

## 2 Faculty and Staff Member Rules for Staying at Home and Not Attending Work (2020.2.27)

Regarding the measures to prevent the infectious spread of the novel coronavirus, the procedures are based on “Measures to Prevent the Infectious Spread of Novel Coronavirus (Part 1)” released February 6, 2020. 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 under Article 29, Paragraph 1, Item 1 of the Shimane University Staff Health and Safety Management Regulations.

In addition to the faculty and staff members diagnosed with infectious disease, anyone who has traveled to the following areas, or been in close contact with the above person, shall stay at home for 2 weeks after entering Japan and shall be under a “Work Ban.” The following areas include: China from January 15, Daegu Metropolitan City, Cheongdo-gun and Gyeongsangbuk-do in South Korea from February 25, and Iran from February 26. 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 China from January 15, Daegu Metropolitan City, Cheongdo-gun and Gyeongsangbuk-do in South Korea from February 25, and Iran from February 26  
→2 weeks after arrival in Japan
  - (2) Close contact with someone entering Japan from China from January 15, Daegu Metropolitan City, Cheongdo-gun and Gyeongsangbuk-do in South Korea from February 25, and Iran from February 26  
→2 weeks from time of close contact

### **Procedures**

1. Based on “Students, Faculty and Staff who have Entered Japan from China, Daegu Metropolitan City, Cheongdo-gun and Gyeongsangbuk-do in South Korea, and Iran, and Persons who have Come into Close Contact with Above Person Ver. 3.0 (2020.2.27)”, 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.