

Policy regarding the Novel Coronavirus (COVID-19)

The number of people infected with the new coronavirus nationwide has surpassed 310,000 at present, and is increasing rapidly. In view of the situation of the spread of the new coronavirus infection and the burden on the medical care delivery system and public health system, on January 7, 2021, the Government declared a state of emergency in relation to the novel coronavirus disease for the period up to February 7, to Saitama, Chiba, Tokyo, and Kanagawa prefectures on January 7, 2021, and to Tochigi, Gifu, Aichi, Kyoto, Osaka, Hyogo, and Fukuoka prefectures on January 13, 2021.

Kumamoto Prefecture issued its own emergency declaration on January 13, 2021 due to the worsening of the infection situation in the Prefecture, the confirmation of infections in many circumstances, and the rapid expansion of the infection throughout the prefecture since the beginning of this year. In addition, four students at PUK have been infected with the new coronavirus since last December, and we need to take thorough measures to prevent further infection.

In response to the above situation, we have raised the level of the "Guidelines regarding the Novel Coronavirus (COVID-19)", guidelines for university management, from "Level 2 (restricted medium alert)" to "Level 3 (restricted large alert)", and revised the "Policy regarding the Novel Coronavirus (COVID-19)".

In order to prevent the spread of the new coronavirus infection, students, faculty and staff should once again be sure to adopt basic infection prevention measures such as avoiding the "Three C's", wearing masks, and disinfecting hands and fingers, and practice the "new lifestyle".

I. PREVENTION OF INFECTION

(1) Regular Measures

- (a) Check your temperature before leaving home every day and be aware of your own condition.
- (b) Stay at home and rest if you have a fever, continued coughing, or shortness of breath, or fatigue.
First of all, call your family doctor for advice immediately.
- (c) Staff and faculty should make appropriate use of staggered working hours to prevent infection when taking public transportation.
- (d) Students should come to the campus only when necessary.

(2) Infection Control in the University

- (a) Deans and heads of sections should pay attention to the health of the members of their sections, and faculty and staff should look out for each other's health.
- (b) Maintain proper hand hygiene and observe proper coughing etiquette, and wear a mask at all times.
- (c) Avoid coming to work if you have cold-like symptoms.
- (d) Wear a mask and keep sufficient distance when you are face-to-face with others, for example working at a counter.
- (e) Please be sure to wash your hands often with soap or use hand sanitizer, especially when you

arrive at the office or get home, before and after meetings, and before meals.

- (f) In addition to the above, please be sure to take any steps necessary to avoid mass infection in your place of work or study, and elsewhere.
- (g) Staff and faculty are encouraged to work at home when possible.

(3) Infection Control at Meetings

In principle, postpone or cancel meetings if possible, or consider holding them in an alternative way, such as by circulating documents and by online. When meetings are absolutely necessary, those with cold-like symptoms should not attend. Also, be sure to take steps to minimize the chance of infection, such as sitting at a distance from each other, making sure that all participants wear masks, and inviting only people who need to be at the meeting.

(4) Trips by Faculty Members, Staff Members and Students

- (i) Work trips outside the country and even outside Kumamoto Prefecture should in principle be canceled. Adjunct faculty living outside the prefecture should not visit the campus.
- (ii) Work trips or seminars in Kumamoto Prefecture should be canceled or postponed except for those related to education and research. The same shall apply to visits by part-time lecturers.
- (iii) Teachers and staff with other employment outside the university should not go if the place of work is outside Kumamoto Prefecture.
- (iv) Refrain from going out unnecessarily (on personal business), whether in Japan or overseas. This is especially true after 8:00 p.m.

2. IN CASE OF INFECTION

- (1) If staff or faculty are infected or suspected of being infected...

Report the infection or suspected infection to your dean or head of section. Part-time teachers should report to the Academic Affairs Division. The dean/head of section should report the situation to the General Affairs Division and instruct the infected person to contact a Public Health Center and follow any instructions given. The person infected must also be instructed to report the instructions given by the Public Health Center to the university's General Affairs Division. The dean/head of section should take this opportunity to check on the health of the other members of the section.

The person infected should absent him/herself from the university.

If found to be infected, submit proof of full recovery provided by a medical institution before returning to work. Do not return to work if there is any doubt as to your status.

If you are confirmed as a close contact with an infected person, you will need to absent yourself from the university for a period of 14 days, counting from the day after the last contact.

If you have discussed your situation at a Public Health Center, you will need to absent yourself from the university until your status is clear.

