

Revised September 10, 2020  
Academic Affairs Division  
Research Promotion Division  
Personnel Division  
Health Support Center

Dear faculty and staff:

### **Guidelines When Faculty and Staff Are Diagnosed with Novel Coronavirus Disease**

The University needs to implement preventive measures (\*) against the spread of the novel coronavirus following instructions from public health centers based on the Infectious Diseases Control Law when its members are diagnosed with the novel coronavirus disease. When a faculty/staff member is diagnosed with the virus disease, please follow the guidelines below in a prompt manner.

\*Cooperation with public health centers with their operations by providing information gathered from hearing, visiting door-to-door, and identifying close contacts of the diagnosed and by disinfecting the facilities.

#### **(1) When a faculty/staff member is confirmed infected with the novel coronavirus:**

1. The member provides the following information to the affiliated office and suspends the office work until recovered.
  - Residence Address (Municipality)
  - Underlying Health Conditions  
(e.g. respiratory disease, diabetes, high blood pressure, heart disease, chronic kidney disease (including if on dialysis), chronic liver disease, immune deficiencies (including if immunocompromised due to an underlying condition, chemotherapy, or administration of immunosuppressants)
  - Date of Diagnosis and Name of Medical Institution
  - Dates and Place of Hospitalization or Recuperation (Home / Name of Medical Institution / Name of Recuperation Facility)
  - Date of Onset (Appearance of Symptom)
  - Date of Test and Test Method (PCR / Antigen)
  - Date of Found Positive
  - Record before Treatment (Symptoms, Date of Consultation at a Public Health

Center, Date of PCR Test, etc.)

- Close Contact Persons (Family Members, etc.), if any, Whose Source of Infection is the Faculty/Staff Member
- Travel Record (if any)
- Possible Source of Infection (Family, Housemates, Friends, etc.)
- Last Date of Coming to School
- Duties inside Campus (Attendance to Face-to Face Classes, Meetings, etc. during Approximately Two Weeks before the Onset)

2. The affiliated office reports the condition of the member to Faculty and Staff Health-care Room of the Health Support Center (Faculty and Staff Health-care Room hereinafter) with “Report Related to Novel Coronavirus.”

Format: ¥nas01¥S6\_保健センター¥他箇所公開用¥新型コロナウイルス感染症

<https://waseda.box.com/s/gskjsix7zud9jskexyk87azdi1l9pwtu>

Address: [kenkosoudan@list.waseda.jp](mailto:kenkosoudan@list.waseda.jp)

\*In principle, the report should be submitted through Network Drive with a password.

3. Faculty and Staff Health-care Room works with public health centers and follows their instructions as needed.
4. Faculty and Staff Health-care Room and University Physicians share information including the instructions from public health centers (door-to-door visiting, disinfecting work spaces, etc.) with Academic Affairs Division, Research Promotion Division, Personnel Division, and Policy Headquarter.
5. When discharged from the medical institution or other facilities, the faculty/staff member reports the date of discharge to the affiliated office and Faculty and Staff Health-care Room. If instructed to stay home after the discharge by the medical institution or public health center, add the instruction to the report.
6. Faculty and Staff Health-care Room and University Physicians work with Academic Affairs Division, Research Promotion Division, Personnel Division, and the affiliated office toward the member’s returning to office.

**(2) When a faculty/staff member is identified as a close contact person by a public health center:**

1. The faculty/staff member provides the following information to the affiliated office, suspends the office work and stays home for the health monitoring period set by the public health center.
  - Residence Address (Municipality)
  - Underlying Health Conditions  
(e.g. respiratory disease, diabetes, high blood pressure, heart disease, chronic kidney disease (including if on dialysis), chronic liver disease, immune deficiencies (including if immunocompromised due to an underlying condition, chemotherapy, or administration of immunosuppressants)
  - Current Health Condition
  - Possible Source of Infection(Family, Housemates, Friends, etc.)
  - Instructions from the Public Health Center (Period of Self-Quarantine, etc.)
  - Last Date of Coming to School and Recent Duties
2. The affiliated office reports the condition of the member to Faculty and Staff Health-care Room.
  - \*Follow the guideline described in (1)-2.
3. Faculty and Staff Health-care Room shares information with University Physicians, Academic Affairs Division, Research Promotion Division, Personnel Division, Policy Headquarter, and the affiliated office.
4. During the health monitoring period set by the public health center, the faculty/staff member monitors his/her health with Health Monitoring Chart.
5. When the health monitoring period set by the public health center is finished, the faculty/staff member reports to Faculty and Staff Health-care Room and the affiliated office, and then may resume the office work.

**(3) When a faculty/staff member who has attended face-to-face classes and meetings is confirmed infected or identified as a close contact person:**

1. The affiliated office designates a staff who will be in charge of the case.
2. The office reports (1)-1. & 2. or (2)-1.&2. to Faculty and Staff Health-care Room.
3. In addition to (1)-1. or (2)-1., the office gathers the following information in preparation for an active epidemiological investigation by a public health center.
  - Working Situations and Areas of Activities of the Infected (Close Contact) Member

and List of Attendees who Shared the Same Classes or Meetings

- Seating Chart of the Member's Office
- Layout of the Floor Where the Member Works

4. If the infection is confirmed, the office asks the office of general affairs for the disinfection of classrooms and working spaces (if an instruction is given by the public health center, follow the instructions).

- Office of the Infected Member

(Electronic Devices Including Computers, Tablets, Telephones, and Fax Machines, Chairs and Desks of the Positive Members, Cabinets, Doorknobs, Light Switches, Floors and Walls, etc.)

- Public Spaces Suspected to be Used by the Infected Member

(Chairs and Tables of Cafeterias and Meeting Rooms, Doorknobs and Light Switches of Locker Rooms, Handrails of Stairs, and Toilet Seats)

5. The office staff in charge of the case, while protecting the privacy of the infected member, provides information about the infection to students, faculty, staff and whoever may be in concern (including students who attended the same face-to-face classes or meetings) and instructs them to stay home or quarantine themselves.

6. After close contacted persons are identified by the public health center, the office staff in charge of the case informs the students, faculty and staff who have been identified otherwise that they no longer have to stay home.

7. Faculty and Staff Health-care Room shares information with University Physicians, Academic Affairs Division, Research Promotion Division, Personnel Division, Policy Headquarter, and the affiliated office.

**(4) When a faculty/staff member needs to make an inquiry about the novel coronavirus:**

Members can consult Faculty and Staff Health-care Room via email in such cases where family, housemates or neighbors are infected and the members are concerned about their own health conditions.

Faculty and Staff Health-care Room

Email Address: [kenkosoudan@list.waseda.jp](mailto:kenkosoudan@list.waseda.jp)

Faculty/staff members also may consult at the following public services.

1. Telephone Consulting Service Provided by Each Prefecture

(9:00-21:00 Available on both Weekdays and Holidays)

\*Members can consult about mild fever and cough, and uncertainties about infection with the telephone service.

Visit the following URL for telephone numbers of each prefecture.

[https://www.kantei.go.jp/jp/pages/corona\\_news.html](https://www.kantei.go.jp/jp/pages/corona_news.html)

2. Telephone Consulting Service Provided by the Ministry of Health, Labour and Welfare

(9:00-21:00 Available on both Weekdays and Holidays)

Phone Number: 0120-565653