

September 27, 2021

Kochi University Crisis Management Office

## **Kochi University's Response to COVID-19 (Report No. 15)**

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 for the time being from September 28, 2021. 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.

Some 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 regularly check our website and KULAS even during long vacation periods.

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

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

○ Guidance on Infection Prevention and Control for Covid-19 for staff [Tenth report]

### **1. Health management**

(1) The symptoms of COVID-19 are diverse: a high fever, respiratory symptoms (e.g., cough, sore throat, running nose and blocked nose), headache, fatigue, diarrhea, vomiting, etc. If you experience any of the aforementioned symptoms, please undergo a diagnosis at the nearest medical institution cooperating with tests or see your primary doctor after making a reservation by phone without fail. When you undergo a diagnosis, you will be required to wear a mask without fail and to follow the instructions of the relevant medical institution.

If it has been determined that you will undertake a test for COVID-19, please report the same to the contact point described in Section 11, "Contact us."

\* You may undertake a test for COVID-19 using healthcare services provided by health insurance only if the relevant doctor has deemed that you may be likely to suffer from COVID-19. You may not undertake such test if you just have a vague feeling of insecurity that you might be infected by COVID-19 or if your company has requested that you submit a negative certification, etc.

[Medical institutions cooperating with tests for COVID-19 in Kochi Prefecture (website of the government of Kochi Prefecture)]

[https://www.pref.kochi.lg.jp/soshiki/130401/cov19\\_kensakyouryoku.html](https://www.pref.kochi.lg.jp/soshiki/130401/cov19_kensakyouryoku.html)

Moreover, in order for the government of Kochi Prefecture and Kochi City to respond to consultation from prefectural residents concerning COVID-19, the COVID-19 Health Consultation Center (Tel: 088-823-9300) has been established.

- (2) Please promptly report to the contact point described in Section 11, "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 an infected person (secondary contacted persons).
  - 4) If you experience a fever or other symptoms of a cold.

## **2. Daily life**

- (1) Please measure your body temperature every morning. If you experience a fever or symptoms of a cold, you will be prohibited from visiting or attending work at the University.
- (2) Please be sure to take basic measures to prevent the spread of COVID-19, such as use a hand sanitizer to wash your hands, wear a mask, do not talk loudly, ventilate a room (open windows at opposite sides of a room at the same time), and keep a distance of at least 1 meter from others.
- (3) 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).
- (4) In addition to the above, please take infection prevention and control measures as shown in the Practical Examples for "A New Lifestyle" publicly announced by the Ministry of Health, Labour and Welfare.

Practical Examples for "A New Lifestyle" (website of the Ministry of Health, Labour and Welfare)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_newlifestyle.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html)

- (5) 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.
- (6) 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.
- (7) Please avoid having a meal with people other than your family or close friends. If you have to, keep the number of people you have a meal with to a minimum as much as possible and spend as little time as possible.
- (8) 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](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html)

(9) There are examples for “5 situations” that increase the risk of infection (e.g., long meals in large groups). Therefore, please undertake infection prevention and control measures in reference to such information as well.

“5 situations” that increase the risk of infection (webpage of Cabinet Secretariat)

<https://corona.go.jp/proposal/>

### **3. Measures for students**

#### **(1) Classes, etc.**

**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 11, “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.
  
- 2) If you have been in close contact with a person infected with COVID-19  
Please immediately report it to the University (see Section 11, “Contact us”) and follow the following instructions.
  - (i) When you have been identified as having been in close contact with an infected person, 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 an infected person but have been likely to be in contact with such person, please stay home at least for six 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 an infected person, please stay home to see if any symptom develops until the person having been in close contact with the infected person has been judged as being negative.
  - (iv) You are 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 11, “Contact us”) and stay home to see if the symptom further develops. Please also report it to the University (see Section 11, “Contact us”) when the fever has 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) You are prohibited from attending the University until a period of 24 hours or more has passed since the fever has subsided and cold-like symptoms have improved.

Note: 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 will be treated as an “exception absence” to avoid any disadvantage for your academic performance during the targeted period. 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 their condition regularly to their department (major) and follow the instruction of their department heads (heads of majors) when attending the University.

## (2) Use of Library and Information Technology

You are allowed to use the library; however, please see news posted on the library webpage concerning temporary closure, change of opening hours, and points to note for use.

