

Procedures to be Followed if a Student, Faculty Member, or Staff Member is Confirmed as Infected with the Novel Coronavirus (Ver.3)

(Revised on April 22, 2020)

(Revised on August 7, 2020)

(Revised on September 30, 2020)

(1) If a student, faculty member, or staff member is confirmed as infected

Procedures to be followed by the infected person:

- ① Report the situation to their department(s) of affiliation.
- ② In accordance with the instructions of their local public health center, they must either be hospitalized, or recuperate in a hotel or at home.
- ③ After they have recovered from the virus (after being released from hospital or ending a period of isolation at home or in a hotel), they must follow the instructions given by their doctor and the local health center, and notify their department of affiliation of the situation.
* Even after they have recovered from the virus, they must continue to monitor their health until they are permitted to resume study or work at the university.

Procedures to be followed by the infected person's department(s) of affiliation:

- ① Report the information about the infected person to the disaster response task force immediately. If the infected person is a faculty or staff member, the report must also be submitted to the Personnel Division (as it is required for the Personnel Division's procedures to make a decision on compulsory leave).
- ② Suspend the activities and operations related to the infected person at the department(s), and instruct all relevant persons to remain at home in accordance with the instructions of the local public health center and the disaster response task force.
- ③ Cooperate with the local public health center and disaster response task force to identify the recent activities of the infected person and others with whom they have had close contact with since two days prior to the appearance of symptoms.
- ④ In accordance with the instructions of the local public health center, clean the rooms and buildings in which the infected person was working or studying in cooperation with the disaster response task force. (Close the rooms and buildings temporarily, if necessary.)
- ⑤ In accordance with the instructions of the disaster response task force, resume the suspended activities and operations (and make the necessary arrangements to handle the work usually done by the infected person).
- ⑥ After they have recovered from the virus (after being released from hospital or ending a period of isolation at home or in a hotel), the person may be permitted to resume study or work at the university in accordance with the instructions provided by their doctor and the local health center, and in accordance with the criteria for permission to return to

work/study.* The person's resumption of work or study must be reported to the disaster response task force. If the infected person is a faculty or staff member, the report must also be submitted to the Personnel Division (as it is required for the Personnel Division's procedures to permit the person's resumption of work at the university).

*Formerly infected persons are permitted to resume study or work at the university if both of the conditions 1) and 2) below are satisfied:

- 1) 14 days or more have passed since they developed symptoms.
- 2) They have not had a fever or any other symptoms*¹ for three days or more without taking any medication.*²

*¹ "Any other symptoms" include coughing, a sore throat, shortness of breath, general malaise, and diarrhea.

*² "Medication" includes antipyretics and other symptom-relieving drugs.

Procedures to be followed by the disaster response task force:

- ① Upon receiving the information about the infected person from the public health center, report it to the relevant department(s) immediately.
- ② Instruct the department(s) concerned to suspend the activities and operations related to the infected person in accordance with the instructions of the public health center.
- ③ In cooperation with the public health center and the relevant department(s), identify all persons who had close contact with the infected person.
- ④ In accordance with the instructions of the public health center, clean the relevant rooms and buildings in cooperation with the relevant department(s).
- ⑤ In accordance with the instructions of the public health center, instruct the relevant department(s) to resume their activities and operations.
- ⑥ Announce the current situation both within the university and publicly.
- ⑦ Support the relevant department(s) in continuing their operations.

(2) If a student, faculty or staff member is confirmed to have had close contact with an infected person

Procedures to be followed by a person who has had close contact with an infected person:

- ① Report the situation to their department(s) of affiliation.
- ② Follow the instructions of the local public health center and the university, stay at home (work or study at home) for 14 days from the last date of close contact with the infected person, and monitor their health during the 14-day period.
- ③ If they have any symptoms, such as a fever or coughing, they must not visit a medical facility in person, but must contact a Covid-19 consultation service or local health center.
- ④ Seek medical care at a local health provider designated by the consultation service or local health center. If they are confirmed to be infected with the virus, they must follow the procedures described in the item (1), above.
- ⑤ If they have experienced no symptoms during the 14-day period, they should submit the health status log to their department of affiliation.

