

## 2 Faculty and Staff Member Rules for Staying at Home and Not Attending Work (2020.3.4)

From February 1, the novel coronavirus was labeled as a designated infectious disease. Faculty and staff members diagnosed with the novel coronavirus shall adhere to the “Work Ban” measures.

In addition to the faculty and staff members diagnosed with infectious disease, anyone who has traveled to a Level 2 or higher infected region (hereinafter referred to as “infected region”), or has had close contact with the above person, shall stay at home for 2 weeks and shall be under a “Work Ban.” Staying at home for two weeks and the “Work Ban” will be in affect regardless of whether or not the person has obvious symptoms.

### **Work Ban Time Period**

1. Faculty or staff member diagnosed with virus → Period of diagnosed contraction of virus until complete recovery
2. Faculty or staff member suspected of contraction of virus
  - (1) Entering Japan from the infected region  
→ 2 weeks after entry to Japan
  - (2) Close contact with someone entering Japan from the infected region  
→ 2 weeks from time of close contact
  - (3) Cold symptoms and/or a fever of 37.5°C or above  
→ Period until the symptom subsides

### **Procedures**

1. Based on “Students, Faculty and Staff Entering Japan from a Level 2 or Higher Infected Region, and Persons who have had Close Contact with Above Person Ver. 4.0 (2020.3.4)”, contact the manager of working hours for your applicable department and affiliated faculty (office).
2. Fill in your work conditions as follows:
  - (1) Staff members: “Confirmation of Work Start Time and End Time and Overtime Management Book”  
→ Fill in “Work Ban” for the row “Contents of Overtime or Holiday Work & Type of Vacation and Time.” If the case calls for it, write the same for days off such as Saturdays, Sundays, and public holidays.
  - (2) Faculty: “Work Conditions Records & Report for Discretionary Workers”  
→ Fill in “Work Ban” for the row “Working Conditions at Place(s) Other than Normal Working Place, Etc.” If the case calls for it, write the same for days off such as Saturdays, Sundays, and public holidays.
  - (3) Nursing staff: Contact the nursing management office, and enter into the nurse working hours system “Work Ban.” If the case calls for it, write the same for days off such as Saturdays, Sundays, and public holidays.
3. For faculty and staff members determined to have been infected, you must submit documents indicating that you have contracted the novel coronavirus, details of medicines required for treatment, etc., after returning to work. In addition, even in cases where there are no obvious symptoms after entering Japan or close contact, you are required to closely monitor your health. Fill out the “Self-Health Checklist,” and if 2 weeks pass with no symptoms, submit this card to the Health Services Center upon returning to work.