Main Library: <http://www.lib.kochi-u.ac.jp/library/chuokan/>

Medical School Branch: [http://www.kochi-u.ac.jp/kms/of\\_lbrry/tosyokan.htm](http://www.kochi-u.ac.jp/kms/of_lbrry/tosyokan.htm)

Monobe Branch: <http://www.lib.kochi-u.ac.jp/library/nobun/>

## (3) Use of the Health Service Center

Please call or email us if you want to seek advice on your health (or mental health and well-being) or to have a medical examination. Please do not visit us before you call or email us. If you need advice on COVID-19, we may ask you not to visit us, but instead we may advise you to visit an external medical institution (or a medical institution cooperating with tests for COVID-19).

Information on how to use the Health Service Center can be found on its webpage at <https://www.kochi-u.ac.jp/hokekan/>.

Opening days and hours:

Weekdays except Saturday, Sunday, and holidays

8:30 a.m. through 5:15 p.m. (10:00 a.m. through 4:00 p.m. for Monobe Branch Office)

(Asakura) Health Service Center: Phone: 088-844-8158, gs08★kochi-u.ac.jp

(Okō) Health Service Center, Okō Branch Office:

Phone: 088-880-2581, gs11★kochi-u.ac.jp

(Monobe) Health Service Center, Monobe Branch Office:

Phone: 088-864-5121, gs09★kochi-u.ac.jp

(Please change “★” to “@” when sending email.)

## **4. Measures for faculty and staff**

**Faculty and staff should 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) and examine priority on-campus work. They are encouraged to telework, where possible, depending on the nature of their work.**

(1) If you are infected with COVID-19

- 1) Please promptly report it to the University (see Section 11, "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 an infected person, 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 an infected person but have been likely to be in contact with such person, please stay home at least for six 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 an infected person, please stay home to see if any symptom develops until the person having been in close contact with the infected person has been judged as being negative.
- 4) When you find that you had been in close contact with an infected person 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 of prohibition 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 their condition regularly to their department and follow the instruction of their department heads when attending the University.

## **5. Traveling to other prefectures**

(1) You should refrain from traveling to other prefectures for business or pleasure.

(2) As a general rule, you must not travel to the areas where a state of emergency has been declared by the national government (or a state of emergency has been declared by local authorities). (You should refrain from traveling to such areas if your travel is for pleasure.) If you need to travel for business purposes under unavoidable circumstances, please obtain permission from the President through the head of your department.

(3) If you have traveled to infection spread areas under unavoidable circumstances (excluding cases where you have passed such areas while traveling to your destination), stand by at home for follow-up observation for 14 days from the day following the day on which you have traveled to Kochi Prefecture. (This does not apply to healthcare workers.)

Moreover, if you have traveled to regions in which COVID-19 is widespread other than infection spread areas, please pay attention to your health condition for 14 days from the day following the day on which you have moved to Kochi Prefecture to see if any symptom develops.

If you are a member of faculty or staff and need to return to campus for work under unavoidable circumstances while working from home, please consult the head of your department.

(4) Those who are not part of the University and who live in an infection spread area should be asked to refrain from visiting the University campuses for work purposes. If you are a member of faculty or staff and need to accept their visits under unavoidable circumstances, you should report your infection prevention and control measures to the head of your department and the General Affairs Division in advance and ensure that the measures are in place when they visit the campuses.

\* Definition of “infection spread area”: Prefecture in which the number of newly infected persons during the most recent seven days is 15 or more per 100,000 persons of the population (depending upon “Indicators for Stage 3 (Rapid increase of infected persons)” for infection status organized by the Government Subcommittee on COVID-19 Measures) [[https://www.cas.go.jp/jp/seisaku/ful/bunkakai/kongo\\_soutei\\_taisaku.pdf](https://www.cas.go.jp/jp/seisaku/ful/bunkakai/kongo_soutei_taisaku.pdf)]

\* Please check the status of each prefecture using the following webpages, etc.

[<https://web.sapmed.ac.jp/canmol/coronavirus/japan.html?y=0>]

[<https://hazard.yahoo.co.jp/article/20200813#number>]

[<https://www3.nhk.or.jp/news/special/coronavirus/data/#latest-weeks-card>]

\* Academic treatment during the period of standing by at home should not cause disadvantages to students.

\* The faculty and staff will telework during the period in which they are staying at home (excluding medical personnel).

\* If Kochi Prefecture is among the “infection spread areas,” you should pay attention to your health after traveling within Kochi Prefecture.

## **6. Traveling 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 by the Ministry of Foreign Affairs of Japan for all countries. Taking such circumstances into account, the University requests that the students, faculty, and staff follow the following instructions concerning overseas travel for the time being.

