

To Students/Staff

Measures for the Novel Coronavirus Disease (COVID-19)

(updated April 27, 2020)

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In response to the increasing risks of the novel coronavirus disease (COVID-19) infections among University-related persons, due to the domestic and global expansion of infected regions, the University decided to establish the "Nara Women's University Novel Coronavirus Disease Emergency Management Office" as of February 28 and attend as a whole to the matter.

The content of the university's measures was updated as of April 27, 2020. Based on the latest condition, measures have been redrafted, including those that have already been announced so far. We ask that students and staff continue to take appropriate action in compliance with these measures.

Contents of these measures are subject to change, depending on future developments. We ask that all individuals ensure to periodically check for any such changes.

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<Measures at Nara Women's University >

I. Prevention of infection

The novel coronavirus disease is an illness in which fevers, sore throats, and coughing often prolong (for about one week). Many patients also report a strong sense of tiredness (fatigue). Another characteristic aspect is that while symptoms of regular colds and influenzas start alleviating from about three days, those of the disease tend to become severe. In addition, since people can catch the novel coronavirus through droplet and contact transmission, please take heed of the following points on a daily basis.

1. Cautions in day-to-day life

(1) Wash your hands frequently and use hand sanitizers containing alcohol

(2) Keep in mind of the “cough etiquettes,” such as wearing masks.

*Cough etiquette refers to the way you cover your mouth and nose with tissue paper, handkerchief, or the edge of a sleeve to avoid spreading germs to other people.

(3) Avoid crowded areas

(4) Refrain from unnecessary and unurgent outings

(5) Avoid use of public transportation for long hours

2. Please take heed to avoid the following “three Cs” especially in classes and meetings

(1) Closed spaces with insufficient ventilation: periodically ventilate spaces

(2) Crowded conditions with people: take heed that many people do not crowd in a single space

(3) Conversations in short distances: maintain a fixed distance from others and secure sufficient space

3. Measuring body temperature

Check your body temperature every morning, and if you have a fever of 37.5°C or higher, refrain from going to school for classes or work.

Until symptoms subside, check your body temperature every day and record them along with your symptoms.

4. Contact point when you have a fever

If fevers of 37.5°C or higher continue for four days or more (or two days or more for those with chronic illnesses) or otherwise, a strong sense of tiredness (fatigue) or difficulty in breathing (respiratory distress) is experienced, contact the university’s Health Care Center (*limited to contact by phone only) and the nearest Call Center for Japanese Returnees and Potential Contacts.

◇ Health Care Center, Nara Women’s University: 0742-20-3782

◇ Call Center for Japanese Returnees and Potential Contacts, Nara Prefectural Office: 0742-27-1132

5. When diagnosed as novel coronavirus disease or confirmed as a close contact

(1) If staff are diagnosed as being infected by the novel coronavirus disease or confirmed as a close contact of an infected person by public health centers, teaching staff are to promptly contact respective heads of offices and administrative staff, to respective heads of divisions and offices.

In such case, the staff will be exempt from obligation to devote full working time to duties.

(2) If students are diagnosed as being infected by the novel coronavirus disease or confirmed as a close contact of an infected person by public health centers, promptly notify the teaching staff in charge or otherwise, email (gakumuka@cc.nara-wu.ac.jp) or call (by telephone) the respective staff in charge at the Educational Affairs Division. In such case, the student will be granted an authorized absence.

As for telephone numbers of respective staff in charge, dial the following numbers after the first numbers 0742-20:

Faculty of Letters Section 3328; Faculty of Science Section 3257;

Faculty of Human Life and Environment Section 3498; Graduate School Section 3911;

Educational Affairs Section 3233

II. University students and staff visiting/returning from abroad

1. The university will mandate those below to suspend attendance to class or work and stay at home, regardless of whether or not the novel coronavirus disease symptoms have manifested.
 - (1) Those who returned or visited from countries/regions designated as “Level 3 Warning on Infection Diseases” in the Ministry of Foreign Affairs’ Warning on Infection Diseases information
 - (2) Those who returned or visited from countries/regions designated as “Level 2 Warning on Infection Diseases” in the Ministry of Foreign Affairs’ Warning on Infection Diseases information

▷ Duration of stay-at-home mandate: 14 days from the day of entry/return to Japan

*Applicable persons are requested not to use public transportation from the airport to home. Please note that you will be required to arrange your own means of transportation.

