

## Policy regarding the Novel Coronavirus (COVID-19)

We set our risk level to I, and the following measures will be taken by the request of the Prefecture.

### I. Thorough Implementation of Basic Infection Prevention Measures

- (1) Check your temperature before leaving home every day and be aware of your own condition.
- (2) Wear a mask on campus even if there are no symptoms. If there is a high risk of heat stroke, etc., the government's guideline of wearing masks is recommended.
- (3) Please be sure to ventilate the room frequently and wash your hands often with soap or use hand sanitizer.
- (4) If you have cold-like symptoms such as fever, you should recuperate at home and call your family doctor immediately for advice. If you do not wish to visit a medical institution because of mild symptoms, you should perform a self-check using a general-use antigen test kit approved by the government.
- (5) Keep sufficient distance when you are face-to-face with others. (Please avoid the "Three C's (closed spaces, crowded places, and close-contact settings)).
- (6) Please be sure to take any steps necessary to avoid mass infection.
- (7) Staff and faculty should make appropriate use of staggered working hours to prevent infection when taking public transportation.

### 2. If Staff and Faculty or Students Are Infected or Suspected of Being Infected

- (1) You should take medical treatment at home and make sure to report to the following contacts.
  - Students: Student Affairs Division or Academic Affairs Division
  - Faculty and staff (including part-time staff) belonging to faculties or the Center for General Education are required to report to your dean or director of the Center.
  - Faculty and staff belonging to the administrative office, libraries, or centers (other than the Center for General Education) should report to the managers.
  - Part-time teachers: manager of the Academic Affairs Division
- (2) Reporting details and period of treatment at home
  - The details to be reported to the respective contacts shall be as follows.
    - (a) Affiliation, (b) Year (student ID number), (c) Age, (d) Gender, (e) Infected area, (f) Date of onset, (g) Date of positive identification, (h) Whether or not a medical examination was conducted, (i) Symptoms and period of treatment at home (see next section), (j) Last day of school before onset (activity history on campus from 2 days before onset and presence of persons in close contact), (k) Route of infection (cluster status).
  - Period of Treatment at Home or in Recovery Accommodation Facilities  
If you have received instructions from Health Center or medical institution, confirm the period of medical treatment and the name of the institution, or the national criteria for termination of

medical treatment, and report them.

- Faculty and staff members should confirm with your dean or head of section regarding the handling of your duties during the period of treatment at home, and follow the appropriate procedures for leave, telecommuting, etc.

### (3) Report to the General Affairs Division

Upon receiving a report from an infected person (or a person suspected to be infected), the person in charge at each contact shall promptly report the matter to the General Affairs Team, General Affairs Division, using the separately specified form.

(4) If a family member living together is infected, and if you are a close contact as a result of a judgment made in accordance with the definition of a close contact, the same handling as in (1) through (3) above shall be applied.

In addition, if a family member living together with a person who has symptoms of suspected infection, if it is considered necessary to take measures to prevent the spread of infection based on the degree of contact with that person, the same treatment shall be applied.

### 3. Trips by Faculty and Staff Members, and Students

(1) When traveling on business or for personal business, avoid the "Three C's" and act cautiously while thoroughly implementing basic infection prevention measures. Please refrain from traveling if you feel even the slightest change in your physical condition.

(2) In principle, do not travel to or from areas that are at or above Level 2 of the Warning on Infectious Diseases issued by the government for work trips, seminars, and the sending or accepting of international students. However, if such travel is unavoidable due to special circumstances, prior approval must be obtained from your dean or head of section and the Vice President.

Also, comply with the government's waterfront restrictions and other regulations.

### 4. Classes, Meetings, Events, Social Gatherings, etc.

#### (1) Classes

Classes shall be handled in accordance with the separately prescribed Class Implementation Guidelines.

#### (2) Meetings, CPD courses, public lectures, events, etc.

Conducted in person, remotely (in writing), or a combination of both, depending on the situation. However, in the case of face-to-face meetings, those with cold-like symptoms such as fever should not be allowed to attend, and sufficient measures should be taken to prevent infection, such as avoiding the "Three C's" and ventilating as appropriate.

Also, for the courses held in cooperation with Kumamoto Prefecture and other related organizations, the decision should be made after consulting with the related organizations.

If someone other than university officials participates, the name and contact information of the participant must be obtained.

The method of holding open lectures shall be appropriately judged and decided based on the

implementation status of the class.

### (3) Social Gatherings

To minimize the risk of infection, measures should be taken as in the Prefecture's "Four Steps to Reduce the Risk of Infection during Dinners".

In addition, refrain from drinking too much alcohol so that countermeasures are neglected, and when dining off campus, be careful not to use restaurants that do not have infection-prevention measures in place.

## 5. Use of Campus Facilities

The use of university facilities shall be as follows:

(1) The arena, sub-arena, swimming pool, tennis courts, training rooms, and athletics fields may not be used except for use by students or faculty members in classes, etc.

(2) The lease of university facilities may be granted for examinations conducted by the national government or local governments, or national examinations conducted under the authority of the national government or local governments, to the extent that it does not interfere with university operations.

For other examinations, lease may be granted only on Saturdays, Sundays, and national holidays to the extent that it does not interfere with university operations.

(2) Entry to the Library by persons other than students (undergraduate and graduate), researchers, faculty, staff, emeritus professors, and part-time teachers is restricted.

(3) Circle building (club rooms) must be used only after sufficient measures are taken to prevent infection, such as keeping a distance between those who enter the rooms.

## 6. Student activities, etc.

### (1) Job Searching Activities, etc.

(a) Students should follow the policies of each company or organization. When participating, take sufficient precautions to prevent infection.

(b) Face-to-face consultations with Career Counselors/Advisers must be conducted after taking sufficient measures to prevent infection. Remote consultation via the Internet may also be used, depending on the situation.

### (2) Company Information Sessions

Sessions organized by individual companies should be in principle held online.

However, if necessary, those sessions could be conducted face-to-face only if sufficient infection prevention measures should be taken, such as ventilating as appropriate.

### (3) Job Searching Seminars, etc.

Job searching seminars, guidance, civil service lectures, etc. held on campus shall be conducted in person, with sufficient infection prevention measures taken, such as avoiding the "Three C's" and

providing ventilation as appropriate, and those with cold-like symptoms such as fever shall not be allowed to participate. If it is possible to conduct the activities remotely via the Internet, they should be conducted remotely depending on the situation.

#### (4) Extra-Curricular Activities

(a) Extra-curricular activities (including clubs, committees belonging to the student government, volunteer activities, and social gatherings) are permitted after taking sufficient measures to prevent the spread of infection.

However, in the case of off-campus activities or joint practices with visitors from other universities, students must notify the Student Affairs Division of infection prevention measures and participating members at least one week in advance.

(b) Participation in face-to-face competitions and presentations (including those outside of the prefecture) organized by various public organizations is permitted only if the organizations concerned take sufficient measures to prevent the spread of infection, such as avoiding the “Three C’s”.

In the case of competitions and presentations, students must notify the Student Affairs Division of their participation at least one week in advance.

(c) Circle building (club rooms) must be used only after sufficient measures are taken to prevent infection, such as keeping a distance between those who enter the rooms.

(d) When using university facilities such as classrooms, arenas, and athletics fields, take sufficient measures to prevent the spread of infection, including ventilation and limiting the number of people using the facilities.