

March 26, 2020

Please Read: Important safeguard against Novel Coronavirus

Dear all staff and students,

Please read carefully and observe the following instructions to safeguard HU community against the potential spread of the infectious disease.

1. Overseas travel

1) As the Japanese authorities further elevated their infectious disease advisories, HU has issued a revised set of travel health notices as below (as of Mar 26).

	All countries, areas and territories assigned 'Level 3 infectious disease advisories' by the Ministry of Foreign Affairs (MOFA)*†	All countries, areas and territories assigned 'Level 2 infectious disease advisories' by MOFA*†
Students	DO NOT visit	DO NOT visit¶¶
Staff (HU employees)	DO NOT visit‡	Avoid non-essential travel¶¶

* MOFA's overseas travel advisories provide both travel safety information and infectious disease information. Read the latest updates of both regularly.

† Also check MOFA's "Coronavirus (COVID-19) Alerts and Updates" for the countries other than those given Level 2 or 3 infectious disease advisories.

<https://www.anzen.mofa.go.jp/> (in Japanese).

‡ Excludes the staff members who are in special circumstances e.g. infection outbreak investigations in the epicenters of Coronavirus clusters and/or other regions.

¶¶ When forced by circumstances to visit the above-specified areas, you should practice the standard precautions such as staying away from crowds, wearing surgical face masks and washing hands with soap and water. Before your departure, let your family, lab and the admin office of your school/institute know your travel destinations and contact numbers.

2. Entry to Japan from overseas

1) Entry restrictions have been implemented by the Japanese authorities as provided below (as of Mar 26).

	Subject to entry denial	Subject to entry restrictions	Not subject to entry restrictions
Area stayed/geographic area of origin	See the below webpage for the latest updates on the areas to which entry denials apply.§	<p>i) To see areas and quarantine/isolation requirements, check the latest updates on the below webpage.¶</p> <p>ii) About the areas with visa restrictions, see the below webpage for the latest information.#</p>	- All countries, areas and territories other than those specified in the left two columns
Entry and visa restrictions	Entry denied. Japanese government has restricted the entry of foreign passengers who were in the above areas at any point in the last 14 days including the date of arrival at a Japanese port/airport, and those who hold a foreign passport issued in any of the above areas.	<u>i) Quarantine heightened:</u> Passengers arriving in Japan will be requested to self-isolate at a location designated by the head of quarantine (e.g. current place of residence in Japan) for no less than 14 days after arrival, and not to use domestic public transport (e.g. when travelling to the location from the airport).	No restrictions apply. After arrival in Japan, observe the instructions in the attached "Novel Coronavirus: What You should Know". If any returnees or visitors have suspected coronavirus, inform the relevant school/institute admin office by phone/email a.s.a.p.

		<p><u>ii) Visa restrictions in place until April 30:</u> The validity of single/multiple entry visas is temporarily suspended if issued by an Embassy of Japan or Consulate General of Japan in the countries subject to the restrictions. Visa exemption arrangements are also temporarily suspended for the passport holders of the countries subject to the restrictions.</p>	
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§ Ministry of Justice (MOJ) provides a list of countries, areas and territories with entry denials to Japan, and related information.

Entry Denials Imposed to Prevent Novel Coronavirus Spread

<http://www.moj.go.jp/hisho/kouhou/20200131comment.html> (in Japanese. Information partly available in English, Simplified Chinese and Korean)

|| Ministry of Health, Labour and Welfare (MHLW) provides a Q&A and a list of countries, areas and territories from which the passengers to Japan are subject to stepped-up quarantine measures.

Stepped-up Quarantine Measures Q&A

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/covid19_qa_kanrenkiyou_00001.html (in Japanese)

Ministry of Foreign Affairs (MOFA) provides a list of countries, areas and territories with visa suspension (in "5. Notice" of the below page).

Travel and Stay Abroad

<https://www.mofa.go.jp/mofaj/toko/visa/index.html> (in Japanese)

3. If diagnosed with Novel Coronavirus

1) Students

i) Mandatory leave of absence

Under the provisions of Article 19 of the *School Health and Safety Act*, HU places the student who tests positive for Novel Coronavirus or who has any of the following symptoms on a university-mandated leave of absence.

We ask that you (the student) self-isolate and not come to campus. The mandatory leave must be taken if:

- a. You have been diagnosed with Novel Coronavirus infection at a medical institution;
- b. Either you have had the symptoms of cold or your body temperature has been at or above 37.5 degrees C (99.5 degrees F) for 4 days or longer; or you have been taking fever reducers/antipyretics; or
- c. You feel groggy and heavy, and/or have breathlessness/difficulty breathing.

You will not be disadvantaged in any way when being placed on a university-mandated leave of absence. Alternative options (e.g. writing assignment, makeup exam) will be arranged for the missed classes.

ii) Period of leave of absence

- a. When you fall into i)-a above (diagnosed with Novel Coronavirus)

As provided in Article 19, paragraph 1 of the *Ordinance of Enforcement of the School Health and Safety Act*, the period of the mandatory leave of absence is "until a full recovery is achieved". When returning to HU, the student who was on the mandatory leave of absence must hand in a doctor's certificate to the Academic Affairs Office of his/her school to prove that he/she has fully recovered from Coronavirus and poses no infection threat to the others.