*With regard to Certificate of Eligibility, in light of the expanding novel coronavirus disease infections, Certificates of Eligibility, which are normally effective for three months, will be valid for six months, for the time being. For details, refer to the website below. (If you intend to use a Certificate of Eligibility for which 3 months or more have passed since its issuance, at the time of applying for the issuance of a visa at the diplomatic mission abroad, you will be required to submit a document in which the accepting organization, etc. has stated that, “We will continue acceptance in the form of the contents of the activities given at the time of the application for the issuance of the Certificate of Eligibility”.)

(Ref) Ministry of Justice’s website: <http://www.moj.go.jp/content/001316875.pdf>

- (3) Those determined to have been in contact with others infected by the novel coronavirus disease

▷ Duration of stay-at-home mandate: 14 days from the determined day of contact

- Applicable persons are to contact the university’s Health Care Center, and if fevers/respiratory symptoms show, promptly contact the nearest Call Center for Japanese Returnees and Potential Contacts as well.

◇ Health Care Center, Nara Women’s University: 0742-20-3782

◇ Call Center for Japanese Returnees and Potential Contacts, Nara Prefectural Office: 0742-27-1132

- Applicable staff will be exempt from obligation to devote full working time to duties during the period above when they stay at home.
- Applicable students will be granted authorized absence from classes and tests. For any inquiries, consult with the staff in charge at the Educational Affairs Division through email (gakumuka@cc.nara-wu.ac.jp) or phone. As for telephone numbers, dial the following numbers after the first numbers 0742-20:
Faculty of Letters Section 3328; Faculty of Science Section 3257;
Faculty of Human Life and Environment Section 3498; Graduate School Section 3911;
Educational Affairs Section 3233

2. Measures for new students admitted to the university from April 2020, and who are traveling from regions specified in (1) and (2) above, will be individually taken. Please consult by email (ryugakusei@cc.nara-wu.ac.jp) to the International Students Section.
3. Those returning from countries/regions designated as “Level 1 Warning on Infection Disease” are to promptly contact the Health Care Center, regardless of whether or not symptoms are manifesting. Such returnees may attend classes and work if no symptoms show. However, since health conditions must be observed for two weeks, consult with the Health Care Center.

4. A two-week observation of health conditions is also recommended for returnees from other countries/regions.
5. If there are any concerns, please consult with the Health Care Center.

III. Overseas travel (including personal travel)

Overseas travel (including personal travel) of students and staff will be handled as the following. Please submit necessary notifications. Since the warning level of infectious diseases below is subject to change depending on the latest situation, periodically confirm the Ministry of Foreign Affairs' Overseas Safety website.

- (1) Travel to countries/regions designated as "Level 2 Warning on Infection Diseases" or higher

We ask that both students and staff do not travel to such destinations.

- (2) Travel to countries/regions designated as "Level 1 Warning on Infection Diseases"

As a general rule, we ask that students do not travel to such destinations. Staff are asked to refrain from unnecessary and unurgent travel to such destinations. If such travel is necessary for unavoidable reasons, take heed of the following points.

- Ensure to inform contact points at the destination to your workplace, family, and friends, regardless of whether the travel is for work or personal purposes.
- Ensure to subscribe to health insurances or travel insurances that cover treatment of infectious diseases.
- Ensure to register on the Ministry of Foreign Affairs' Overseas Travel Registration (Tabi-Regi) and take heed to collect information on the destination's status on infections.
- Take careful note of any changes in health condition after returning to Japan.

- (3) Other countries/regions

We ask both students and staff to refrain from unnecessary and unurgent travel. If travel is necessary for unavoidable reasons, comply with the above points of attention in (2).

IV. Acceptance of researchers from abroad

The following measures will be taken for acceptance of researchers from abroad.

- (1) Cancel or postpone acceptance of researchers from countries/regions that are designated as "Level 2 Warning on Infection Diseases" or higher.
- (2) Cancel or postpone acceptance of researchers from countries/regions that are designated as "Level 1 Warning on Infection Diseases" or countries/regions with no information regarding warnings on infectious diseases, unless there are unavoidable reasons.

