

## Faculty and Staff Member Rules for Staying at Home and Not Attending Work (January 24, 2022)

From February 1, 2020, 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.

The chart below shows Work Ban Cases and Work Ban Time Period. Cases No. 2 to 7 shall be under “Work Ban” measures which request you to stay at home even though you do not have any symptoms. During the whole period, you are required to avoid coming to campus in order to prevent further spread. However, cases No. 6 and 7 may be released from “Work Ban” measures in the afternoon if the negative result is obtained in the morning of the day. The order to stay home does not prevent you from engaging in your education and research activity at home.

No	Case	Work Ban Time Period
1	When diagnosed with the novel coronavirus	From when diagnosed until complete recovery
2	When entering Japan from the Infectious Disease Risk Level 2 or higher regions	Either 10 days or 14 days according to “the new measure (25) regarding boarder control”
3	When having a close contact with those entering Japan from the Infectious Disease Risk Level 2 or higher regions	10 days from time of close contact
4	When having a close contact with someone diagnosed or suspected to have contracted with the novel coronavirus	10 days from time of close contact
5	Have cold symptoms such as fever/cough	For about 1 week after the symptom subsides (Individual consultation required)
6	You have had contact with someone diagnosed with the novel coronavirus or someone diagnosed suspected to have the virus, and are going to receive PCR test	Until you get a negative test result
7	You have had contact with someone you live together with who has been diagnosed with the novel coronavirus or has been diagnosed suspected to have the virus, and are going to receive PCR test	Until the person you live together with who has been diagnosed with the novel coronavirus or has been diagnosed suspected to have the virus gets a negative test result

### **Procedures**

1. Cases No.1 to 7 are required to contact the university following the flowchart “When you have symptoms or are suspected to be infected.”

2. Fill in your work conditions as follows:

**【Departments where Attendance Management System (就業管理システム) is introduced】**

(1) Faculty and staff members: Open “就業管理システム”, click “届出”, select “申請”, and click on “打刻届”. On the window, select “就業禁止” for “理由区分,” and enter the reason explaining that you are ordered to stay at home for “理由(必須).” Finally click “申請” and click “はい” to complete the procedure.

【Other than above】

(1) Staff members: “始業時刻及び就業時刻の確認並びに超過勤務等管理簿 Confirmation of Work Start Time and End Time and Overtime Management Book”

→ Fill in “就業禁止 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: “裁量労働従事者勤務状況等記録・報告書 Work Conditions Records & Report for Discretionary Workers”

→ Fill in “就業禁止 Work Ban” for the row “通常の勤務場所以外における勤務状況等 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（看護管理室）, and enter into the nurse working hours system（看護勤務管理システム） “就業禁止 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.