January 27, 2022

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

・Stay home to recuperate, do not come to the University, and refrain from making outings.

・Make notes on the "Health Check Sheet" 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

※The criteria to call or visit the consultation center for returnees to Japan and people with potential exposure to COVID-19 are as follows：

☆You have moderate symptoms such as shortness of breath, extreme fatigue, or high fever

☆You are an older adult or have underlying medical conditions, and are experiencing relatively mild cold-like symptoms such as a fever or a cough

☆The above does not apply but you are continuously experiencing relatively mild cold-like symptoms such as a fever or a cough

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

1. Report the diagnosis made by a medical facility to the University

・Contact the Office of Medical Services via the "COVID-19 Report Form".

※Make sure to log in with your KUFS e-mail account before filling out the form.

・The Office of Medical Services may contact you after you complete the form.

・The Office of Medical Services reports to the persons and parties concerned.

2. You will be suspended from work until you meet the criteria for work restrictions to be lifted

・Follow instructions by the public health center and report to the Office of Medical Services the length of your quarantine period and location (e.g. home/hotel/hospital)

・Meanwhile, keep observing your health condition and make notes on the "Health Check Sheet"

3. You must report when your work restrictions are lifted

Report that you have completed your treatment / observation period

・Call the Office of Medical Services if the public health center or medical facility approves that either your treatment or observation period is complete. The Office will lift your campus entry restriction as per guidelines from the public health center or medical facility.

・E-mail the "Health Check Sheet" to the Office of Medical Services before entering the campus.

※Because your work restrictions are lifted after medical personnel have examined and confirmed your condition, you do not need to submit a medical certificate.

4. Submit a copy of the document sent to you from the public health center

・Submit your medical certificate or a copy of the document sent to you from the public health center to the Office of Medical Services.

【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

・Contact the Office of Medical Services via the "COVID-19 Report Form".

※Make sure to log in with your KUFS e-mail account before filling out the form.

・The Office of Medical Services may contact you after you complete the form.

・The Office of Medical Services reports to the persons and parties concerned.

2. Do not come to the University for 10 days after your last exposure to a COVID-19 case

・Follow instructions by the public health center and self-isolate at home.

Refrain from making nonessential and nonurgent outings for 10 days after you have been in close contact with a COVID-19 patient.

・Meanwhile, keep observing your health condition and make notes on the "Health Check Sheet" .

※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

・Call the Office of Medical Services once you are approved by the public health center that your self-isolation period is over.

・Your campus entry restriction will be lifted as per guidelines from the public health center.

・E-mail the "Health Check Sheet" to the Office of Medical Services before entering the campus.

【If the person you live with is identified as a "person in close contact with a COVID-19 patient"】

1. Report if the person you live with is identified as a "person in close contact with a COVID-19 patient"

・Call the Office of Medical Services (075-322-6024).

【Contact】

Health Support Center Office of Medical Services

【Mon.-Sat.】9:00~17:00

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