

Revised September 10, 2020
Health Support Center

Dear students, faculty and staff:

Guidelines When Students 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 student is diagnosed with the virus, 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 student is confirmed infected with the novel coronavirus:

1. The student provides the following information to the office of his/her affiliated school/college office, and follows the necessary procedure to suspend the class attendance (the student cannot attend class until recovered).

*More information: School Infectious Disease Prevention Policy - Class Absence Procedures (Health Support Center Webpage)

<https://www.waseda.jp/inst/hsc/en/information/healthcare/infection>

- Residence Address (Municipality)
- Date of Diagnosis and Name of Medical Institution
- Date of Onset (Appearance of Symptom)
- Date of Test and Test Method (PCR / Antigen)
- Date of Found Positive
- Dates and Place of Hospitalization or Recuperation (Home / Name of Medical Institution / Name of Recuperation Facility)
- Progress and Treatment Status
- Travel Record (if any)
- Possible Source of Infection
(Family, Housemates, Friends, Dormitory, Class, Club / Circle, Job Scene, etc.)

Last Date of Coming to School

Activities inside Campus (Attendance to Face-to Face Classes, Circles, etc. from Two Days before Symptom to Present)

*Submit "Record of Activities" if there are any activities or personal contacts inside the campus.

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

2. School / college office reports the condition of the student to Health-care Room of Health Support Center (Health-care Room hereinafter) with "Report Related to Novel Coronavirus."

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

*Address: covid_healthcareroom@list.waseda.jp

*If the student has entered the campus, his/her whereabouts must be reported to the office of general affairs.

3. Health-care Room works with public health centers and follows their instructions as needed.

*Generally, public health centers contact Health-care Room and provide instructions about hearing and other conducts.

4. Health-care Room shares information with Policy Headquarter and the student's affiliated school/college office.

*The information of instructions from public health centers (door-to-door visiting, disinfecting classrooms, etc.) should also be shared.

5. The student reports to the affiliated school/college office that he/she is recovered (allowed to attend class).

Date of Removal of Attendance Restriction

Name and Contact Information of Public Health Center or Medical Institution which Certified the Removal

*If there is a document certifying the student's recovery (issued by medical institution or public health center), it needs to be submitted to the affiliated

school/college office.

6. The affiliated office reports to Health-care Room by adding the condition of the student to the "Report Related to Novel Coronavirus."
7. Health-care Room reports the completion of the case to Policy Headquarter.

(2) When a student is identified as a close contact person by a public health center:

1. The student provides the following information to the office of his/her affiliated school/college, and follows the necessary procedure to suspend the class attendance (for the period instructed by the public health center to stay home).
 - Residence Address (Municipality)
 - Name of the Public Health Center
 - Current Health Condition
 - Information of Infected Persons in Contact
 - Instructions from the Public Health Center (Period of Self-Quarantine, etc.)
2. The affiliated office reports the condition of the student to Health-care Room.
*Follow the guideline described in (1)-2.
3. Health-care Room shares information with Policy Headquarter and the student's affiliated school/college office.
4. The student reports the ending of the quarantine period to his/her affiliated school/college office.
 - End Date of Quarantine Period
 - Name and Contact Information of the Public Health Center which Instructed the Ending
5. The affiliated office reports to Health-care Room by adding the condition of the student to the "Report Related to Novel Coronavirus."
6. Health-care Room reports the completion of the case to Policy Headquarter.

(3) When a student who has attended face-to-face classes and extracurricular activities is confirmed infected.

1. The affiliated office designates a staff who will be in charge of the case.
2. The office reports (1)-1. & 2. to Health-care Room.
3. The office gathers the following information in preparation for an active epidemiological investigation by a public health center.
 - Attendance Record (Face-to-Face Classes, Extracurricular Activities, etc.) of the Infected Student and His/Her Traces inside the Campus
 - List of Other Students who Attended the Classes and Activities (Seating Chart when Available)
 - Layouts of the Classrooms and Facilities Used by the Student, and of Floors (Ventilation, etc.)
4. The office disinfects the classrooms and facilities, following the instructions given by the public health center. If no instruction is given by the center, ask the office of general affairs for the disinfection.
 - Classrooms and Facilities Used by the Infected Student
(Electronic Devices Including Computers, Tablets, Telephones, and Fax Machines, Chairs and Desks of the Positive Students, Cabinets, Doorknobs, Light Switches, Floors and Walls, etc.)
 - Public Spaces Suspected to be Used by the Infected Student
(Chairs and Tables of Cafeterias and Meeting Rooms, Doorknobs and Light Switches of Locker Rooms, Handrails of Stairs, and Toilet Seats)
5. The affiliated office, while protecting the privacy of the infected student, provides information about the infection to students, faculty, staff and whoever may be in concern (including students who attended the face-to-face classes or extracurricular activities) and instructs them to stay home or quarantine themselves.
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<https://waseda.box.com/s/gskjsix7zud9jskexyk87azdi1l9pwtu>
6. After close contacted persons are identified by the public health center, the affiliated office informs the students, faculty and staff who have been identified otherwise that they no longer have to stay home.
7. Health-care Room shares information with Policy Headquarter and the student's affiliated school/college office.

(4) When a student needs to make an inquiry about the novel coronavirus:

Students can arrange a health consultation at Health-care Room.

Health-care Room, Health Support Center (Weekdays 9:00-12:30, 13:30-17:00)

Direct Phone Number: 03-5286-9800 ext: 71-5481~5

Students 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)

*Students 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

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