

January 14, 2021

To all faculty members and other staff

Notice on the Revision of Tokushima University's Basic Policy  
on Countermeasures against COVID-19

The basic policy indicated above has been further revised as detailed below for urgent request from the National Governors' Association expanded. We maintain Level 1 of our Business Continuity Plan (BCP).

In order to secure the health and safety of students, faculty members and other staff, it is absolutely necessary to take measures to prevent the spread of infection. We appreciate your understanding and cooperation.

We will consider our future response while being on alert concerning the status of outbreak, and will announce any revision to the basic policy in due course.

**Target Period: Until February 7 (Sun)**

**1. Restriction on holding and participating in events and meetings (excluding those in which people gather only virtually, such as online events)**

When holding or participating in events and meetings which could involve a high risk of cluster infection due to closed spaces, crowded places and close-contact settings, thorough measures to prevent infection must be taken. Special caution is called for in the case of events and meetings requiring nationwide travel of participants.

**(1) Holding events hosted by Tokushima University**

We recommend that you hold it online or on-demand as much as possible.

For indoor events, the number of participants must be limited to 1,000 at maximum per event, filling 50% or less of the capacity; for outdoor events, the number of participants must be limited to 1,000 at maximum, with a sufficient distance (desirably 2m) secured between participants.

Events (including meetings) involving participants from the **11 prefectures (Tokyo, Saitama, Chiba, Kanagawa, Tochigi, Gifu, Aichi, Kyoto, Osaka, Hyogo, Fukuoka; the same hereinafter)** will be canceled or requested to refrain until February 7 (Sun).

If it is necessary to hold an event that is larger in scale than the above due to unavoidable circumstances, a written statement of reason (in any form) specifying the necessity to hold the event and the measures to be taken to prevent the spread of infection must be submitted in advance to the Director of the Tokushima University Crisis Response Headquarters (the President) to

obtain the approval of the Headquarters (where to submit: General Affairs Division, General Affairs Department)

(2) Participation in events hosted by other organizations

Avoid participating in events for which infection prevention measures are not appropriately taken.

## **2. Traveling abroad**

In principle, traveling abroad for business or training purposes is prohibited, and traveling abroad for private purposes should be avoided.

(1) If faculty members and other staff return from abroad, they will be prohibited from attending work (for 14 days) and required to check their health conditions.

(2) If students return from abroad, they will be required to stay home (for 14 days) and check their health conditions.

## **3. Travel for business or training purposes and private trips in Japan**

When traveling to other prefectures for business or training purposes or for private trips, faculty members and other staff should check the latest information announced by the prefecture you are visiting and be prepared according to the level of infection risk, such as taking thorough infection prevention measures, or cancelling the travel to the area where an alert for the spread of infection is issued.

In principle, travel for business or training purposes to the 11 prefectures is prohibited during the period until February 7 (Sun).

Private trips to the 11 prefectures should be avoided.

(1) Faculty members and other staff

When faculty members or other staff need to go to the 11 prefectures for business or training purposes due to unavoidable circumstances, they must in advance submit a document (in any form) to the Director of the Tokushima University Crisis Response Headquarters of (the President), stating the destination, purpose, period, and reason for travel, and obtain the approval of the Headquarters. If they plan to make a private trip to the 11 prefectures, they must make a notification (in any form) in advance. (Where to submit: General Affairs Division, General Affairs Department)

If faculty members or other staff travel to the 4 prefectures, they are requested

to stay home for 14 days after returning home to check their physical conditions.

Instructions regarding the 14-day period of observation of physical conditions required of faculty members and other staff while staying home

During the period of observation of physical conditions, faculty members and other staff are, in principle, required to stay home, refrain from all non-essential, non-urgent outings, and check their temperature and other health conditions. If they have no health problems, they should act as instructed below.

(1) Faculty members

- They are recommended to give remote classes from home.
- If they can find their own rooms or other isolated spaces on campus, they are allowed to work in such spaces, provided that they have minimal physical contact with others and basically use only email and the telephone for communications. When coming to work, they should commute by car, bicycle or foot, avoiding contact with others as much as possible.

(2) Other staff members

- They are required to work from home to the extent possible.
- If they can find their own rooms or other isolated spaces, they are allowed to work at such spaces, provided that they have minimal physical contact with others and basically use only email and the telephone for communications. When coming to work, they should commute by car, bicycle or foot, avoiding contact with others as much as possible.

(2) Students

When students travel to the 11 prefectures due to unavoidable circumstances, they must notify the educational affairs offices of their faculties in advance and without fail, and stay home for 14 days after returning to Tokushima Prefecture to check their physical conditions.

Faculty members and other staff working at the University Hospital should follow instructions given by the hospital.

However, students who receive education at medical care facilities should follow the instructions given by their facilities.

#### **4. Classes**

Follow the "Policy for Conducting Classes for Academic Year 2020" and other notices based on the instructions on "education activities" in the BCP.

#### **5. Points to Keep in Mind**

(1) If you have any health problems, please act as instructed in the “Flow Chart on Measures for Work in Case of Suspected COVID- 19”.

Do not come to work if you have a fever or other symptoms (you are ordered to stay on standby at home or placed under compulsory leave (both treated as paid leave)).

(2) Avoid 3-Cs (closed spaces, crowded places, and close-contact settings), and check your temperature and other health conditions.

(3) Eating and drinking with singing and eating for 5 or more people is prohibited.

(4)The risk of infection in smoking areas has been pointed out, so please be careful if you smoke.

(5)Keep your activity record and use a mobile application that notifies you of the possibility of contact with infected people.

• COVID-19 Contact-Confirming Application(COCOA)(Ministry of Health, Labour and Welfare)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa\\_00138.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html)

• Tokushima COVID-19 Information System (Tokushima Prefecture)

<https://www.pref.tokushima.lg.jp/ippanokata/kenko/kansensho/5038390/>

(6) When you or a family member living with you is to receive a PCR test, please notify the contact point indicated below promptly.

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[Contact point for faculty members and other staff]

General affairs offices of their faculties and departments

[Contact points for students]

(Josanjima Campus)

• Faculty of Integrated Arts and Sciences, Educational Affairs Office  
phone:088-656-7108

• Faculty of Science and Technology, Educational Affairs Office  
phone:088-656-7315

• Faculty of Bioscience and Bioindustry, Educational Affairs Office  
phone:088-656-8021

(Kuramoto Campus)

• Faculty of Medicine, Educational Affairs Office

phone:088-633-7982

• Faculty of Medicine, School of Health Sciences, Educational Affairs Office

phone:088-633-7030

• Faculty of Dentistry, Educational Affairs Office

phone:088-633-7310


• Faculty of Pharmaceutical Sciences, Educational Affairs Office

phone:088-633-7247

## 6. Others

For information on the COVID-19 outbreak situation in Japan, please visit the following website. Ministry of Health, Labour and Welfare (About Coronavirus Disease 2019 (COVID-19))

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708\\_00001.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html) 

(English: [https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage\\_00032.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html) )