V. Domestic travel and business trips

Do not travel outside of the region of your current residence, for example, for unnecessary and unurgent return to original regions of residence or travel.

As a general rule, business trips are prohibited.

VI. Students' entry to campus

Students are prohibited from entering the campus until May 11, for the time being, for any reasons including voluntary research activities. However, in cases that fall under the below, they will be exempted from the prohibition.

- If this prohibition will cause serious disruption to the performance of researches, entry will be authorized upon permission from supervising teaching staff. However, be prepared to present emails and other notes indicating the permission from the supervising teaching staff when entering the campus. (Supervising teaching staff are to keep and retain records of those permitted to enter the campus.)
- If students whose dormitories are under construction need to enter the campus to secure a place for online interviews, they may enter the campus upon permission from supervising teaching staff. However, be prepared to present emails and other notes indicating the permission from the supervising teaching staff when entering the campus. (Supervising teaching staff are to keep and retain records of those permitted to enter the campus.)
- If students participating in remote classes need to use school facilities since they cannot secure Internet connection at home.

VII. Extracurricular activities

Under 'Actions Based on Nara Women's University's Activity Index Established to Prevent the Spread of Novel Coronavirus Disease', unless the novel coronavirus crisis is stamped out, for the time being (during phase 2~4 in the Activity Index), activities (practices, matches with external teams, training camps, away matches), gatherings (lunches/dinners, drinking parties) and welcoming events and recruiting new members in person of extracurricular activity groups/clubs will be prohibited, in order to prevent the spread of the novel coronavirus disease.

VIII. Holding events

Until May 31, for the time being, the following measures will be taken. (The duration of the measures may be extended depending on the social situation.)

- Events or gatherings hosted by the university will be canceled or postponed.
- Cancel or postpone gatherings that include food and drinks, such as welcome parties.
- Cancel or postpone events held together with other organizations.

IX. Staff work attendance and others

1. Exemption from obligation to devote full working time to duties

Staff who experience a fever of 37.5°C or higher, are diagnosed as being infected with the novel coronavirus disease or confirmed as being a close contact by a public health center, or are returnees or travelers from countries/regions that are designated as Level 2 Warning on Infection Diseases or higher, and cannot perform their jobs due to restrictions on working, will be exempted from obligations to devote full working time to duties.

2. Payment of allowance for leave of absence

Staff (part-time lecturers and part-time employees, etc.) who must take leaves of absence, due to the closing of attached schools or discontinuance of counseling services, will be paid an allowance equivalent to 60% of their pay, based on the Labor Standards Act.

3. Recommendation of remote work

As an emergency measure to enable the aimed effect of the anti-coronavirus disease social activity restraint efforts, a remote work (performing work in part or in whole outside of the designated workplace) policy will be implemented and recommended.

4. Recommendation of off-peak commute

If staff need to commute for unavoidable reasons, those who use public transportation will be recommended to commute at off-peak hours in order to avoid crowds and thus prevent potential infections by the novel coronavirus.

5. Restriction on staff's entry to campus

Until May 11, for the time being, the following measures will be taken.

- Instructors will be prohibited from entering the campus unless there is a need to do so to maintain minimum teaching and research-related functions. However, if instructors need to use research rooms to prepare for remote classes, entry to campus will be authorized upon permission from the heads of the organization they belong to.
- As for administrative staff, only personnel necessary to maintain and manage the university's functions will commute to work.

X. Other

1. Until May 11, for the time being, external persons will be prohibited from entering the university campus (including the coop cafeteria). Only affiliated persons (vendors) with urgent work will be allowed. (*Duration may be extended depending on developments in the social situation.)
2. When holding gatherings of ten (10) people or more, take heed to ensure mask use and hygiene management, such as frequent ventilation.
3. With regard to meetings, review their necessity and members (committee members or observers). Cancel or postpone unnecessary and unurgent meetings and use remote conference systems.
4. When participating in job search or career-related events or working part-time jobs for unavoidable reasons, ensure hygiene management, such as wearing masks.