Note: Those who are not confirmed to have had close contact with an infected person are permitted to study or work at the university provided they have no symptoms (such as a fever or

coughing). However, they are also required to monitor their health for 14 days, and submit the health status log to their department of affiliation.

Procedures to be followed by the department(s) of affiliation of a person who has had close contact with an infected person:

- ① Report the information about the person to the disaster response task force immediately.
- ② Instruct the person to stay at home (work or study at home) for 14 days from the last date of close contact with the infected person, and monitor their health during the 14-day period, in accordance with the instructions of the local public health center and the disaster response task force.
- ③ Make the necessary arrangements to handle the work usually done by the person.
- ④ Permit the person to work or study at the university after they have submitted their health status log, and report the situation to the disaster response task force.
- ⑤ If the person was confirmed by a medical facility to be infected with the virus, follow the procedures described in item (1), above.

Note: please also submit the health status log(s) of person(s) who were not confirmed as having had close contact with an infected person to the disaster response task force.

Procedures to be taken by the disaster response task force:

- ① Upon receiving the information about the person who has had close contact with an infected person from the public health center, report it to the relevant department(s) immediately.
- ② In accordance with the instructions of the local public health center, instruct the relevant department to instruct the person to stay at home (work or study at home) for 14 days from the last date of close contact with the infected person and monitor their health during the 14-day period.
- ③ Support the relevant department(s) in continuing their operations.

- (3) If a family member or person cohabiting with a student, faculty member, or staff member is confirmed to have had close contact with an infected person

Procedures to be followed by the student, faculty member, or staff member:

- ① Report the situation to their department(s) of affiliation immediately.
- ② The student, faculty member, or staff member must stay at home (study or work at home).
- ③ If the family member/cohabiting person receives a negative PCR test result, the student, faculty member, or staff member is permitted to study or work at the university.
- ④ If the family member/cohabiting person receives a positive PCR test result, the student, faculty member, or staff member must report the situation to their department(s) of affiliation and follow the procedures described in item (2) above, in accordance with the instructions of the local health center and the disaster response task force.

Eight-point list of precautions to take at home (by the Ministry of Health, Labour and Welfare):

<https://www.mhlw.go.jp/content/10200000/000603323.pdf> (in English)

Precautions to take at home if a family member is suspected to be infected with the novel

coronavirus:

https://www.mhlw.go.jp/stf/seisakunitsuite/newpage_00009.html (in Japanese)

Procedures to be followed by the student, faculty member, or staff member's department(s) of affiliation:

- ① Report the situation to the disaster response task force immediately.
- ② If the family member/cohabiting person had close contact with an infected person and received a "positive" PCR test result, follow the procedures described in item (2) above.

Procedures to be followed by the disaster response task force:

- ① Share the information about the student, faculty member, or staff member with the relevant department(s).
- ② Consult with a local public health center if necessary.
- ③ If the student, faculty member, or staff member is confirmed to have had close contact with an infected person, follow the procedures described in item (2) above.

(4) If a student, faculty member, or staff member develops symptoms similar to those of the novel coronavirus*

*"Symptoms similar to those of the novel coronavirus" include coughing, a sore throat, shortness of breath, general malaise, diarrhea, and a high fever. Please note that the following does not apply to persons whose symptoms are diagnosed as being due to other diseases, etc.)

Procedures to be followed by the student, faculty member, or staff member:

- ① If a student, faculty member, or staff member has symptoms similar to those of the novel coronavirus, they must consult with a clinic or local public health center (about the necessity of receiving a PCR test, etc.), stay at home (study or work at home), and monitor their health.
- ② They must report the situation to their department of affiliation immediately.
 - *They must also inform their department of affiliation if they are required to receive a PCR test.
 - *If they receive a positive PCR test result, they must follow the procedures described in item (1) above.
- ③ If both of the following two conditions are satisfied, they are permitted to study or work at the university.
 - Eight days or more have passed since they developed symptoms (the date on which they first developed symptoms is counted as Day 0.)
 - They have not had a fever or any other symptoms for three days or more without taking any medication (the date on which they first had no symptoms is counted as Day 0.)
- ④ They must monitor their health for one full week after being permitted to study or work at the university.

