

To Students/Staff

Measures for the Novel Coronavirus Disease (COVID-19)

(updated December 23, 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 December 23, 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. Since people can catch the novel coronavirus through droplet and contact transmission, please take heed of the following points on a daily basis. You can also refer to "Prevention of infection" on the Health Care Center's website.

(Ref) Health Care Center's website: <https://blog.canpan.info/narahokekan2/archive/93> (in Japanese)

1. Cautions in day-to-day life

- (1) Measure your body temperature and record it every morning
- (2) Wash your hands frequently and use hand sanitizers containing alcohol
- (3) 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.
- (4) Avoid the following “three Cs”
<Specific methods of prevention>
 - ① Closed spaces with insufficient ventilation
Periodically ventilate spaces opening windows and doors. Refrain from talking when riding an elevator etc.
 - ② Crowded conditions with people
Keep enough distance with other people, and take heed that many people do not crowd in a single space
 - ③ Conversations in short distances
Keep enough distance when talking to someone, and secure sufficient space. Wear a mask.
- (5) Refrain from unnecessary and unurgent outings
- (6) Avoid use of public transportation for long hours
- (7) Keep in mind to take measures to prevent the spread of the infection at restaurants, etc. (see the reference below)
(Ref) Notification by the Ministry of Education, Culture, Sports, Science and Technology: Ensuring efforts to prevent the occurrence of clusters at restaurants, etc.
Attached Form “Efforts to encourage visitors at restaurants to take actions to protect themselves”
http://www.nara-wu.ac.jp/nwu/news/coronavirus/notice_cluster.pdf (in Japanese)
- (8) Avoid part-time jobs with a high risk of infection, such as jobs in pubs and bars where customers are serviced face-to-face for a long time in nighttime downtown areas.

2. Standards on commuting to the university

Measure your body temperature every morning. If you experience relatively mild cold-like symptoms (coughing, sore throat, shortness of breath, general fatigue, diarrhea, etc.) including fevers, refrain from coming to the university and take the following measures.

- (1) With respect to staff, teaching staff are requested to promptly contact respective heads of offices, and administrative staff are requested to do so to respective heads of divisions and offices.
In such case, the staff will be exempt from obligation to devote full working time to duties.
(Ref: “1. Exemption from obligation to devote full working time to duties of IX. Staff work attendance and others.”)
- (2) Students are requested to promptly contact the university by one of the following methods (using the contact website is highly recommended). In such cases, the student will be granted an authorized absence.

- Contact website “Contact Form for Novel Coronavirus”
https://opac.lib.nara-wu.ac.jp/?page_id=1677 (in Japanese)
- Email the teaching staff in charge or the staff in charge at the Educational Affairs Division
 (gakumuka@cc.nara-wu.ac.jp)
- Call the teaching staff in charge or the staff in charge at the Educational Affairs Division

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

(3) Measure your body temperature and record it with your symptoms every day until such symptoms subside.

(4) After symptoms subside, students need to monitor their health conditions for three days and then commute to the university from the fourth day.

*If symptoms prolong for four days or more, ensure to consult with Returnee/Contact Consultation Center (COVID-19 Consultation Desk) by phone. *Former name: Call Center for Japanese Returnees and Potential Contacts. (Refer to (3) in “3-1. Contacts in case of potential novel coronavirus disease onset” on the next page.)

*Teaching staff and administrative staff are able to commute to the university as long as the symptoms are disappeared.

3-1. Contacts in case of potential novel coronavirus disease onset

If you experience the following symptoms, immediately contact Returnee/Contact Consultation Center (COVID-19 Consultation Desk).

(1) When either of the following symptoms manifest strongly: difficulty in breathing (respiratory distress), strong sense of tiredness (fatigue), or high fevers

(2) For those susceptible to disease progression*, when relatively mild cold-like symptoms such as fevers and coughing manifest

*Elderly, those with underlying conditions such as diabetes, heart failure, or respiratory diseases (COPD, etc.), those receiving dialysis, those taking immune suppressants or anti-cancer therapies

(3) When relatively mild cold-like symptoms such as fevers and coughing continue for four days or more
 Symptoms differ according to individual; so, if you feel your symptoms are strong, immediately consult the centers.

◆ Returnee/Contact Consultation Center (COVID-19 Consultation Desk), Nara Prefectural Office:
 0742-27-1132

(*When consulting over the phone, please inform the center that you are a student of Nara Women’s University.)

3-2. Contacts in the case you are going to receive (or have received) a PCR test

After contacting Returnee/Contact Consultation Center (COVID-19 Consultation Desk) in 3-1 above, when it is determined that you are going to receive a PCR test at a public health center or a medical institution, please follow the instructions listed below.

