

TO: All faculty and administrative personnel

FROM: The Chairperson of the Board of Executive (Administrative contact: The General Affairs Division, the Administrative Office Ext: 2220)

DATE: September 11, 2009

RE: Handling of leave, etc. in cases where faculty and/or administrative personnel become infected with the new type influenza (notice)

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This is to notify that leave, etc. will be handled as described below in cases where faculty and/or administrative personnel become infected with the new type influenza.

Please understand that the below-mentioned handling may change according to future circumstances.

#### Description

##### 1. Handling of duties of faculty and administrative personnel

- (1) In cases where faculty and/or administrative personnel have influenza-like symptoms <sup>(Note 1)</sup>

The relevant personnel shall take sick leave.

Part-time personnel shall take annual paid leave, sick leave (not paid), unpaid leave, or shall change the designated working days.

\*In cases where the relevant personnel are diagnosed with Influenza A (including a case of suspected new-type influenza), in order to prevent infection spread, they should stay home for recuperation for 7 days starting from the day when relevant symptoms developed.

- (2) In cases where faculty and/or administrative personnel are suspected of infection overseas and kept in isolation as measures taken at the relevant region of the country

The relevant personnel shall take special leave (leave in cases where personnel are unable to perform duties due to a traffic accident, etc.)

- (3) In cases where faculty and/or administrative personnel are unable to perform duties due to child-care, etc. caused by temporary closing of day-care centers, etc.

The relevant personnel shall take annual paid leave.

\*Part-time personnel should consult with the General Affairs Section, the General Affairs and Budget Division of the Administrative Office, regarding handling of leave in cases of (2) or (3) mentioned above.

##### 2. Other

- (1) Contact with the University

- a. Please be sure to contact the University and follow instructions when you are diagnosed as infected with Influenza A or suspected of infected with new type of influenza.

(Phone numbers)

- Weekdays (Monday through Friday 8:30 a.m. to 5:30 p.m.)  
0242-37-2500 (The General Affairs and Budget Division)
- Night time (5:30 p.m. to 8:30 a.m.), Saturdays., Sundays and holidays  
0242-37-2700 (The Security Office)

\*The University will contact you as soon as the University receives the relevant information from the Security Office.

- b. Faculty and administrative personnel members are required to obtain approval from the relevant director (head) of the division with which you are affiliated in order to take leave mentioned under item “1” above. In cases where advance approval cannot be obtained due to sudden onset of fever, etc., please phone to inform the director, and acquire official approval for the leave after coming back to work at the University.

Please note that submission of a medical certificate will be necessary for taking sick leave for consecutive 7 days or longer.

- (2) In cases where you have close contact with people infected with (or suspected of) new type of influenza <sup>(Note 2)</sup>

- a. Please be sure to contact the University, when a family member(s) living with you is diagnosed as infected with Influenza A or suspected of infected with new type of influenza. (The same phone numbers noted 2 (1) above)

- b. Please follow the instructions mentioned below, for 7 days after you have close contact with people who develop influenza-like symptoms.

- Please measure your body temperature every morning and evening for a follow-up. If you see/feel influenza-like symptoms, please call a medical institution first and visit the institution for consultation.

- Please refrain from going out as much as possible, put on a face mask, wash your hands and gargle for prevention of infection.

- Please be sure to put on a mask on campus.

- (Note 1) What are “influenza-like symptoms”?

Sudden onset of fever (38 or over) and acute respiratory symptoms\*

\*Acute respiratory symptoms - one or more symptoms as described below:

- a) Runny nose or nasal obstruction
- b) Sore throat
- c) Coughs

- (Note 2) What is “close contact”?

- a. In cases of living with a patient

- b. In cases where you talked or greeted face-to-face with patients within about 2m. It does not matter how long you had contact with the patients. (e.g.: In a laboratory or class at the University, meetings, business travels or private trips, close-range contact at dining and parties)