### (1) Overseas travel by students, faculty, and staff

Avoid non-essential travel to countries or regions in which travel advice and warning of infectious diseases of Level 2 or above has been issued by the Ministry of Foreign Affairs of Japan. If it is necessary to travel to the aforementioned countries or regions under unavoidable circumstances, a crisis management system for dispatch and a support system for return to Japan should be implemented at each department. Subsequently, please obtain the approval of the President. When traveling overseas in private, please submit prior notification of overseas traveling in conformance with the aforementioned procedures.

### (2) Returning to and entering Japan from foreign countries

In accordance with the instructions of quarantine officials, persons returning to and entering Japan from foreign countries should stay at locations (e.g., home) designated by the quarantine station chiefs for a watchful waiting period of 14 days following the day on which they entered Japan. In addition, such persons should arrange on their own the follow-up observation location and means of transportation for traveling without using public transportation facilities from arrival airports, etc. to such follow-up observation locations.

### (3) Acceptance of researchers and the like from overseas

When you intend to accept researchers from foreign countries, you will be required to apply for approval of such researchers as foreign researchers at Kochi University in advance. Moreover, please accept them after a structure for response to quarantine measures implemented by the national government has been well prepared by the relevant departments accepting such researchers, such as movement restrictions and follow-up observations. In addition, researchers who would have an employment relationship with the University will be subject to (1) and (2) above.

### (4) Implementation of students' studying abroad, short-term overseas training programs, etc.

Please follow the separately determined "FY 2021 Policy for Implementing Student Exchanges (Dispatching and Acceptance) and Short-term Overseas Training Programs."

### (5) Temporary return home of foreign students and reentry to Japan

With reference to (1) and (2) above, relevant departments should individually make relevant appropriate judgments.

- \* 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 and staff, students, and foreign researchers should report their health conditions to the department head, the department (major) and the department accepting foreign researchers, respectively, during the watchful waiting period with use of the attached “Health Condition Reporting Sheet.” When going to the University to work or study after the watchful waiting period, follow the instructions of their department heads.
- \* Because responses to international traveling/movements by each nation are fluid, please endeavor to confirm the latest information issued by the Japanese government, states to which you travel, etc.

#### **7. Holding of social gatherings, events, etc.**

- (1) Cancel or postpone face-to-face gatherings or events for the time being. If it is difficult to cancel or postpone any social gatherings or events under unavoidable circumstances, please obtain prior permission from the President through the head of your department.
- (2) Refrain from attending face-to-face social gatherings or events held and implemented by parties other than the University. Do not attend unless appropriate infection prevention and control measures are taken.
- (3) As a general rule, the University will not allow its facilities to be used for face-to-face social gatherings or events held and implemented by parties other than the University.
- (4) The University will not support or co-host face-to-face social gatherings or events where infection prevention and control measures are not in place.

#### **8. Handling of salary of people whose work is suspended due to the prohibition of entry into the university grounds**

- (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 will not be disadvantaged in terms of salary for the subject period.

#### **9. Measures taken for COVID-19 vaccinations**

- (1) The time during which the University's faculty and staff will get vaccinated against COVID-19 at a medical institution outside the University is treated as a (paid) work exemption period.
- (2) The time during which the University's faculty and staff who have been vaccinated against COVID-19 need time off to rest because of side effects of the vaccine and it is considered necessary for them to be absent from work is treated as a (paid) work exemption period.

## **10. Considerations for faculty and staff with elementary-school-aged children to take a leave of absence**

If all elementary schools attended by children of the University's faculty or staff are temporarily closed and it is considered reasonable for the affected faculty or staff to be absent from work to take care of their children, they are allowed to take a (paid) special leave of absence for the length of time needed to do so.

## **11. 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 Program

E-mail: gm15@kochi-u.ac.jp, Phone: 088-844-8649

Faculty of Education, Education Program, Program for Advanced Professional Development in Teacher Education

E-mail: gm16@kochi-u.ac.jp, Phone: 088-844-8653

Faculty of Science and Technology, Science and Technology Program, Science Program, Applied Science Program

E-mail: gm17@kochi-u.ac.jp, Phone: 088-844-8742

Faculty of Regional Collaboration, Regional Collaboration Program, 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 Program, Nursing Science Program, Medicine Program

E-mail: ia20@kochi-u.ac.jp, Phone: 088-880-2290

(Monobe) Faculty of Agriculture and Marine Science, Agriculture and Marine Science Program, Agricultural Science Program

E-mail: km12@kochi-u.ac.jp, Phone: 088-864-5168

Kuroshio Science Program

E-mail: km14@kochi-u.ac.jp, Phone: 088-864-5116

- For medical advice

(Asakura) Health Service Center Phone: 088-844-8158

(Okō) Health Service Center, Okō Branch Office Phone: 088-880-2581

(Monobe) Health Service Center, Monobe Branch Office Phone: 088-864-5121

Note: In particular, if you are suspected of having become infected with COVID-19 or you have a symptom about which you should contact the Kochi Prefecture/City COVID-19 Health Consultation Center (see "1. Health management (1)"), get a diagnosis from a medical institution cooperating with tests for COVID-19 within Kochi Prefecture or contact the Kochi Prefecture/City COVID-19 Health Consultation Center.

