

Kumamoto University's Correspondence to the Outbreak of the COVID-19
(Protocol Version 14)

In order to control/prevent the virus transmission, all faculty members, professors, and students of Kumamoto University (hereafter KU) are requested to take measures including the following but not limited to;

- Cover your mouth and nose with your sleeve or anything else other than your palms when cough or sneeze
- Wash your hands properly and frequently (rub alcohol hand-sanitizer* on to your hands and between fingers) *in the case of its being difficult to be obtained, use hand soap and wash hands under running water instead

Please note that all precautions should be taken as if to prevent other infectious diseases such as common cold and influenza.

Also, since there is significant transmission by people not showing symptoms, these asymptomatic/pre-symptomatic corona-virus carriers are most likely contributing to the rapid spread of the corona virus. Therefore, changing your way of thinking must be done, and you should think that you are one of these asymptomatic/pre-symptomatic corona-virus carriers and consider what you should do or should not do in order to prevent from transmitting the virus you carry to the others around you.

1. Correspondence of Faculty Members and Students

[Going Abroad]

- a. As advised on *Overseas Safety Information* published by Ministry of Foreign Affairs of Japan, do not travel to any of the **LEVEL 3** areas/regions/countries below listed (including both personal and business trips.)
- b. Avoid taking non-emergency and/or unnecessary trips to any of the **LEVEL 2** areas/regions/countries.
- c. When you plan any trips abroad (including personal trips,) please ensure to check and pay attention to the most up-to-date information by accessing Ministry of Foreign Affairs of Japan's website* and Ministry of Health, Labor and Welfare Quarantine Station's website**. In addition, ensure to notify of your trip plan to the General Affairs Division officer (in case of a Faculty member) or the Educational Affairs Division officers at your faculty/school (in case of a student) prior to the trip.
- d. With regards to studying abroad, it should be re-considered about its necessity or to postpone. For any studying abroad plans/schedules (both on exchange programs or personal,) a close attention should be paid.

- e. Please visit Ministry of Health, Labor and Welfare's website for more information.
- * <http://www2.anzen.mofa.go.jp> (Ministry of Foreign Affairs of Japan)
 - ** <http://www.forth.go.jp/topics/fragment1.html> (Ministry of Health, Labor and Welfare Quarantine Station)
 - https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html (Ministry of Health, Labor and Welfare)

[Returning from Your Trip from Other Countries]

- a. Any returnees and visitors from other countries are requested to self-quarantine him/herself for 14 days at one of the designated places the Quarantine Station Director specifies as well as to refrain from taking any public transportation.
- b. Ensure to utilize the self-observation sheet in order to maintain and observe your health condition during the 14-day quarantine period and send the sheet to KU Health Centre via FAX or e-mail when the period is over.

[Domestic Travel (both Business and Personal)]

- a. KU, in principle, bans any domestic travel including both business and personal to any areas/cities/prefectures where the Prime Minister of Japan has declared a state of emergency.
- b. After returning to Kumamoto Prefecture from any of the areas above mentioned, self-quarantine for 14 days counting from the next day of your return. During this 14-day quarantine period, ensure to utilize the self-observation sheet in order to maintain and observe your health condition and send the sheet to KU Health Centre via FAX or e-mail when the period is over.
- c. Refrain from taking any domestic trips to any other areas mentioned above unless it is urgent and necessary.

[Health Maintenance]

- a. When having cold-like symptoms, take a leave of absence (utilize the self-observation sheet and make a list of all the places you have visited and all the people you have made contact with in case you are to be requested to report to the Public Health Centre)
- b. Also, if applicable, contact the "Help Line" at any Public Health Centre locations***;
- Having a fatigue, a difficulty in breathing, or a high fever
 - If you are someone* who is prone to serious illness and showing relatively mild cold symptoms such as coughs and a fever
- * The elderly and people with primary conditions/diseases such as diabetes, heart failures, respiratory diseases, people undergoing artificial dialysis, immunosuppressant treatments, chemotherapy, and who are pregnant.

- If you are NOT someone who is listed above and having mild cold symptoms such as a fever and coughs (You need to contact the “Help Line” if the mentioned symptoms continue for more than four days. Each individual shows symptoms in different degree; therefore, if you feel you are showing strong symptoms, please contact the Help Line. This also includes personnel who is on antipyretic.)
 - Being one of the members of a corona-virus cluster with or without any shown symptoms
- c. If diagnosed as a suspected case after consulting with the “Help Line,” they will give you a referral to a specialist. When visit the specialist’s office, avoid taking any public transportation. Also, please contact KU Health Centre at 096-342-2164 not only prior to and after your visitation to a specialist’s office but also the diagnosis/the examination result becomes available.
- *** Each public health centre’s support desk will work as a “Help Line” and schedule an appointment with a medical institution, so please find the one nearby from the list on the following page and contact them.
- d. Take a body temperature and self-check own health condition every morning.

