

Kumamoto University's Correspondence to the Outbreak of the COVID-19
(Protocol Version 22)

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 find hand-sanitizer, 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 the significant number of transmission cases by people, who have no symptoms shown, has been reported, these asymptomatic/pre-symptomatic coronavirus carriers are most likely contributing to the rapid spread of the coronavirus. Therefore, changing your way of thinking must be done, and you should think that you are one of these asymptomatic/pre-symptomatic coronavirus carriers and consider what each one of you should or should not do in your daily life to prevent from transmitting the virus you might carry to the others around you. This should be considered as **“the new normal.”**

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 scheduled within this academic year, although it should be re-considered to be cancelled or to be postpone, for any outbound travel plans/schedules (both for studying or on personal,) a close attention should be paid as MEXT shows the policy for self-refrainment.

- 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 during the 14-day self-quarantine period.

Depending on the requirements and your status, the 14-day self-quarantine period might be shortened. Please refer to "*Phased Measures for Resuming Cross-Border Travel*" section on Ministry of Foreign Affairs of Japan website for more details.

https://www.mofa.go.jp/ca/cp/page22e_000925.html (English)
https://www.mofa.go.jp/mofaj/ca/cp/page22_003380.html (Japanese)
- 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. Although the restriction of taking any domestic cross-border trips to next prefectures has now been lifted, continue to refrain from visiting any places where the 3Cs are evident and any areas where its level of infection is relatively higher.

[Health Self-Maintenance]

- a. Take your body temperature and self-check your condition every morning.
- b. 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)
- c. In case of having any symptoms including a fever, avoid visiting a general hospital, instead, phone a local clinic or your family doctor first (they will give you a referral to another local medical institution if they cannot take you as their patient.)

If you are not sure where to call, please contact "dial for exclusive use of patients with fever" at 0570-096-567 to find out which medical institution can take you.

[Coronavirus Support Center or the Help Line]

In case of any symptoms such as a fever:

- 1) Consult with your family doctor or local medical clinic first
- 2) Call "dial for exclusive use of patients with fever" line only if you do not know who to consult with

TEL 0570-096-567 (available 24 hours)

Residents outside of Kumamoto City: Consultation Counter (Call center) for Exclusive Use of Kumamoto New Model Coronavirus Infectious Disease

TEL 096-300-5909 (available 24 hours)

Foreign Residents: Kumamoto Consultation and Support Plaza for Foreign Residents

TEL 096-359-4995 (everyday from 10 AM to 6 PM, excluding 2nd and 4th Sundays)

E-Mail soudan@kumamoto-if.or.jp

- d. Also, please contact your department, professor, and KU Health Care Centre at 096-342-2164 not only prior to but also after your PCR test.

[Attending Events]

- a. Any events organized, run, and enforced by Kumamoto University should be carefully planned and managed in accordance with "Notes on Holding Any Events Until the End of February Next Year (Updated on November 24, 2020)" announced by Kumamoto Prefecture (hereafter, Kumamoto Prefectural Notification) in order to control and prevent the spread of the virus and put attendees' health and safety concerns as the first priority.
<https://www.pref.kumamoto.jp/soshiki/30/69449.html> (available only in Japanese)
- b. Since any events which are held at any venues where it is poorly ventilated, densely crowded, also a high risk of having unpredictable contacts with an unspecified majority is present, have tendencies of higher risks of creating potential clusters, you should make your judgement on attendance corresponding to the Kumamoto Prefectural Notification mentioned above.
- c. As for other events, re-consideration of its necessity, detailed planning, and precautions for virus prevention should be taken in measure.
- d. In particular, refrain from holding any workshops, parties, or events which involve face-to-face conversations and a high possibility of close contact among participants. As for other gatherings such as welcome/farewell parties, if enough prevention measure cannot be taken, do not plan to hold.

When holding an event over lunch/dinner/drinks with careful prevention measures, please refer to the “Four Steps to Lower Risks at Lunch/Dinner Meetings” published by Kumamoto Prefecture.
<https://www.pref.kumamoto.jp/uploaded/attachment/122482.pdf>

[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.

[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

General Affairs Division

Ext. 3117 & 3118