- Other matters

Student Counseling 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 at the Center for General Student Support

E-mail: [shugakushien@kochi-u.ac.jp](mailto: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](mailto: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](mailto:kj04@kochi-u.ac.jp), Phone: 088-844-8736

Oko Campus:

E-mail: [kj04@kochi-u.ac.jp](mailto:kj04@kochi-u.ac.jp), Phone: 088-880-2222

Note: Contact your departments for measures related to Work Prohibition.

(4) Other matters

General Affairs Supervisor, General Affairs Division

E-mail: [ks04@kochi-u.ac.jp](mailto:ks04@kochi-u.ac.jp), Phone: 088-844-8116

## **12. 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](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](https://www.mext.go.jp/a_menu/coronavirus/index.html)

- Kochi Prefecture

<https://www.pref.kochi.lg.jp/soshiki/111301/info-COVID-19.html>

- COVID-19 Health Consultation Center (Kochi City)

<https://www.city.kochi.kochi.jp/site/kochi-corona/shingatacorona-consultation.html>

- Medical institutions cooperating with tests for COVID-19 within Kochi Prefecture (website of the government of Kochi Prefecture)

[https://www.pref.kochi.lg.jp/soshiki/130401/cov19\\_kensakyouryoku.html](https://www.pref.kochi.lg.jp/soshiki/130401/cov19_kensakyouryoku.html)

### 体調管理シート Health Condition Reporting Sheet

氏名 Name			帰国/入国前滞在都市・国 City/Country before entering Japan		
職名/身分 Status	<input type="checkbox"/>	高知大学所属学生 KU student	学部・専攻 Faculty/School	学籍番号 Student No.	
	<input type="checkbox"/>	高知大学教職員 Faculty/Staff member	教職員所属 Unit/Division		
	<input type="checkbox"/>	学外者/外国人研究者 Visitor	受入教員名 Supervisor's name		
連絡先メールアドレス Email address			電話番号、LINE ID等 Cellphone number, LINE ID		

	記入例 Example	日本到着日 Arrival Day	1日目 Day 1	2日目 Day 2	3日目 Day 3	4日目 Day 4	5日目 Day 5	6日目 Day 6
年/月/日 Y/M/D	2020/9/1							
検温時間 Time of Check-up	9:00							
体温 Body Temp.	36.4℃	℃	℃	℃	℃	℃	℃	℃
喉の痛み Sore Throat	+							
咳 Coughing	+							
息苦しさ Breathlessness	-							
倦怠感 Fatigueness	+							
嗅覚異常 Loss of Smell	-							
味覚異常 Loss of Taste	-							
	7日目 Day 7	8日目 Day 8	9日目 Day 9	10日目 Day 10	11日目 Day 11	12日目 Day 12	13日目 Day 13	14日目 Day 14
年/月/日 Y/M/D								
検温時間 Time of Check-up								
体温 Body Temp.	℃	℃	℃	℃	℃	℃	℃	℃
喉の痛み Sore Throat								
咳 Coughing								
息苦しさ Breathlessness								
倦怠感 Fatigueness								
嗅覚異常 Loss of Smell								
味覚異常 Loss of Taste								

備考 Remarks	既往歴等の特記事項がある場合は記載してください。Medical history (if any)
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**【緊急連絡先 Emergency Contact】**下記は学生、構成員、外国人研究者等から報告を受ける人が入力してください。

The following information should be entered by a person receiving reports from students, members, foreign researchers, etc.

部署名 Faculty, School		氏名 Name	
メールアドレス Email address		電話番号、LINE ID等 Phone number, LINE ID	
相談機関 Consultation Service Counter	高知大学保健管理センター ・朝倉：088-844-8158 ・物部：088-864-5121 ・岡豊：088-880-2581	Kochi University Health Service Center ・ASAKURA Tel:088-844-8158 ・MONOBE Tel:088-864-5121 ・OKO Tel:088-880-2581	