

COVID-19 Communication System for Student or Faculty/Staff Members

Last updated on November 24, 2020

Nagoya University

* In order to take prompt responses, please contact the Health Administration Office if you correspond to any of the cases 1-4

1. If you:

Have difficulty breathing, are feeling fatigued/lethargic, or have a high fever
Have cold symptoms, such as fever, cough, or sore throat, continuing for 4 or more days (If you have an underlying disease or if symptoms become unbearable, please act immediately; do not wait 4 days)
Have any unusual changes in your sense of smell or taste

- ✓ Rest at home; do not go outside.
- ✓ Consult your family doctor or other local medical institution (by telephone, etc.) (Avoid walk-in appointments without prior consultation.) If you do not have a family doctor or are unsure of which medical institution to consult, contact the Novel Coronavirus Consultation Center (Medical Consultation Center) in your area of residence.
- ✓ Contact the University Health Administration Office to assist them in information gathering. If you are not sure whether any of the above apply to you, please consult with the Office.
- ✓ Do not come to school.

2. If it is decided that you will take a PCR test

- ✓ Inform the Nagoya University Health Administration Office of the scheduled consultation date and medical institution to assist them in information gathering.

3. If the local health center identifies you as a close contact:

- ✓ Follow the instructions given by your health center and self-quarantine at home.
- ✓ Contact the University Health Administration Office to assist them in information gathering.
- ✓ Do not come to school.

4. If someone you live with has been identified as a close contact

If you are suspected of close contact, even if you haven't been identified as a close contact:

- ✓ Contact the University Health Administration Office for guidance.

If you test positive for infection:

(You must contact the Health Administration Office in advance if you correspond to any of the above 1-4. Then, contact the Health Administration Office again if you test positive for infection.)

- ✓ Follow the instructions given by your health center.
- ✓ Contact the University Health Administration Office to assist them in information gathering.
- ✓ Do not come to school.

Local medical institutions, such as family doctors, or your local Novel Coronavirus Consultation Center

- Municipal Health Centers (Outside of Nagoya City)

* Open 24 hours a day

- Ward Health Centers (Within Nagoya City)

* Nights and holidays:

Night and holiday consultation services

In the case of hospitalization or other measures

Nagoya University the Health Administration Office (Higashiyama)

Phone: 052-789-3970 (Weekdays: 8:30 - 17:15)

E-mail: hokekan@htc.nagoya-u.ac.jp

(After hours, please contact via email)

When contacting the University Health Administration Office:

- ✓ Students should contact their advisor or their undergraduate/graduate school's students affairs section.
- ✓ Faculty/staff should contact their supervisor.
- ✓ The supervisor should report to the head of the department or undergraduate/graduate school.

*University Health Administration Office
Novel Coronavirus Information website



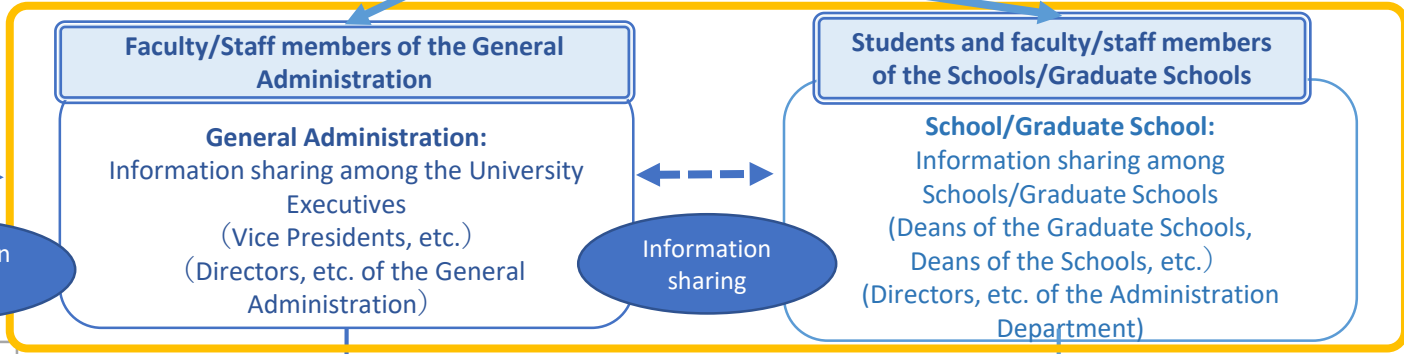
- ✓ Employees of the University Hospital should follow separate hospital guidelines.
- ✓ Students and faculty/staff at Tsurumai Campus who are not hospital employees should follow these guidelines.

Communication System in the Case the Health Administration Office Receives Information (on campus)

Nagoya University Health Administration Office
 (Higashiyama)
 Tel: 052-789-3970 (weekdays: 8:30 - 17:15)
 E-mail: hokekan@htc.nagoya-u.ac.jp
 (After hours, please contact via email.)