- (1) Teaching staff and administrative staff are requested to promptly contact the respective heads of offices and the heads of divisions and offices, respectively, through email or phone.
- (2) Students are requested to promptly contact the university by one of the following methods (using the contact website is highly recommended).
 - Contact website “Contact Form for Novel Coronavirus”
https://opac.lib.nara-wu.ac.jp/?page_id=1677 (in Japanese)
 - Email the staff in charge at the Educational Affairs Division (gakumuka@cc.nara-wu.ac.jp)
 - Call the staff in charge at the Educational Affairs Division

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.

After that, as the university’s Health Care Center will contact you, please follow its instructions.

In such cases, the staff will be exempt from obligation to devote full working time to duties, and the student will be granted an authorized absence.

Please note that the above handling will be the same when you receive (have received) a PCR test, such as based on your own judgment.

3-3. 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 the university’s Health Care Center.

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

(Ref: “1. Exemption from obligation to devote full working time to duties of IX. Staff work attendance and others.”)

- (2) If students are diagnosed as being infected with the novel coronavirus disease or confirmed as a close contact of an infected person by public health centers, promptly contact the university by one of the following methods (using the contact website is highly recommended).

In such case, the student will be granted an authorized absence.

- Contact website “Contact Form for Novel Coronavirus”
https://opac.lib.nara-wu.ac.jp/?page_id=1677 (in Japanese)
- Call Health Care Center

Health Care Center, Nara Women’s University	0742-20-3782
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For items to report to the University, please refer to the Reception Form posted on the Health Care Center's website. In addition, if you are diagnosed as being infected or confirmed as a close contact, you will be requested to submit the Activity Record Form posted on the Health Care Center's website for contact tracing and preventing the spread of the disease. So, please keep in mind to record your everyday activities.

(Ref) Health Care Center

Reception Form / Activity Record Form: <https://blog.canpan.info/narahokekan2/archive/96>

(in Japanese)

Ref The following are the standards on commuting to the university after you have been diagnosed as being infected or a close contact.

1. If you have any symptoms:

- (1) If you were admitted to the hospital: You have stayed at home for 7 days after discharge from the hospital, and 72 hours have passed since your symptoms resolved.
- (2) If you stayed at the facility or at home: 10 days have passed since you developed the novel coronavirus disease, and 72 hours have passed since your symptoms resolved.

*In Nara City, if you are admitted to the hospital or stayed at the facility, you will be issued a Working Restrictions Removal Notice at the time of discharge from the hospital. Please keep it so as not to lose it because you will need it for the procedures of an authorized absence and exemption from obligation to devote full working hours to duties, etc.

2. If you are a pathogen carrier without symptoms (a close contact, etc.):

- (1) 10 days have passed since the specimen collection date.

3-4. When any one of your families living together is receiving a PCR test

- (1) Regarding teaching staff and administrative staff, if any one of your families living together is receiving a PCR test, please contact the university's Health Care Center promptly. In addition, please refrain from coming to the university until the result of the PCR test of the family member living together is available. In such cases, the staff will be exempt from obligation to devote full working time to duties.
- (2) Regarding students, if any one of your families living together is receiving a PCR test, please contact the university promptly by either of the following methods (using the contact website is highly recommended). In addition, please refrain from coming to the university until the result of the PCR test of the family member living together is available. In such cases, the student will be granted an authorized absence.

- Contact website “Contact Form for Novel Coronavirus”

https://opac.lib.nara-wu.ac.jp/?page_id=1677

- Call Health Care Center

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

(Ref)

The criteria for coming to the university after obtaining the result of the PCR test of the family member living together are as follows.

- (1) If the test result is positive (+), you may become a close contact according to the instructions of the public health center. (Refer to 3-3 above)
- (2) If the test result is negative (-), you are allowed to come to the university, but please follow the instructions of the public health center.

4. The emergency contact during the winter break (between December 29th and January 3rd)

*Most of the offices at university are closed including Health Care Center.

◇Teaching staff and administrative staff: Please contact the respective heads of offices and divisions.

*Heads are requested to report General Affairs and Planning Division and Health Care Center by email.

◇Students: Please contact us by “Contact Form for Novel Coronavirus .”

【Contact website “Contact Form for Novel Coronavirus”】

https://opac.lib.nara-wu.ac.jp/?page_id=1677

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 the place designated by the quarantine station chief, such as their homes and accommodation facilities in self-isolation, regardless of whether or not the novel coronavirus disease symptoms have manifested.