- b. When you fall into i)-b or i)-c above (showing Coronavirus symptoms):

Seek advice from the local public health department ("hoken-jo") by phone. They will advise you of which medical institution you should visit. If you test positive for Novel Coronavirus, the period of the mandatory leave of absence is "until a full recovery is achieved". If you test negative, self-isolate until all symptoms resolve.

iii) Reporting requirements to HU

If you have contracted Coronavirus or any of i)-a, i)-b or i)-c apply, inform the Academic Affairs Office of your school/institute by phone/email a.s.a.p.

2) University staff (employees)

i) Mandatory leave of absence

HU places the staff member who tests positive for Novel Coronavirus, or falls under any of the following circumstances, on a university-mandated leave of absence.

- a. You have been diagnosed with Novel Coronavirus infection;
- b. You have had close contact with someone diagnosed with Novel Coronavirus infection; or
- c. You are in a group of people deemed necessary by the head of department to take the mandatory

leave to prevent infection spread at work.

ii) Period of leave of absence

When the above i)-a applies (you have been diagnosed with Novel Coronavirus infection): From the date you were diagnosed with the infection until you are given the all clear from a doctor.

When the above i)-b or i)-c applies: 14 days starting from the last date you had contact with a confirmed patient of Novel Coronavirus. It is however subject to extension if any health issues are present.

iii) Reporting requirements to HU

If you have contracted Coronavirus or fall under any of the above i)-a, i)-b or i)-c, inform your faculty admin office by phone/email a.s.a.p.

4. Rearrangement of work conditions, and measures at the workplace

1) Accommodation of family needs

If you have children who are in a nursery school, kindergarten or elementary school, and their schools are put in lockdown to prevent Coronavirus spread, you are entitled to take sick/injured child care leave (paid leave) to stay home with them. These exceptional measures apply to all university staff members with said needs. For further details please contact your faculty/institute admin office.

2) If you work in the University Hospital or "Kodomo-no-sono" nursery school

Exclusive rules apply e.g. measurement of body temperature. Please ask your admin office for further details.

3) HU employees excluding those specified in 2)

Observe the rules set by HU when you have a high temperature. Please ask your faculty/institute admin office for further details.

4) Shifting working hours

Please contact your faculty/institute admin office for further details.

5) If you are requested to self-isolate at a location designated by the head of quarantine

Please ask your faculty/institute admin office for advice.

5. Countermeasures to safeguard the university operations against critical situations caused by the possible spread of Coronavirus to HU staff

1) As the Coronavirus cases keep rising, we may need to deal with a temporary decrease in the workforce if HU confirms cases of Coronavirus within our staff, or "close contacts" with Coronavirus patients. What we can do now to continue university operations in critical situations is to list up duties and responsibilities of all personnel and plan strategic actions to avoid interruptions in the operations in high priority.

2) Small-sized departments/offices could face an emergency situation where all staff are confirmed as infected or have had close contact with Coronavirus patients which lead to absence, and consequently no one is present at work. Plan ahead to tackle the worst case scenario and to continue core duties/operations. Minimizing the external effects is vital under such circumstances where all work is unavoidably suspended.

3) Admin offices where the above 2) applies shall arrange cross support operations within divisions and departments.

6. General hygiene practices and further preventive measures

1) Effective infection prevention practices at all HU schools/institutes

If you have cold symptoms, never hesitate to take a leave of absence from classes/work.

As you normally do to avoid flu and cold viruses and prevent their spread, do the hand hygiene and cough etiquette. Schools/institutes must ensure a supply of alcohol-based hand sanitizers in the entrance areas as well as liquid hand wash next to the wash basins and sinks, and adequate and regular ventilation in all rooms.

2) Infection prevention and control at event activities

If planning an event or meeting, re-evaluate whether it is absolutely necessary in consideration of preventing a possible Coronavirus spread. For the time being, all events and meetings to be held on campus involving a number of people or those organized by HU personnel must be cancelled or postponed to avoid a large infection.

If absolutely necessary to hold an event/meeting, take the following preventive actions to reduce the risk of infection with Coronavirus.

<Preventive actions>

- Do not allow anyone with cold symptoms to participate in the event/meeting. Make sure this is understood by all parties involved.
- Strongly encourage the participants to do the hand hygiene and cough etiquette; and provide hand sanitizers at the venue.
- Ensure the venue is regularly ventilated.

<Tips on how to reduce infection risks>

- Cut the number of participants.
- Arrange seating thoughtfully - allow plenty of room between participants.
- Prioritize and select activities/agenda items; and shorten the duration of the event/meeting.

3) To stop Coronavirus spread

Students and staff please be reminded the following precautions:

- Past cases have raised significant awareness on the issue that it is highly dangerous for the people staying and talking within spitting distance in a closed space with insufficient ventilation. Cases satisfying such conditions (e.g. social gathering, dinner parties and training camps) must be cancelled or postponed; and
- Avoid non-essential travel (both business and private) within Japan and abroad, and student/researcher intakes, until further notice to safeguard ourselves from the risk of contracting Coronavirus.

Further details are available in "Regarding the Measures to Prevent Further Novel Coronavirus Transmission (Mar 18)".

7. HU main website

Please visit our website regularly for the latest updates on Novel Coronavirus health alerts and advisories.

<https://www.global.hokudai.ac.jp/university-life/health-and-wellness/covid-19-health-alerts-and-advisories/>

Your cooperation and understanding is much appreciated.

Regards,

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<Inquiries>

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