

Kochi University's Response to COVID-19 (Report No. 24)

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 29, 2022. 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 [Eighteenth report]

○ Guidance on Infection Prevention and Control for COVID-19 for faculty members [Eighteenth report]

○ Guidance on Infection Prevention and Control for COVID-19 for staff [Seventeenth 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 seek medical attention at your nearest medical institution cooperating with tests or from your primary doctor and follow such advice.

If you experience any of the aforementioned symptoms but such symptoms are mild and you are not at high risk of becoming seriously ill, you are urged to use the qualitative antigen test kit service and/or post-self-test online diagnosis service provided by Kochi Prefecture instead of visiting an outpatient clinic for patients with fevers. This is intended to avoid straining the healthcare system. Do not call an ambulance or visit an emergency outpatient department unless doing so is undeniably urgent. If in doubt, call #7119 (Kochi's emergency medical telephone number).

* For details on taking a PCR test or qualitative antigen test when you are worried about being infected but have no symptoms, please see (7) of "2. Daily life."

[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

[Qualitative antigen test kit service provided by Kochi Prefecture (website of the government of Kochi Prefecture)]

<https://www.pref.kochi.lg.jp/soshiki/131601/2022080200048.html>

→ The service is suspended from 6:00p.m. on Friday, October 14, 2022.

[Online diagnosis service (website of the government of Kochi Prefecture)] → From November 1, 2022

<https://www.pref.kochi.lg.jp/soshiki/130401/onlinesinryou.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 you are infected with COVID-19 (or you are deemed to be positive by a doctor).
- (3) As a general rule, you do not need to contact us if any of the following apply, but please report to the contact point described in Section 11, "Contact us" if you need to follow the procedures for reporting exception absence or prohibition of work.
 - 1) If you have been in close contact with a person infected with COVID-19.
 - 2) If you have been in close contact with those who have been in close contact with an infected person (secondary contact).
 - 3) If you experience a fever or other symptoms of a cold.

2. Daily life

- (1) Please measure your body temperature every morning to check your health. 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 infection prevention and control measures, such as properly wearing a non-woven mask, avoiding the Three Cs, ventilating the room, and frequently sanitizing your hands, including your fingers.
- (3) 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

- (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) When having a meal with others, pay full attention to the following infection prevention and control measures.
 - When having a meal with others, be sure to take basic infection prevention and control measures, such as properly wearing a non-woven mask, avoiding the Three Cs, ventilating the room, and frequently sanitizing your hands, including your fingers.
 - When having a drink, do not act in a way that is highly likely to spread the virus, such as offering drinks to one another, talking loudly, or singing karaoke without a mask.
 - When there is greater need to prevent the spread of the virus, such as before having a meal with many people, you should consider taking a test (e.g., a free test offered by Kochi Prefecture). With regard to restaurants, you are advised to select a restaurant that has been certified as a "Kochike Anshin Kaishoku Suishin no Mise."
- (6) 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/>

- (7) If you are worried about being infected, please do not hesitate to undertake a PCR test or qualitative antigen test.

[Free Test for COVID-19 (website of the government of Kochi Prefecture)]

<https://www.pref.kochi.lg.jp/soshiki/130401/muryou-kensa.html>

*If you have symptoms, please seek medical advice at a medical institution.

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. Please pay attention to the following, take lessons, and endeavor to prevent the spread of infection.

- 1) If you are infected with COVID-19 (or you are deemed to be positive by a doctor.)
 - (i) Please promptly contact the University (see Section 11, "Contact us") and follow the public health center's or a medical institution's instruction until you have recovered.
 - (ii) If you suspect that people who have been in contact with you may be classified as your close contacts, you must inform them that you have become infected. Use Attachment 1: Close Contact Checklist to determine whether to classify people as close contacts.
 - (iii) After infection is confirmed, follow the instructions of the medical institution or public health center you visited and rest at home. You are prohibited from attending the University while you are resting at home.

You must follow the instructions about the period of rest and other matters given by the medical institution or public health center. If there are no instructions from the medical institution or public health center, please follow the instructions below.

<Period of rest and other matters when you have a fever or other symptoms>

Please stay at home and rest for at least seven days from the day of onset of a fever or other symptoms and for at least 24 hours after your symptoms have improved. You are no longer required to stay at home after the aforementioned period, but you should check your temperature and manage your health for at least 10 days from the day of onset of a fever or other symptoms. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.

