

Measures to take when faculty members and staff members are infected or suspected of
being infected with novel coronavirus

March 24, 2020

Novel Coronavirus Response Headquarters

I . List of measures

1. Reporting procedure

- 1) If a staff member or their family members are infected by or suspected of having contracted the novel coronavirus, or if there is a possibility of close contact with the infected person, immediately notify the head of the division about the following matters.
 - ① Name
 - ② Division/Schools/Departments, job title, mobile phone number, etc.
 - ③ Situation (hospitalized or not, symptoms, recent work attendance, activity range for the past 14 days (history of medical examination, participation in events, etc.) as much as possible)
- 2) The head of the division of the above staff, shall immediately report to the General Affairs Division and the head of the department.
- 3) The General Affairs Division shall promptly report and notify Members of the Board and related staff.
 - ① Members of the Board (President, Executive Directors, Auditor General)
 - ② Secretary-General, Directors of Administrative Office
 - ③ Personnel and Labor Division, Public Relations Division
 - ④ Other (as needed)
- 4) The head of the department cooperates with the division which is in charge to take measures within the department.
- 5) The directors of administrative office share information within each department to take necessary measures.
- 6) The Personnel and Labor Affairs Division reports to the industrial physician and takes measures to ensure the health of the staff.
- 7) The Public Relations Division collects information in cooperation with the General Affairs Division and accommodate the press.
- 8) Other staff contacted by the General Affairs Division will take necessary actions according to the instructions.

2. Investigation by public health centers (in cooperation with university) (General Affairs Division)

- 1) Confirm activities of the infected staff member in the 14 days prior to onset of symptoms
- 2) Identify close contacts of the infected staff member
- 3) Health check of close contacts (fever status etc.)

3. Preventing the spread of infection

The head of the department and the division review the way of working in the workplace as follows.

- 1) Encourage staff members to change starting and finishing times and break periods and to introduce the variable working hours system on a monthly basis.
- 2) Staff members can work at home for the time being in view of the state of emergency in Fukui (April 14, 2020).

4. Deliberations at the meeting of Novel Coronavirus Response Headquarters

After organizing information on infected staff, close contacts, etc., discuss the response to it between related departments. Novel Coronavirus Response Headquarters deliberates and decides on its response at the meeting.

II . List of Procedure

The procedure for responding to cases where the staff is infected is as follows. However, staff working at the university hospital will follow the instructions of the director of the university hospital from the viewpoint of securing the medical-care system.

1. When a staff member is infected

1) Response of the staff member

Follow the restriction on employment and hospitalization recommendations provided by the prefectural governor and report to the workplace immediately.

* If a person is infected with the novel coronavirus, it will be dealt under the Infectious Diseases Control Law; prohibition of employment of the sick under Article 68 of the Industrial Safety and Health Act will not be applied. The treatment of the staff's leave of absence will be given further consideration.

2) Response of the workplace

- ① The head of the division contacted by the staff member shall immediately report to

the General Affairs Division and the head of the department.

- ② Inform all the staff in the division and check if any of them feel sick. (fever, malaise/ fatigue, cough, difficulty of breathing, taste disorder, olfactory disturbance etc.; the same applies hereinafter).
- ③ Affiliated staff member will conduct a 14-day health observation (fill out the attached "Temperature & Condition Record Sheet"; the same applies hereinafter).
- ④ List the activities of the infected staff member during the 14 days prior to onset of symptoms and the list of close contacts and report to the General Affairs Division

3) Persons with poor physical condition and close contacts shall follow the instructions of public health centers and medical institutions. (In principle, the head of the division will order the staff member to stay at home for 14 days and observe their health.)

4) The situation, such as closing the campus, etc., will be determined each time based on the instructions given by public health centers and implemented according to the next infection level.

Infection level	Status	suspension of work
Level 1	Very low risk of transmission on campus	Small number of individuals
Level 2	Risk of possible transmission in the specific unit of organization	Organizational units
Level 3	Risk of possible transmission in the specific unit of building	Building units
Level 4	High risk of transmission throughout a campus	Campus unit

* Stay at home order : follow the instructions of the boss, stay home in working hours and make sure to contact certainly to prevent the spread of infection (same as follows).

2. When a staff member is suspected of having been infected (hereinafter referred to as the "suspected staff")

1) Response of the staff member

- ① Report to the workplace immediately.
- ② If a staff member is suspected of being infected (In case a staff member visits a medical institution due to poor physical condition, contact with a close contact, etc.), the staff member will be ordered to stay at home until the suspicion of being infected is cleared at the discretion of the head of the division.

If the PCR test result is positive, follow the above 1- 1).

2) Response of the workplace

- ① The head of the division contacted by the staff member immediately reports to the General Affairs Division and the head of the department.
- ② Inform all staffs in the division and check if any of them feel sick.
- ③ The staff will conduct a 14-day health observation.

3) A staff member with poor physical condition will be ordered to stay at home until the suspicion of being infected is cleared at the discretion of the head of the division.

If the test result of the suspected staff is positive, follow the above 1- 3) and 4).

3. When a family member living with a staff member is suspected of being infected (hereinafter referred to as the "suspected family member")

1) Response of the staff member

- ① Report to the workplace immediately.
- ② If a family member is suspected of being infected (In case a family member visits a medical institution due to poor physical condition, contact with a close contact, etc.), the staff member will be ordered to stay at home until the suspicion of being infected is cleared at the discretion of the head of the division.
- ③ The staff member will conduct a 14-day health observation. If the test result of the suspected family member is positive (the staff member is determined to be a close contact person), follow 1- 3) above.

2) Response of the workplace

The head of the division contacted by the staff member immediately reports to the General Affairs Division and the head of the department. If the test result of the suspected family member of the staff is positive, follow 1-2) above.

4. Other actions

- 1) Campus information (publish on the website, inform staff members) (General Affairs Division)
- 2) Contact the MEXT, the prefectural government, cities and towns, and related organizations (General Affairs Division, etc.)
- 3) Accommodate the press (Public Relations Division, General Affairs Division)
- 4) Clean facilities with alcohol (related staff)