Students are requested to contact the International Student Section (ryugakusei@cc.nara-wu.ac.jp) when the schedule for returning to Japan (traveling to Japan for foreign students) is decided, regardless of the risk level of the infectious disease at the destination.

- (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 the mandate of staying at home, etc.: 14 days from the day following the entry into 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. Limousine taxis that meet specified criteria may be used for transportation. For details, visit the following website.

(Ref) Ministry of Health, Labour and Welfare website:

https://www.mhlw.go.jp/stf/seisakunitsuite/newpage_00020.html (in Japanese)

* 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 until the earlier of either the end of six months from the day when the immigration restrictions are lifted or April 30, 2021, for the time being. For the detailed information, please check the following website.

(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 Returnee/Contact Consultation Center (COVID-19 Consultation Desk) as well.

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

◇ Returnee/Contact Consultation Center (COVID-19 Consultation Desk), 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 or October 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. In addition, even if you are a returnee from the country/region designated as "Level 1 Warning on Infection Disease," if you receive the mandate to wait for 14 days due to quarantine measures, you will be suspended from attending class or work regardless of whether or not symptoms are manifesting during the required period of waiting.

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)

1. With respect to the levels of Travel Advice and Warning on Infectious Diseases, the Ministry of Foreign Affairs (MOFA) has issued Level 3 (see below) for 159 countries/regions around the world and Level 2 (see below) for all over the world except for Level 3 countries/regions, which are valid as of September 11. Based on these, the University requests all students and staff to refrain from overseas travel (including personal travel).

MOFA's Travel Advice and Warning on Infectious Diseases
Level 3: Avoid all travel
Level 2: Avoid Non-essential travel

Since the warning level of infectious disease is subject to change depending on the situation, please check the latest information on the following website as necessary.

(Ref) MOFA's website: <https://www.anzen.mofa.go.jp/masters/tawinfectiousdiseases.html>

2. If international students/researchers, etc. return to or travel to their own countries, etc. (temporarily) due to unavoidable circumstances, please pay attention to the points below and follow the necessary procedures for notification.

- Before entering the destination, be sure to check the immigration restrictions and movement restrictions after the entry.

- Be sure to have the University, your family, and friends informed of the contact points at the destination, regardless of whether the travel is for work or personal purposes.

(Students are requested to submit the necessary notification to the International Division in advance. Foreign researchers are requested to contact the International Exchange Section of the International Division (ryugakusei@cc.nara-wu.ac.jp) in advance.)

- Ensure to subscribe to health insurances or travel insurances that cover treatment of infectious diseases.

- Please note that departing from the country may become difficult due to the pandemic situation, movement restrictions, and suspension of flights in the destination country/region.

- 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.

- In particular, when foreign students return to their home countries temporarily, they are requested to fully understand the epidemic prevention measures related to re-entry and follow necessary procedures such as receiving a “Receipt” from the Immigration Services Agency of Japan before leaving Japan.

(Ref) MOFA’s website: http://www.moj.go.jp/nyuukokukanri/kouhou/nyuukokukanri07_00245.html

-Take careful note of any changes in health condition after returning to Japan.

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

Since the number of cases of infection in large cities such as the Tokyo metropolitan area and Osaka is increasing rapidly, please pay due attention to taking infection prevention measures when returning to your parents’ home or traveling to large cities. In addition, please refrain from unnecessary and unurgent business trips.

VI. Entry to campus

Undergraduate students are requested to refrain from unnecessary and unurgent entry to campus as much as possible. (*Entry to campus for educational research activities is permitted.) When entering the campus, always carry your student identification card (student ID) or staff ID card with you and wear a mask.

<How to enter the campus from Thursday, October 1>

The temperature and entry checks for students and staff are carried out using thermo-cameras when entering Nishimachi campus.

As a result of the checks with the thermo-cameras or in the guard station, if you have a body temperature of 37.5°C or above, you are prohibited from entering the campus.

For details on the body temperature measurement and method of entry to the campus, please check the website below.

<Important Notice> [“Body Temperature Measurement and Entry Checks When Entering Nishimachi Campus as Measures for the Novel Coronavirus Disease”](#)

Issued by the Facility Planning Division of the University on September 28, 2020

<http://www.nara-wu.ac.jp/nwu/news/coronavirus/20200929.pdf> (in Japanese)

- With regard to the Main Gate, since the large front gate will be closed all day, please enter the campus through the side entrance gate and proceed to get your body temperature checked. When entering the campus, please show your student ID/staff ID card to guards.