<Period of rest and other matters when you have no symptoms>

You must stay at home and rest for at least seven days after your sample is collected for a test. If you test negative according to a test using a qualitative antigen test kit for medical purposes on the fifth day of staying at home, you are no longer required to stay at home from the sixth day onwards. However, you should check your temperature and manage your health for at least seven days from the day of sample collection. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.

- (iv) If you are required to rest at home, please register yourself in the COVID-19 Positive Patient Follow-up Center, established by Kochi Prefecture.

[COVID-19 Positive Patient Follow-up Center (website of the government of Kochi Prefecture)]

<https://www.pref.kochi.lg.jp/soshiki/130401/fucenter.html>

If you have difficulty in registration on the website, make a call to Follow-up Center (088-802-3911).

<If you test positive using a test kit at home>

- Please rest at home and contact the University and people who have been in contact with you.
- If you have severe symptoms or are at high risk of becoming seriously ill, visit a medical institution.
- If you have mild symptoms or are at low risk of becoming seriously ill, register yourself in COVID-19 Positive Patient Follow-up Center and rest at home. If you wish to be diagnosed online, receive a diagnosis at COVID-19 Positive Patient Diagnosis Center online.

For details, refer to the following:

[Kochi Prefecture's Response to the Review of Reporting All COVID-19 Cases from September 26 (website of the government of Kochi Prefecture)] (webpage of the final link)

https://www.pref.kochi.lg.jp/soshiki/130111/files/2020042700223/file_2022921311403_1.pdf

- 2) If you have been in close contact with a person infected with COVID-19
 - (i) If you are identified as having been in close contact with an infected person by the infected person, a public health center, the University, or another party (e.g., an employer you work part-time for), you should stay at home for follow-up observation for five days from the day following the day when you were last in contact with an infected person. (If you were in close contact with your infected family member who lives with you, you should stay at home for five days from the day following the day when your close contact started to develop symptoms or started to take infection prevention and control measures, such as wearing a mask, whichever came later.)

You should also check your temperature and manage your health for at least seven days. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.
 - (ii) If you have been in contact with an infected person, but have not heard from or received any instructions from the infected person, a public health center, the University, or any other party (e.g., an employer you work part-time for), use Attachment 1: Close Contact Checklist to determine whether to classify yourself as their close contact.

If you believe you are such a close contact, follow the step described in (i) above.
 - (iii) Check your health every day while you stay at home. If you have a high fever, respiratory symptoms (e.g., cough, sore throat, running nose and blocked nose), headache, fatigue, diarrhea, vomiting, etc., promptly seek medical advice at a medical institution cooperating with tests.

Medical institutions cooperating with tests for COVID-19 within Kochi Prefecture (website of the government of Kochi Prefecture) (reiteration)
https://www.pref.kochi.lg.jp/soshiki/130401/cov19_kensakyouryoku.html
If you are worried that you may be infected, we have PCR test kits in stock for you to use. Please get in touch using the contact details listed in "11. Contact us" below.
 - (iv) You are prohibited from attending the University while you are staying at home.

- (v) If you may have been in close contact with those who have been in close contact with an infected person (secondary contact), you should pay attention to your health and avoid contact with other people for five days. Seek medical advice at a medical institution if you have a fever or other symptoms.
- 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 stay home to see if the symptom further develops.
 - (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: If you are absent from face-to-face classes 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.

Note: Please contact your instructor if you feel anxious about attending face-to-face classes because of COVID-19 infections. Alternative measures will be taken to avoid any disadvantage for your academic performance.

Note: If you are a close contact of an infected person, you must stay at home for five days starting from the day following the day when you were last in contact with the infected person. If you test negative according to a test using a qualitative antigen test kit for medical purposes on the second and third days of staying at home, you are no longer required to stay at home from the third day onwards. However, you should continue to check your temperature and pay attention to your health for at least seven days. Purchase a qualitative antigen test kit at a pharmacy at your own expense.

(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

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

(3) Use of the Health Service Center

You may visit us if you want to seek advice on your health or to have a medical examination. Please check that your temperature is lower than 37.5°C and always wear a mask in the Health Service Center. Contact us if you cannot check your temperature because you do not have a thermometer. 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, visit a medical institution cooperating with tests for COVID-19 or contact the Kochi Prefecture/City COVID-19 Health Consultation Center.