[Attending Events]

- a. Refrain from attending any events which are held at a venue where it is poorly ventilated, densely crowded, also a high risk of having unpredictable contacts with an unspecified majority is present. These venues are considered at a high risk of making clusters.
- b. Any events organized, run, and enforced by Kumamoto University should be cancelled or postponed in order to control and prevent the spread of the virus and put attendees’ health and safety concerns as the first priority corresponding to Japanese Governments’ Basic Principle. These events include;
 - Children’s events
 - Events which the elderly’s attendance is foreseeably high
 - Events which an unspecified majority will attend
 - Events involve face-to-face conversation
- c. As for other events, re-consideration of its necessity, detailed planning, and precautions for virus prevention should be taken in measure.

[Infection Prevention]

- a. Take safety measures in order to keep social-distancing from others such as limiting the duration of meetings, ventilating rooms frequently, dividing and scattering members to use various venues, and having online meetings.
- b. If face-to-face work is necessary, ensure to keep the social distance between each other to prevent the infection.
- c.

[Obtaining the Most Up-To-Date Information]

The most current information is available and should be obtained from each of the following website;

- Ministry of Education: *[COVID-19] Information about MEXT's measures*
https://www.mext.go.jp/en/mext_00006.html
- Ministry of Health, Labor and Welfare: *About Coronavirus Disease 2019 (COVID-19)*
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.htm
- Office for Pandemic Influenza and New Infection Diseases Preparedness and Response, Cabinet Secretariat:
http://www.cas.go.jp/jp/influenza/novel_coronavirus.html (contents available in Japanese only)
- Ministry of Foreign Affairs:
<https://www.anzen.mofa.go.jp/> (contents available in Japanese only)
- Ministry of Justice: *Information related to New Coronavirus Infection (COVID-19) from Immigration Services Agency*
http://www.moj.go.jp/EN/nyuukokukanri/kouhou/m_nyuukokukanri01_00003.html

2. Establishing the Crisis Management Headquarters for COVID-19

For the prevention and the control of the spread of virus infection/transmission, KU has established the Crisis Management Headquarters.

Any decisions to be made by the Crisis Management Headquarters will be notified via e-mails or posted on University Portal.

To accommodate to the constantly-changing situation, the Headquarters will monitor the following section "3. Assumable Future Events" contents closely, make appropriate decisions to overcome each equivalent situation, and inform all staff members and students regarding the future countermeasures; therefore, please beware of any new information to be released.

3. Assumable Future Events

- ① A confirmed case or a suspected case found among the University staff members and students (including their co-living family members)
- ② A suspected case of a secondary transmission/infection originated by a University staff member or a student

4. KU's Correspondence to the Above Events

- ① and ② Closure of classes and/or Closure of University

* This is subject to change as each situation will be observed, then an appropriate solution will be proposed

List of Public Health Centres (Help Line)

Location	Phone Number	Hours of Operation	Jurisdictions
Ariake Public Health Centre	0968-72-2184	9 AM – 7 PM *	Arao-city, Tamana-city, Tamana-gun
Yamaga Public Health Centre	0968-44-4121	9 AM – 7 PM *	Yamaga-city
Kikuchi Public Health Centre	0968-25-4138	9 AM – 7 PM *	Kikuchi-city, Koshi-city, Kikuchi-gun
Aso Public Health Centre	0967-24-9030	9 AM – 7 PM *	Aso-city, Aso-gun
Mifune Public Health Centre	096-282-0016	9 AM – 7 PM *	Kamimashiki-gun
Uki Public Health Centre	0964-32-1207	9 AM – 7 PM *	Uto-city, Uki-city, Shimomashiki-gun
Yatsushiro Public Health Centre	0965-33-3229	9 AM – 7 PM *	Yatsushiro-city, Yatsushiro-gun
Minamata Public Health Centre	0966-63-4104	9 AM – 7 PM *	Minamata-city, Ashikita-gun
Hitoyoshi Public Health Centre	0966-22-3107	9 AM – 7 PM *	Hitoyoshi-city, Kuma-gun
Amakusa Public Health Centre	0969-23-0172	9 AM – 7 PM *	Kamiamakusa-city, Amakusa-city, Amakusa-gun
Kumamoto Public Health Centre	096-372-0705 096-364-3222	24 Hours	Kumamoto-city
Public Health Emergencies Management Division at Kumamoto Prefectural Government Office (for general inquiries only)	096-333-2256	9 AM – 7 PM	

* any calls outside of operating hours will be transferred

Support Desk for Non-Japanese Speakers (including consultations for the COVID-19)

Location	Phone Number	Hours of Operation
Kumamoto Consultation and Support Plaza for Foreign Residents	096-359-4995	10 AM – 6 PM (Excluding 2 nd and 4 th Mondays)