	School/Graduate School Responses
1. If someone notifies you that they have potential COVID-19	
symptoms	
[If symptoms develop off-campus (at home, etc.)]	① Instruct the person to quarantine at home.
	② Advise the person to consult their family doctor or other local medical institution (by telephone,
	etc.) (Avoid walk-in appointments without prior consultation). If they do not have a family doctor of
	are unsure which medical institution to consult, tell them to contact the Novel Coronavirus
	Consultation Center (Medical Consultation Center) in their area of residence and advise them to
	follow the instructions of the medical institution. ( Nagoya City: Ward Health Center $^{st24\; ext{hour}\; ext{respon}}$
	Outside Nagoya City: Municipal Health Center **Night and holidays: Night and holiday consultation counter)
	③ Tell the person to contact the Health Administration Office. Follow all instructions from the
	Office and fill out the Medical Observation Sheet going back five days before the onset of
	symptoms. At the Health Administration Office's discretion, the central administration may ask
	your school/graduate school to investigate the person's movements and activities starting two
	days before the onset of symptoms in order to assist with contact tracing.
	**Health Administration Office Website:
	http://www.htc.nagoya-u.ac.jp/hokenkanri/kenkotebiki/covid19/
	Phone: 052 - 789 - 3970 (Weekdays: 8:30 - 17:15)
	E-mail: hokekan@htc.nagoya-u.ac.jp (After hours, please contact via email.)
	4 It is not expected that the central administration will issue a university-wide notification at this
	stage. However, at the school/graduate school's discretion, a notification may be issued within the
	school/graduate school and to related schools/graduate schools with the person's consent.  ⑤ It is not expected that the central administration will take measures such as disinfecting the
	building or instituting entry restrictions at this stage. However, the school/graduate school may
	decide to disinfect areas as a defensive measure. If so, the entire facility does not have to be
	disinfected; instead, use an ethanol-based disinfectant (rubbing alcohol) or 0.05% sodium
	hypochlorite solution (bleach) to sanitize areas where the person has been and is likely to have
	touched frequently.
[If symptoms develop on campus (inside a building)]	① Instruct the person to put on a mask and return home immediately. (Public transportation
	should be avoided, but may be permitted if no other methods of transportation are possible.) Tell
	the person to avoid using elevators and instead take the stairs.
	Follow steps ② through ⑤ in "If symptoms develop off-campus (at home, etc.)" above.

	School/Graduate School Responses
2. If someone is diagnosed with COVID-19	,
	① The central administration will ask the school/graduate school to investigate the person's
	movements and activities.
	② In order to provide accurate information about infections, the General Affairs Department,
	General Affairs Division will issue a news flash about the infected school/graduate school to the
	directors of all administration departments via Teams.
	③ The Novel Coronavirus Infectious Disease Risk Management Task Force will hold a meeting to
	discuss the appropriate measures. The school/graduate school will obey all instructions from the
	Novel Coronavirus Infectious Disease Risk Management Task Force.
	④ If the school/graduate school decides to take emergency measures in the interim until the
	Task Force issues its directions, consider the following points and consult with the Manager of
	the General Affairs Division (ex. 2008) or the Director of the General Affairs Department (ex.
	<ul><li>2007).</li><li>Students who attend classes conducted in accordance with infection prevention measures are</li></ul>
	not considered close contacts, in principle, if they are not feeling unwell. The same applies to
	those who dined at the Co-op after infection prevention measures were instituted. However, even
	if they are wearing a mask, they may be identified as a close contact if they work in close
	proximity to an infected person.
	· While the virus can survive on surfaces for different lengths of time depending on the material,
	it is generally thought to remain potentially infectious for 24 to 72 hours.
	· Take extra consideration to make sure that the infected person is not subject to discrimination,
	bias, or other defamation or abuse.
	⑤ Implement the measures (disinfection, entry restrictions, etc.) deemed necessary by the Task
	Force.
	⑥ Upon request by the General Affairs Division, complete a COVID-19 Infection Report to be
	submitted to the Ministry of Education, Culture, Sports, Science and Technology.
	(7) Even if the test results return negative for infection, this does not mean the person may
	immediately return to class or work. Instead, tell the person to obey the directions of their local
	health center.
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	School/Graduate School Responses
3. If someone is designated a close contact of an infected person	
[If the health center designates someone as a close contact]	① Tell the person to obey all directions from their health center (quarantine at home, etc.).
	② Instruct the person to quarantine at home for two weeks from the last time they had close
	contact with the infected person.
	③ Tell the person to contact the Health Administration Office.
	**Health Administration Office Website:
	http://www.htc.nagoya-u.ac.jp/hokenkanri/kenkotebiki/covid19/
	Phone: 052 - 789 - 3970 (Weekdays 8:30 - 17:15)
	E-mail: hokekan@htc.nagoya-u.ac.jp (After hours, please contact via e-mail)
	4 If the Health Administration Office deems it necessary, the central administration will ask the
	school/graduate school to investigate the person's movements and activities.
	⑤ An internal school/graduate school notification is not expected to be issued at this stage.
	However, at the school/graduate school's discretion, a notification may be issued within the
	school/graduate school and to related schools/graduate schools with the person's consent.
	⑥ It is not expected that the central administration will take measures such as disinfecting the
	building or instituting entry restrictions at this stage. However, the school/graduate school may
	decide to disinfect areas as a defensive measure. If so, the entire facility does not have to be
	disinfected; instead, use an ethanol-based disinfectant (rubbing alcohol) or 0.05% sodium
	hypochlorite solution (bleach) to sanitize areas where the person has been and is likely to have touched frequently.
	touched frequently.
[If a family member in the same residence is designated a close	① Tell the person to obey all directions from their health center (quarantine at home, etc.).
contact]	② If the person is a student: tell them to contact the Health Administration Office and obey all
	directions given.
	③ If the person is a member of faculty or staff: while the University will not as a rule request the
	person to quarantine, the Health Administration Office will ask the employee work from home if
	possible. The quarantine period is the same as for close contacts.
	Follow steps ③ through ⑥ in "If the health center designates someone as a close contact" above.
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[If someone is not designated a close contact, but may have had	① If the person is a student: tell them to contact the Health Administration Office and obey all
close contact]	directions given.
	② If the person is a member of faculty or staff: generally, the person will be instructed to
	quarantine at home. If working from home is possible, the person will discuss with a superior and

work from home as possible. The superior will report to and share information with the Director of the department.
③ The person may return to school or work when the "person suspected of infection" they had contact with tests negative for COVID-19.
Follow steps ③ through ⑥ in "If the health center designates a person as a close contact" above.