The Health Service Center of the Monobe Branch Office closes occasionally. To confirm its opening days and hours, please check the Consultation Schedule on the Monobe Branch Office page of the Health Service Center's website (<https://www.kochi-u.ac.jp/hokekan/>).

If you worry that you may have been infected, have no symptoms, and live in Kochi Prefecture, you can take a COVID-19 test free of charge. For more information, please visit the following page of Kochi Prefecture's website:

<https://www.pref.kochi.lg.jp/soshiki/130401/muryou-kensa.html>

For information on the Health Service Center's opening days and hours as well as how to use the Health Service Center, please see the notices published on its website. (<https://www.kochi-u.ac.jp/hokekan/>)

Opening hours and contact details for each campus

(Asakura)	Health Service Center	8:30 a.m. through 5:15 p.m.
	Email: gs08@kochi-u.ac.jp	Phone: 088-844-8158
(Oko)	Health Service Center, Oko Branch Office	8:30 a.m. through 5:15 p.m.
	Email: gs11@kochi-u.ac.jp	Phone: 088-880-2581
(Monobe)	Health Service Center, Monobe Branch Office	8:30 a.m. through 5:15 p.m.
	Email: gs09@kochi-u.ac.jp	Phone: 088-864-5121

4. Measures for faculty and staff

Faculty and staff must work as usual while taking infection prevention measures. Telework is recommended if the work can be conducted effectively due to its nature.

- (1) If you are infected with COVID-19 (or you are deemed to be positive by a doctor)
 - 1) Please promptly report it to the University (see Section 11, "Contact us") and follow the public health center's or a medical institution's instruction until you have recovered.
 - 2) If you suspect that people who have been in contact with you may be classified as your close contacts, you must inform them that you have become infected. Use Attachment 1: Close Contact Checklist to determine whether to classify people as close contacts.
 - 3) After infection is confirmed, follow the instructions of the medical institution or public health center you visited and rest at home. You are prohibited from attending the University to work while you are resting at home.

You must follow the instructions about the period of rest and other matters given by the medical institution or public health center. If there are no instructions from the medical institution or public health center, please follow the instructions below.

<Period of rest and other matters when you have a fever or other symptoms>

Please stay at home and rest for at least seven days from the day of onset of a fever or other symptoms and for at least 24 hours after your symptoms improved. You are no longer required to stay at home after the aforementioned period, but you should check your temperature and manage your health for at least 10 days from the day of onset of a fever or other symptoms. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.

<Period of rest and other matters when you have no symptoms>

You must stay at home and rest for at least seven days after your sample is collected for a test. If you test negative according to a test using a qualitative antigen test kit for medical purposes on the fifth day of staying at home, you are no longer required to stay at home from the sixth day onwards. However, you should check your temperature and manage your health for at least seven days from the day of sample collection. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.

- 4) If you are required to rest at home, please register yourself in COVID-19 Positive Patient Follow-up Center, established by Kochi Prefecture.

[COVID-19 Positive Patient Follow-up Center (website of the government of Kochi Prefecture)]

<https://www.pref.kochi.lg.jp/soshiki/130401/fucenter.html>

If you have difficulty in registration on the website, make a call to Follow-up Center (088-802-3911).

<If you test positive using a test kit at home>

- Please rest at home and contact the University and people who have been in contact with you.
- If you have severe symptoms or are at high risk of becoming seriously ill, visit a medical institution.
- If you have mild symptoms or are at low risk of becoming seriously ill, register yourself in the COVID-19 Positive Patient Follow-up Center and rest at home. If you wish to be diagnosed online, receive a diagnosis at the COVID-19 Positive Patient Diagnosis Center online.