Procedures to be followed by the student, faculty member, or staff member's department(s) of affiliation:

- ① The student, faculty member, or staff member may be permitted to study or work at the university if both of the following two conditions are satisfied.
 - Eight days or more have passed since the student, faculty member, or staff member developed symptoms (the date on which they first developed symptoms is counted as Day 0.)

- The student, faculty member, or staff member has not had a fever or any other symptoms for three days or more without taking any medication (the date on which they first had no symptoms is counted as Day 0.)

(5) If an infected person has entered the university campus

Procedures to be followed by the relevant department(s):

- ① Upon receiving notification from the disaster response task force that a student, faculty member, or staff member had close contact with an infected person who entered the university campus, follow the procedures described in item (2) above.

Procedures to be followed by the disaster response task force:

- ① Gather information about the person who has entered the campus in accordance with the instructions of the local public health center.
- ② If it is found that a student, faculty member, or staff member has had close contact with an infected person, follow the instructions of the local public health center, report the situation to the relevant department(s), and follow the procedures described in item (2) above.
- ③ In accordance with the instructions of the local public health center, clean the relevant rooms and buildings in cooperation with the relevant department(s).

For reference:

- A “person who has had close contact with an infected person” is defined as a person who has had a contact with “a patient (a confirmed case)” during the period in which the transmission of infection was a possibility (“period of potential infection”), and who meets any of the following conditions:
 - A person who has been living with or has spent a significant time in the same place (including a car or airplane) with a patient (a confirmed case).
 - A person who has examined, nursed, or cared for a patient (a confirmed case) without wearing appropriate protective gear.
 - A person who is likely to have had direct contact with contaminated substances, including the respiratory secretion and bodily fluids of a patient (a confirmed case).
 - A person who has had contact with a patient (a confirmed case) for more than 15 minutes at a distance close enough to touch their hand (approximately one meter), without taking sufficient protective measures. (Such cases will be judged based on all available information, including the surrounding environment and contact conditions of each case.)
- “A patient (a confirmed case)” is defined as a person who was suspected to be infected with the novel coronavirus based on their clinical condition, and tested positive for the novel coronavirus.
- The “period of potential infection” is from two days before an infected person develops symptoms associated with the novel coronavirus, such as fever, coughing, difficulty breathing, and other acute respiratory symptoms (see below for examples of typical symptoms) until the date that the infected person commences isolation.
Typical symptoms: fever, coughing, difficulty breathing, general malaise, sore throat, nasal

- discharge, nasal congestion, headache, joint pain, muscle pain, diarrhea, nausea, vomiting, etc.
- Evidence of full recovery or evidence of a negative PCR test result issued by a medical facility is not required as a condition to permit a formerly infected person to resume study or work at the university.
<https://www.mhlw.go.jp/content/000640251.pdf>
 - The disaster response task force shall be responsible for all communication with administrative agencies, including local public health centers.
 - Determining if a person has had close contact with an infected person / cleaning rooms and buildings
 - The local public health center will determine if a person has had close contact with an infected person, and which locations must be cleaned, after investigating the infected person's recent activities and who they were in contact with, conducting an on-site inspection, and consulting with the relevant offices.
 - Some of those who were working in the same office as an infected person may not be confirmed as having had close contact with the infected person.
 - In some cases, if the room in which the infected person was working is small, the cleaning of the room may be completed in one day, and operations may begin on the following day.
 - In principle, professional cleaning companies will clean and disinfect rooms and buildings under the instruction of a local public health center and the disaster response task force. However, if it is necessary to conduct the cleaning urgently, and it is not possible to arrange for a professional cleaning company quickly enough, the disaster response task force will conduct the cleaning and disinfecting of rooms and buildings in cooperation with the relevant department(s).

In the case that faculty or staff members clean and disinfect rooms, they shall focus on the areas that have been used by the patient (including rooms, elevators, corridors, and toilets) and items that the patient has been in frequent contact with (including door knobs, switches, rails, wash basins, toilet seats, and levers).

For reference:

“How to clean and disinfect to prevent the novel coronavirus (COVID-19)” (website of the Ministry of Health, Labour and Welfare) (in Japanese)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/syoudoku_00001.html

Note: For health monitoring, please use the “[Health status log.](#)”

Contact for inquiries:

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