report it to the University (see Section 9, "Contact us").

Simultaneously, 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.

In addition, there is detailed information about travelling to other prefectures in the Guidance on Infection Prevention and Control for Covid-19 for students [Fourth report], the Guidance on Infection Prevention and Control for Covid-19 for faculty members [Fourth report], and the Guidance on Infection Prevention and Control for Covid-19 for staff [Third report]. Thus, please act in line with these Guidelines.

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.

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. 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.

8. Holding of functions/affairs, events, etc.

For the time being, please cancel functions, events, etc. If it is difficult to do so for an unavoidable reason, obtain approval of the President via your department head in advance.
Moreover, please refrain from attending functions, events, etc. held by organizations other than the University, especially if appropriate measures for the prevention of infectious diseases have not been implemented.

9. 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

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
  http://www.pref.kochi.lg.jp/soshiki/130401/geninhumeihaien.html
• New Coronavirus Health Consultation Center (Kochi City)