For details, refer to the following:

[Kochi Prefecture's Response to the Review of Reporting All COVID-19 Cases from September 26 (website of the government of Kochi Prefecture)] (webpage of the final link)

https://www.pref.kochi.lg.jp/soshiki/130111/files/2020042700223/file_2022921311403_1.pdf

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

- 1) If you are identified as having been in close contact with an infected person by the infected person, a public health center, the University, or another party (e.g., an employer you work part-time for), you should stay at home for follow-up observation for five days from the day following the day when you were last in contact with an infected person. (If you were in close contact with your infected family member who lives with you, you should stay at home for five days from the day following the day when your close contact started to develop symptoms or started to take infection prevention and control measures, such as wearing a mask, whichever came later.) You should also check your temperature and manage your health for at least seven days. Avoid high-risk activities such as having meals with others. Minimize contact with those who are at higher risk of becoming seriously ill if infected with COVID-19, such as older people and people with underlying health conditions.
- 2) If you have been in contact with an infected person, but have not heard from or received any instructions from the infected person, a public health center, the University, or any other party (e.g., an employer you work part-time for), use Attachment 1: Close Contact Checklist to determine whether to classify yourself as their close contact.
If you believe you are such a close contact, follow the step described in 1) above.
- 3) Check your health every day while you stay at home. If you have a high fever, respiratory symptoms (e.g., cough, sore throat, running nose and blocked nose), headache, fatigue, diarrhea, vomiting, etc., promptly seek medical advice at a medical institution cooperating with tests.
Medical institutions cooperating with tests for COVID-19 within Kochi Prefecture (website of the government of Kochi Prefecture) (reiteration)
https://www.pref.kochi.lg.jp/soshiki/130401/cov19_kensakyouryoku.html
If you are worried that you may be infected, we have PCR test kits in stock for you to use. Please get in touch using the contact details listed in "11. Contact us" below.
- 4) You are prohibited from attending the University to work while you are staying at home.
- 5) If you may have been in close contact with those who have been in close contact with an infected person (secondary contact), you should pay attention to your health

and avoid contact with other people for five days. Seek medical advice at a medical institution if you have a fever or other symptoms.

- 6) 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.), you will be prohibited 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.

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.

Note: "4. Measures for faculty and staff" do not apply to healthcare workers. Decisions of Kochi Medical School Hospital COVID-19 Crisis Management Office should be followed.

Note: Please contact your superior in your department if you find it difficult to work or feel anxious because you are worried about getting infected.

Note: If you are a close contact of an infected person, you must stay at home for five days starting from the day following the day when you were last in contact with the infected person. If you test negative according to a test using a qualitative antigen test kit for medical purposes on the second and third days of staying at home, you are no longer required to stay at home from the third day onwards. However, you should continue to check your temperature and pay attention to your health for at least seven days. Purchase a qualitative antigen test kit at a pharmacy at your own expense.

* Pay full attention to infection prevention and control measures when you have visitors to the University for work purposes. Ask them not to come if they feel unwell or have had close contact with an infected person. If you can work online, you are advised to do so.

5. Traveling to other prefectures

- (1) You should use prudent judgment when traveling to a prefecture where a state of emergency or semi-state of emergency COVID-19 measures apply or to a prefecture which is in a comparable infection situation. If you have traveled to or from such an area, you should pay particular attention to your health for seven days after traveling back to Kochi Prefecture. You must seek medical advice at a medical institution if you have a fever or other symptoms.
- (2) You should use prudent judgment when traveling to other prefectures while a state of emergency or semi-state of emergency COVID-19 measures apply to Kochi Prefecture or Kochi Prefecture is in a comparable infection situation.
- (3) To reduce the risk of getting infected, consider taking a PCR test or an antigen test before or after traveling. If you have a fever or other symptoms or if you feel unwell, refrain from traveling between prefectures.

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

(1) Overseas travel by faculty and staff

If you travel overseas, check the situation at your travel destination as well as the travel advice and warnings for infectious disease levels issued by the Ministry of Foreign Affairs of Japan. You should also check the vaccination requirements imposed by your destination country or region before notifying the University of your foreign business trip or holiday and making travel arrangements. When you return to or re-enter Japan, comply with the border enforcement measures announced by the national government.

(2) Overseas travel by students

Do not travel to countries or regions for which travel advice or an infectious disease warning level of 2 or above has been issued by the Ministry of Foreign Affairs of Japan, as described in Appendix 1: Crisis Management Manual for Students' Overseas Travel. However, the "FY 2022 Policy for Implementing Student Exchanges (Dispatching and Acceptance) and Short-term Overseas Training Programs" applies to programs organized by the University. If you travel overseas, you must register your overseas travel notification with the University regardless of whether you attend a program organized by the University or travel for pleasure and regardless of the purpose of your travel.