Contact

Director of the General Affairs Department (052-789-2007)
 Manager of the General Affairs Division (052-789-2008)
 Facilities Director (052-789-5988)



Nagoya University Novel Coronavirus Infectious Disease Risk Management Task Force Meeting

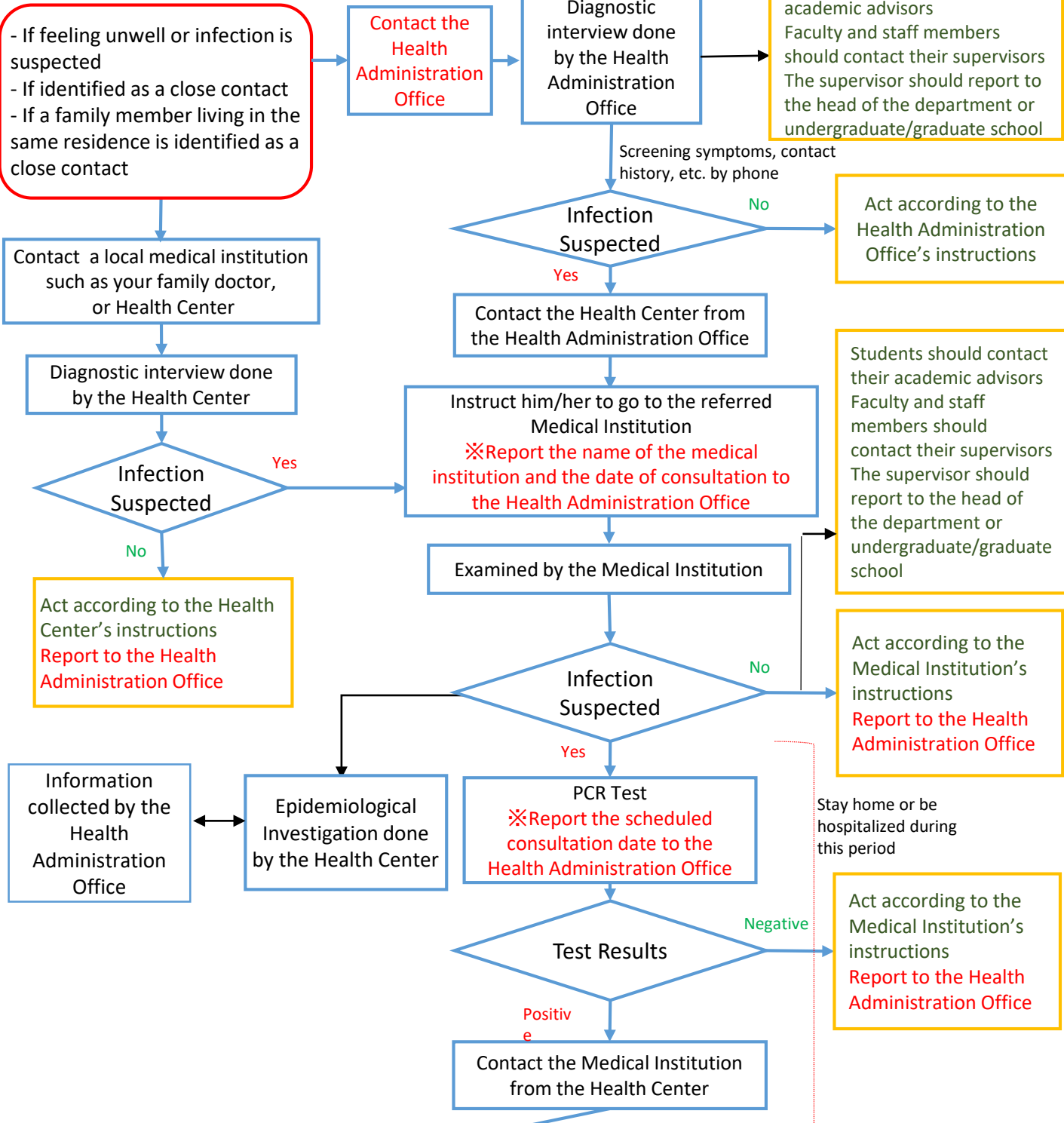
General Affairs Department
 TEL: 052-789-2008 (weekdays)
 E-mail: corona@adm.nagoya-u.ac.jp
 (Any time during the night and holidays)

- Contact the family of the faculty/staff member
- Contact the Manager, etc. of the faculty/staff member

- Contact the family of the student or faculty/staff member
- Contact the student's academic advisor, etc.
- Contact the Manager, etc. of the faculty/staff member

- ✓ Employees of the University Hospital should follow the hospital guidelines prescribed separately.
- ✓ Students and faculty/staff at Tsurumai Campus who are not hospital employees should follow these guidelines.

1. Flow of Infection Confirmation and Hospitalization for Students, Faculty and Staff Members



The person in question is to be notified by the Medical Institution that he/she needs to be hospitalized (He/she needs to report the Health Administration Office him/herself)

- (Reference) When to return to the university
- When symptoms have improved and there have been two negative results from the PCR Test
 - May return to the university after 48 hours have elapsed since the disappearance of symptoms
 - Share information with the Health Administration Office

✘Regardless of what is written above, request those who have cold-like symptoms not to come to the university.

2. Actions to be taken if any student, faculty, or staff member of the university has been confirmed as a person of close contact by a public health center

- Persons identified as a “person of close contact” by a public health center, be it student or faculty or staff member, shall follow the health center’s instructions and stay at home, etc.
- If any family members living together become close contacts, the student, faculty or staff member shall contact the Health Administration Office.

3. Flow of actions to be taken if any student, faculty, or staff member of the university has become a person suspected of close contact

○ If a student is suspected of having been in close contact, they shall stay at home, etc.

○ For the faculty and staff members:

- Those suspected of having been in close contact shall basically stay at home, etc.
- If it is possible to work from home, they shall consult with their supervisor and work from home.
- The responding supervisor shall report to the head of the department or undergraduate/graduate school to share the information.

(Guide for resuming regular work)

- When the “person suspected of infection” whom the faculty or staff member came into contact with is determined “negative” by the Health Center
- The faculty or staff member is in good health