COVID-19 Response Manual (for Faculty members)

【If you have symptoms suggestive of COVID-19】

1. If you have cold-like symptoms including a fever of over 37.5℃
   • Stay home to recuperate, do not come to the University, and refrain from making outings.
   • Make notes on the “Health Monitoring Checklist” and observe your health condition.
   ※The Checklist may be downloaded via Web Campus → Information → List of Applications
   • If you are seeking medical care, call the medical facility prior to your visit, and follow their instructions.

2. If you think you have COVID-19
   • If you think you are infected with the novel coronavirus, call the consultation center for returnees to Japan and people with potential exposure to COVID-19.
     https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/covid19-kikokusyasessyokusya.html

※Symptoms suggestive of COVID-19 are as follows:

① Over 4 days of cold-like symptoms or fever of over 37.5℃
   ※Over 2 days if you are an older adult or have underlying conditions
② Intense physical weariness or shortness of breath

【If you are diagnosed with COVID-19 (includes observation period)】

1. Report the diagnosis made by a medical facility to the University
   • Call the Office of Medical Services (075-322-6024).
     The Office will ask you on the circumstances leading up to the diagnosis in detail. (Form 2)
   • The Office of Medical Services reports to the persons and parties concerned.

2. The student may not come to the University until fully recovered
   • Meanwhile, keep observing your health condition and make notes on the “Health Monitoring Checklist”.
     • If you were not tested but instructed to self-monitor your symptoms, do not come to the University.

3. Report when your recovery process / self-monitoring period is over
   • Obtain a medical clearance certificate which proves that you have fully recovered or finished your self-monitoring period, and call the Office of Medical Services.
   • E-mail the “Health Monitoring Checklist” to the Office of Medical Services.
     • The Office of Medical Services will contact you whether you may come to the University again.

4. Submit the medical clearance certificate
   • Upon your return, submit the medical clearance certificate to the Office of Medical Services immediately.
【If you are identified as a person in close contact with a COVID-19 case】

1. **Report if you are identified as having been in close contact or live with a COVID-19 case**
   - Call the Office of Medical Services (075-322-6024).
   - The Office will ask you on the circumstances leading up to the potential exposure in detail. *(Form 2)*
   - The Office of Medical Services reports to the persons and parties concerned.

2. **Do not come to the University for 2 weeks after your last exposure to a COVID-19 case**
   - Stay home and refrain from making outings.
   - Meanwhile, keep observing your health condition and make notes on the "Health Monitoring Checklist".

※A "person in close contact with someone who has COVID-19" is a "person who has been in contact with a confirmed COVID-19 case sometime from two days before the patient showed symptoms of COVID-19 (see below) until that patient went into quarantine" AND falls into either one of the following:
   * Includes fever, cough, respiratory symptoms, physical weariness, sore throat, runny/congested nose, headache, joint/muscle pain, diarrhea, nausea/vomiting
   - Those who live with someone who has COVID-19 (confirmed case) or were in contact for a long time (including car and plane rides)
   - Those who were providing care for someone with COVID-19 (confirmed case) without the use of appropriate personal protection equipment
   - Those with a high possibility of having been in direct contact with contaminants such as respiratory tract fluids or other bodily fluids of someone with COVID-19 (confirmed case)
   - Those who had over 15 minutes of contact with someone who has COVID-19 (confirmed case) without taking preventative measures and within a reachable distance (roughly 1 meter). (The risk of infection will be evaluated according to factors such as where and how you got in contact).

3. **Inform the University prior to entering the premises**
   - E-mail the "Health Monitoring Checklist" to the Office of Medical Services.
   - The Office of Medical Services will notify the faculty in charge of courses taken by the student via e-mail.

【Contact】

Division of Student Affairs Health Support Center Office of Medical Services
NO-ENTRY PERIOD 9:00~17:00

TEL : 075-322-6024
Mail : hoken@kufs.ac.jp

University Physician / Occupational Health Physician Office Hours
[THU. / Fri.] 13:00~17:00

※E-mail immediately if you find out that you have tested positive during nighttime or on a holiday.