(3) Acceptance of researchers and the like from overseas

When you intend to accept researchers from foreign countries, you will be required, as a general rule, to apply for approval of such researchers as foreign researchers at Kochi University at least two months before the date when they are due to be accepted. Moreover, please accept them after a structure for response to border enforcement measures announced by the national government has been well prepared by the relevant departments accepting such researchers.

(4) Hosting new international students

To host new international students who enter Japan, the International Exchange Office will make adjustments in consultation with their departments or courses.

- * Students are prohibited from coming to the University while staying at home; however, absence will not bring any disadvantage to their academic performance during the period.
- * For faculty and staff, the stay-at-home period will be treated based on the work rules as either "Work Prohibited" 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, using Attachment 2: Health Condition Reporting Sheet, while staying at home. To return to the University to work or study after the stay-at-home period, follow the instructions of the relevant department head.
- * 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.
- * The website of the Ministry of Health, Labour and Welfare: New measures for border enforcement
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html
- * Faculty and staff groupware: Crisis Management Manual for Students' Overseas Travel (University internal use only)
<https://gw.kochi-u.ac.jp/scripts/cbgrn/grn.exe/cabinet/index?hid=2091>
- * Kochi University International Exchange website: Personal safety before and during overseas travel (Overseas travel notification online application form)
https://www.kochi-u.ac.jp/international/student02/for_safety.html

7. Holding of social gatherings, events, etc.

- (1) Social gatherings and events held by the University can be held only when appropriate measures for infectious diseases have been undertaken (e.g., placement of sanitizers, participants' wearing of masks, obtaining participants' contact information, and prohibiting those with a fever or other symptoms from participating) and the approval of the manager of the facility (building) to be used is obtained.
- (2) Do not attend social gatherings or events where no infection prevention and control measures are taken.
- (3) In social gatherings and events not held by the University, the University will lend its facility pursuant to the National University Corporation Kochi University Asset Lending Standard or National University Corporation Kochi University Sports Facility Lending Regulations on the condition that appropriate measures for infectious diseases are undertaken (e.g., placement of sanitizers, participants' wearing of masks, accommodation rate, maximum number of participants, obtaining participants' contact information, and prohibiting those with a fever or other symptoms from participating).
- (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 who raise 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 (or classes are closed) or their children have to stay at home because they have been in close contact with a person infected with COVID-19 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, 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 Okō Campus:

E-mail: kj04@kochi-u.ac.jp, Phone: 088-844-8736

Okō 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 Supervisor, General Affairs Division

E-mail: 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
- Ministry of Education, Culture, Sports, Science and Technology
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

Close Contact Checklist

If you have come into contact with an infected person, follow the steps below to check whether you are classified as a close contact.

STEP 1: Confirm when you last met (or had contact with) the infected person.

* The infected person has symptoms. ⇒ The infected person may have been contagious two days before showing symptoms.

* The infected person does not have symptoms. ⇒ The infected person may have been contagious two days before undergoing a test.

- A If you had contact with the infected person when the person may have been contagious,* go to STEP 2.**
- B If you did not have contact with the infected person when the person may have been contagious, stop here.**

STEP 2: Confirm how physically close you were to the infected person.

(1) Both (a) and (b) below apply.

- (a) You had face-to-face contact with the infected person within arm's reach (within one meter) for 15 minutes or more.

(For example, having face-to-face contact, having a conversation, sharing a meal, singing karaoke, being in a poorly ventilated room)

- (b) You spent some time with the infected person without wearing a mask.

Either you or the infected person was not wearing a mask.

Either you or the infected person, or both, were not properly wearing a mask (for example, wearing a mask under the chin or leaving the nose uncovered)

(2) You live with the infected person or had contact (or were in a vehicle or airplane) with the person for a long time (around one hour).

(3) You were exposed to the infected person's saliva droplets when the person sneezed, or you touched a surface where the droplets landed.

* You did not wash your hands, including the fingers, with an alcohol-based sanitizer after touching the surface.



You are a close contact of the infected person if A of STEP 1 applies and (1), (2), or (3) of STEP 2 applies.

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°C	°C	°C	°C	°C	°C	°C	°C
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.	°C	°C	°C	°C	°C	°C	°C	°C
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。

部局名 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	