

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

The Prefectural University of Kumamoto (PUK) has been reviewing the situation with regards to COVID-19 periodically since January of this year. Faced with the continued spread of the virus and with the new academic year approaching, we are introducing the measures explained here, aimed at reducing the likelihood of students and staff becoming infected. These measures are effective until May 10th, 2020.

The policy may be amended if the situation changes.

### 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 higher than 37.5 degrees Celsius, continued coughing, or shortness of breath.
- (c) Make appropriate use of staggered working/study hours to prevent infection when taking public transportation.

#### (2) Infection Control at Work

- (a) Maintain proper hand hygiene and observe proper coughing etiquette.
- (b) Take a leave of absence at work if you have cold-like symptoms.
- (c) Wear a mask and keep a distance of more than 2 meters when you are face-to-face with others.
- (d) Please be sure to wash your hands often with soap or use hand sanitizer especially when you get home, before and after meetings, and before meals.
- (e) 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.

#### (3) Infection Control at Meetings

Postpone or cancel meetings if possible. When meetings are absolutely necessary, be sure to take steps to minimize the chance of infection, such as sitting at a distance and making sure that all participants wear masks.

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

Postpone or cancel your trips outside the country and, in principle, outside Kumamoto Prefecture too. Get the most up-to-date information on planned overseas trips by accessing the website of the Ministry of Foreign Affairs of Japan. <https://www.anzen.mofa.go.jp/index.html>

## 2. IN CASE OF INFECTION

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

Report the infection or suspected infection to the university and absent yourself from the university.

Before returning to work, submit proof of full recovery provided by a medical institution. 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 the university.

In most cases, the university will ask you to stay at home for 14 days to minimize the risks of infection.

## 3. CLASSES AND OTHER EVENTS

### (1) Orientation and Regular Classes

(a) These are scheduled to go ahead. Faculty are asked to minimize the risks of infection, for example by opening windows to ensure adequate ventilation.

Students should follow these guidelines:

- If you or someone living with you becomes infected or is suspected of becoming infected, contact the Academic Affairs Division or the Student Affairs Division.
- If recommended to visit a doctor, follow the recommendation. If found to be infected, you must absent yourself from school. On returning to school, submit proof of full recovery (issued at the hospital) to the Academic Affairs Division.
- 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 suffer from a fever over 37.5 degrees Celsius for 4 or more days, strong fatigue, or shortness of breath, contact the Public Health Center and follow their instructions. You will need to absent yourself from school until you know whether you have been infected. Also, be sure to inform the school of your situation.

(b) If faculty, staff, or students 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.

(2) Extension Courses, CPD Courses, Public Program, and Agriculture Academy

In principle, these events, and any other events attended by members of the public, are cancelled.

(3) Other Events sponsored by PUK

All university-sponsored events including conferences, seminars, symposiums, and the like should in principle be postponed or cancelled. In cases where an event must be held, ensure adequate ventilation and take other necessary measures to minimize the possibility of infection.

Social gatherings are also postponed or cancelled in principle.

#### 4. USE OF CAMPUS FACILITIES

(1) Lease of classrooms, gyms, and other facilities (excluding Omine Ground) to members of the public is suspended.

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

#### 5. STUDENTS' ACTIVITIES

(1) Job Searching

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

(2) Company Information Sessions

Individual company sessions will go ahead as scheduled. University-sponsored sessions where many companies gather on campus are cancelled.

(3) Vocational Training

University-sponsored vocational training sessions will be held to the extent possible where infection control is feasible.

(4) Extra-Curricular Activities

(a) Camps, games, performances, and collaborative practice and social gatherings with anyone not affiliated with the university should be postponed or cancelled.

(b) Use of the Extra-Curricular Activities Building should be avoided wherever possible. If using the building, ensure adequate ventilation and take other necessary measures to minimize the possibility of infection.

## INQUIRIES

Classification	Inquiries	
Faculty Members / Staff Members	General Affairs Division	+81-96-321-6605
Students	Student Affairs Division	+81-96-383-7896
International Students	Center for International Education & Exchange	+81-96-234-6867
Part-time Lecturers	Academic Affairs Division	+81-96-321-6609