

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

The number of people infected with the novel coronavirus nationwide has surpassed 1,770,000, and has been increasing rapidly since January, 2022.

The Government has been implementing priority measures to prevent the spread of new coronavirus infections in areas where the infections are spreading.

The number of infections in Kumamoto Prefecture has been increasing since January, and prefecture raised the risk level in Kumamoto to 2.

In response to the above situation, we raised our risk level to 2, and the following measures will be taken on the request of the Prefecture (changed parts are underlined).

### 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 on campus. However, wearing a mask in an environment with high temperature and humidity may increase the risk of heat stroke. If you wear a mask in such environments, avoid strenuous work or exercise. If you wear a mask in such environments, avoid strenuous work or exercise, and drink water frequently even if you are not thirsty. In addition, you should remove the mask when you are outdoors and can maintain a distance of at least 2 meters from people around you, to prevent heat stroke.
- (c) If you have cold-like symptoms, go home immediately and call your family doctor.
- (d) Wear a mask and keep sufficient distance when you are face-to-face with others, for example when 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 classes and meetings, and before meals.
- (f) In addition to the above, please be sure to take any steps necessary to avoid mass infection.
- (g) Staff and faculty are encouraged to work at home when possible.

### (3) Infection Control at Meetings

- (a) Those with cold-like symptoms should not be allowed to attend, and sufficient infection prevention measures should be taken, such as inviting only people who need to be at the meeting and ventilating as appropriate. Also, holding them in an alternative way, such as circulating documents via e-mail and online meetings, should be considered.
- (b) If someone other than university officials participates, the name, affiliation, and address of the participant should be recorded.

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

- (a) In principle, work trips and seminars involving travel to and from areas declared to be in a state of emergency and areas of priority measures to prevent the spread of the disease are prohibited.
- (b) 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. Also, comply with the government's waterfront restrictions and other regulations.
- (c) When going out and moving around, be cautious and take all possible measures to prevent infection.

## 2. IN CASE OF INFECTION

### (1) If faculty or staff 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.

In any case, they should report their health status to the General Affairs Division, and then go to work.

- (a) Infected persons or those who have been instructed by the Public Health Center to visit a medical institution shall be suspended from work until the day their health condition is confirmed by a medical official.
- (b) Those who are judged to be in close contact with the disease will be suspended from work for the period instructed by the public health center.
- (c) In the case of strong symptoms such as high fever, strong lethargy (malaise), or breathlessness (dyspnea), etc., the person should consult with the public health center and follow their instructions. He or she should be suspended from work until the day his/her health condition is confirmed by a medical official.

### (2) If a family member of faculty or staff or anyone who lives with you becomes infected or is

expected 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 stay at home and take the necessary measures as in (1) above.

(3) If students are infected or suspected of being infected...

Report the infection or suspected infection to the Student Affairs Division or Academic Affairs Division by phone or e-mail.

The head of section should report the situation to faculty members in charge of the classes and the General Affairs Division, and instruct the infected student to contact a public health center and follow any instructions given. The student infected must also be instructed to report the instructions given by the Public Health Center to the university.

In all cases, students must report their health status to the Student Affairs Division or Academic Affairs Division before attending school.

- (a) Infected student or those who have been instructed by the public health center to visit a medical institution shall be suspended from attending school until the day their health condition is confirmed by a medical official.
- (b) Those who are judged to be in close contact with the disease will be suspended from attending school for the period instructed by the public health center.
- (c) In the case of strong symptoms such as high fever, strong lethargy (malaise), or breathlessness (dyspnea), etc., the person should consult with the public health center and follow their instructions. He or she should be suspended from work until the day his/her health condition is confirmed by a medical official.

(4) If a family member of a student or anyone who lives with you becomes infected or is expected of being infected...

Report the infection or suspected infection to the Student Affairs Division or Academic Affairs Division by phone or e-mail.

The relevant head of section should report the situation to faculty members in charge of the classes and the General Affairs Division, and instruct the infected student to stay at home and take the necessary measures as in (3) above.

### 3. CLASSES AND OTHER EVENTS

(1) Regular Classes

- (a) Please refer to the separate document “令和 3 年度授業実施要領”, on the conduct of 2021-22 classes.
- (b) 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.
- (c) 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

Extension Courses, CPD Courses, Public Program, and any other events attended by members of the public, will be conducted online.

However, if necessary, those events could be conducted face-to-face only if those with cold-like symptoms are not allowed to attend, and sufficient infection prevention measures should be taken, such as ventilating as appropriate.

Also, for the courses held in cooperation with Kumamoto Prefecture and other related organizations, we will discuss and decide with the related organization.

(3) Other Events Sponsored by PUK

(a) All university-sponsored events where large numbers of people are likely to gather, including conferences, seminars, symposiums, and the like, will be conducted online.

However, if necessary, those events could be conducted face-to-face only if those with cold-like symptoms are not allowed to attend, and sufficient infection prevention measures should be taken, such as ventilating as appropriate.

(b) As for social gatherings sponsored by PUK, measures should be taken in accordance with Kumamoto Prefecture's requests regarding outings, dinners, etc., as well as requests for restaurants to shorten their hours of operation, etc. When implementing these measures, please follow the Prefecture's "Four Steps to Reduce the Risk of Infection during Dinners" and other infection prevention measures.

In addition, the same measures are requested for private meetings and parties involving eating and drinking.

#### 4. USE OF CAMPUS FACILITIES

(1) Use of the gyms, the tennis courts, the training rooms, and the athletics field (except when used as part of classes by students or faculty/staff and extra-curricular activities) 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 allowed only for short periods (up to a maximum of 10 minutes) for activities like changing clothes and moving equipment, after taking sufficient measures to prevent the spread of infection, such as keeping a distance between the people entering the rooms.

## 5. STUDENTS' ACTIVITIES

### (1) Job Searching, etc.

- (a) Students should follow the policies of each company or organization. Take reasonable care to minimize the possibility of infection.
- (b) Face-to-face consultations with Career Counselors/Advisers are allowed, after taking sufficient measures to prevent the spread of infection. Please also consider having your consultation over the Internet.

### (2) Company Information Sessions on Campus

- (a) Large, general events will not be held.
- (b) Sessions organized by individual companies should be 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) 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 online.

### (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, activities involving face-to face joint practice with other universities or activities involving traveling across prefectural borders are prohibited.

In the case of face-to-face off-campus activities, 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 (closed spaces, crowded places, and close-contact settings)”.

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

- (c) As for social gatherings, measures will be taken in accordance with Kumamoto Prefecture’s requests regarding outings, dinners, etc., as well as requests for restaurants to shorten their hours of operation, etc. When implementing these measures, please follow the Prefecture’s “Four Steps to Reduce the Risk of Infection during Dinners” and other infection prevention measures.
- (d) Use of club and circle rooms is allowed only for short periods (up to a maximum of 10 minutes) for activities like changing clothes and moving equipment, after taking sufficient measures to prevent the spread of infection, such as keeping a distance between the people entering the rooms.
- (e) When using university facilities such as classrooms, arenas, and playing fields, take sufficient

measures to prevent the spread of infection, including ventilation and limiting the number of people using the facilities.