- (2) If a member of your family or anyone who lives with you becomes infected or is expected of

being infected...

First, inform your dean or head of section. The dean/head of section should report the situation to the General Affairs Division.

In most cases, the dean/head of section will instruct you to stay at home for 14 days to minimize the risks of infection.

3. CLASSES AND OTHER EVENTS

(1) Regular Classes

(a) Please refer to the separate document “令和2年度前授業実施要領 (改訂版3)” on the conduct of 2020-21 classes.

(b) (i) If a student or someone in close contact with a student is infected or suspected of being infected, the student must contact the Academic Affairs Division or Student Affairs Division by telephone or e-mail. That division will contact the General Affairs Division, who will instruct the student to contact a Public Health Center. The student must follow the instructions given as well as relaying them to the General Affairs Division.

(ii) A student advised to contact a Public Health Center must do so and follow instructions given by the Public Health Center. The student must absent him/herself from school and return to school only after being advised that it is safe to do so by a medical institution.

(iii) If you are confirmed as a close contact with an infected person, you will need to absent yourself from the university for a period of 14 days, counting from the day after the last contact.

(iv) If suffering from a high fever, shortness of breath, or strong fatigue, you must contact a Public Health Center and follow the instructions given. Absent yourself from school until your situation is clear. Return to school only after being advised that it is safe to do so by a medical institution.

(v) Special consideration will be given to students absenting themselves from school because of symptoms associated with the novel coronavirus such as cough, fever, and fatigue, to avoid them suffering academically.

(c) If a member of a student's family living with the student is infected...

(i) The student should report the situation to the Academic Affairs Division or Student Affairs Division by telephone or e-mail. That division will contact the teachers of the courses taken by the student in question and also report the situation to the General Affairs Division. In most cases, to minimize the risk of spreading the infection around the campus, the student will be instructed to isolate him/herself at home for 14 days.

Note that special consideration will be given to students absenting themselves from school because of symptoms associated with the novel coronavirus such as cough, fever, and fatigue, to avoid them suffering academically.

If students or faculty/staff are infected, the university will, in consultation with the relevant prefectural authorities, evaluate the situation according to the number of people who have been in close contact with those infected and the status of the epidemic in the wider community, and

may if necessary close the school for a period of time.

(2) Extension Courses, CPD Courses, Public Program

In principle, these events, and any other events attended by members of the public, will be conducted online.

(3) Other Events Sponsored by PUK

All university-sponsored events where large numbers of people are likely to gather, including conferences, seminars, symposiums, and the like, should in principle be postponed or canceled.

Social gatherings sponsored by the university are also postponed or canceled in principle. We ask everyone to refrain from private meetings involving eating and drinking and parties and the like.

4. USE OF CAMPUS FACILITIES

(1) Use of the student cafeteria, the gyms, the tennis courts, the training rooms, and the athletics field (except when used as part of classes by students or faculty/staff) are prohibited. Lease of university facilities to outside groups is also suspended except in exceptional cases (such as national or regional exams where it would not be practical to hold them elsewhere).

(2) Use of the Library is restricted to students, researchers, faculty members, staff members, emeritus professors, and part-time teachers.

(3) Use of club and circle rooms is prohibited.

5. STUDENTS' ACTIVITIES

(1) Job Searching, etc.

Students should follow the policies of each company or organization. Take reasonable care to minimize the possibility of infection.

In the case of an interview or other job search-related event outside the prefecture, contact the organization regarding the possibility of remote participation or postponement. Where the company or organization is not able to accommodate you, contact the Career Center for advice on what to do.

Face-to-face consultations with Career Counselors/Advisers are allowed, if due care is taken to avoid spreading infection. Please also consider having your consultation over the Internet.

(2) Company Information Sessions on Campus

Large, general events are prohibited. Sessions organized by individual companies should be held online.

(3) Vocational Training

Face-to-face university-sponsored vocational training sessions may be held, but due care and attention to avoid spreading infection must be taken, with rooms occupied at up to 1/3 capacity. Where possible, events may be held remotely over the Internet.

(4) Extra-Curricular Activities

- (a) Extra-curricular activities (including clubs, committees belonging to the student government, volunteer activities, and social gatherings) are prohibited. (Activities that do not involve contact with other people, such as those conducted online, are permitted.
- (b) Use of club and circle rooms is prohibited.
- (d) Lending of classrooms, gyms, and other facilities to students is prohibited.