-The East Gate will be opened from 8:00 a.m. to 6:00 p.m. when guards are assigned. Please show your student ID or staff ID card to guards and submit the Result of Body Temperature when you enter the campus by bicycle or motorbike. Measurement when entering the campus. When entering the campus by car between 6:00 p.m. and 8:00 a.m., please measure your body temperature yourself and make sure that it is below 37.5°C before entry

-The West Gate and the South Gate will be closed all day. (*Students or Staff cannot unlock the gates or enter the campus through the gates using their student IDs or staff IDs.)

Attached Form (Result of Body Temperature Measurement) *in Japanese:

http://www.nara-wu.ac.jp/nwu/news/coronavirus/form/check_sheet.xlsx (Excel)

http://www.nara-wu.ac.jp/nwu/news/coronavirus/form/check_sheet.pdf (pdf)

VII. Extracurricular activities

Extracurricular activities that meet certain standards will be permitted, upon taking utmost heed to prevent the spread of infections. For details, please check the websites below.

- The gradual resumption of extracurricular activities

<http://www.nara-wu.ac.jp/nwu/news/coronavirus/20200917-0.pdf> (in Japanese)

- Attached Form 1 “Practical Examples of New Lifestyles”

<http://www.nara-wu.ac.jp/nwu/news/coronavirus/20200917-1.pdf> (in Japanese)

- Attached Form 2 “Guidelines for Resuming Extracurricular Activities”

<http://www.nara-wu.ac.jp/nwu/news/coronavirus/20200917-2.pdf> (in Japanese)

Gatherings (lunches/dinners, drinking parties, etc.), face-to-face welcoming events, and recruiting new members of extracurricular activity groups/clubs will be prohibited, in order to prevent the spread of the novel coronavirus disease.

VIII. Holding events

Among events and gatherings hosted by the university or together with other organizations, those that need to be held and expect not many participants (around 50 people or less) may be held, under the following condition that infection prevention measures are thoroughly taken. However, please cancel or postpone events or gatherings that include food and drinks. With regard to other events and gatherings, we request continued consideration to cancel, postpone, or scale down them.

1. Ensuring avoidance of the 3Cs (closed spaces, crowded places, close-contact settings)
2. Events and gatherings in which speaking in loud voices, singing, cheering, and talking in close distance are not expected, as a general rule
3. Taking appropriate infection prevention measures (restricting and guiding enterers, preparing hand sanitization facilities, wearing masks, ventilation within room, etc.)

4. Calling out to participants to refrain from interaction before and after events or during breaks as much as possible

IX. Staff work attendance and others

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

During periods when commute is restricted, based on the above “I. Prevention of infection, 3. Standards for commute,” if staff is diagnosed as being infected with the novel coronavirus or confirmed as a close-contact by any public health center, or returns or visits from/to countries/regions designated as Level 2 or higher Warning on Infection Diseases, and if his/her work cannot be performed due to restrictions on working, such staff 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. Acquisition of special leave of absence

If it is deemed appropriate that staff should take a leave of absence to care for children whose elementary school, kindergarten, nursery school, or authorized childcare centers are temporarily closed or limiting acceptance due to novel coronavirus disease, the staff may acquire a paid special leave of absence.

4. Remote work and off-peak commute

- (1) Remote work will also be allowed for those who reside in regions where local governments continue to request for remote work and others, even after the release of emergency state declarations, if proper working and security environments are secured at home, and managers deem that their performance level can be maintained (as compared to when working on-location).
- (2) If pregnant female staff receive instructions from physicians or others regarding effects of psychological stress from concern about potential novel coronavirus infection on the mother’s or fetus’s health condition, based on health guidance and exam results, maternal health management measures (remote work, etc.) will be considered. In such cases, consult with persons in charge of HR planning.
- (3) Off-peak commute is permitted for public transportation riders, upon decisions by manager in order to avoid crowded public transport for preventing COVID-19 infection.

X. Other

1. Unnecessary and unurgent entry to the university campus (including the Coop cafeteria) by external persons (excluding affiliated persons (vendors)) will be restricted.
2. When holding gatherings of ten (10) people or more, take heed to wear a mask and manage hygiene such as frequent ventilation.
3. Cancel or postpone unnecessary and unurgent meetings. When holding meetings, ensure to take measures to avoid the “three Cs” and make use of remote conference systems.
4. If, for inevitable reasons, you participate in job hunting and career-related events or perform part-time jobs, take heed to take thorough hygiene management measures such as mask use.
5. The Ministry of Health, Labour and Welfare has announced the use of the COVID-19 Contact-Confirmation App (COCOA). For details, please refer to the ministry’s website below.
(Ref) The Ministry of Health, Labour and Welfare website:
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html (in Japanese)