

Changes in contact method and contact structure of students, faculty and staff members regarding  
COVID-19 infections

This January, COVID-19 is spreading in unprecedented scale in Okinawa Prefecture due to the new variant, Omicron. Many positive cases and close contact cases are reported in University of the Ryukyus as well.

Until now, when someone reported COVID-19 infection, we have made a “receipt memo” in a certain format and contacted the person if we needed to get more information or to confirm the details. However, this method might cause delay in actions of students, faculty and staff members. Therefore, we would like you to take the following actions from now on. **We changed the contact method to the university to Forms, which takes about 2, 3 minutes to complete with your smartphone. The QR code to access the Forms is at the end of this notice.**

Also, **please refrain from coming to the university** if any of the followings applies to you. (It is possible to attend lectures or work remotely after consulting with faculty members or supervisors in charge.)

If you do not fall under any of the situations 1.~ 4. but have doubts about being a close contact, please check with the general affairs unit in your faculty office or the Health Administration Center of the University.

**1. You went to a medical institution or took a PCR test and tested “positive”**

• If you are instructed by the public health center to receive medical treatment, follow their instruction and receive medical treatment for the designated period.

If there is no instruction for the medical treatment period, consult with the Health Administration Center (098-895-8144).

• Students should report to their academic advisor and the faculty members of each class by e-mail that they are tested positive and the period of medical treatment. Faculty and staff members should report to their supervisor or general affairs unit’s (labor unit) staff in charge.

**2. You have symptoms such as fever, headache, and sore throat**

- During weekdays (8: 30-17: 15), call the Okinawa Prefecture Covid-19 Call Center (098-866-2129) or the Health Administration Center for consultation.
- On Saturdays, Sundays, holidays and after hours, call the Okinawa Prefecture Covid-19 Call Center or hospitals/clinics that accept patients with fever for consultation. (If you have any symptoms, do so immediately.)
- Regarding the results of the consultation, students should report to their academic advisor (and

the faculty members in charge of each lecture if necessary), and faculty/staff members should report to their supervisor or general affairs unit's (labor unit) staff in charge.

### **3. You are confirmed as a "close contact" by the public health center**

- Stay at home for the period instructed by the public health center. If the public health center did not instruct you with the stay at home period, call the Health Administration Center (098-895-8144) for consultation.

- Students should report to their academic advisor and the faculty members in charge of each lecture that they have become close contacts and the period that they are staying at home. Faculty and staff members should report to their supervisor or general affairs unit's (labor unit) staff in charge.

※ This includes the cases when **positive patient contacted you under the instruction of the public health center.**

### **4. You are suspected to be a close contact**

- Until the result of the epidemiological investigation of the public health center (whether or not you are a close contact) comes out, if you were in any of the following situations, you are requested to wait at home as equivalent to being a close contact.

a. You live with your family (or other person) who was tested positive

b. You dined with someone who was tested positive

c. You had a conversation with a person who was tested positive in a short-distance for a certain period of time (about 15 minutes or more) while either or one of you were not wearing a mask.

- Please follow "**Flowchart for testing and consultation when you suspect Covid-19**" available on Okinawa Prefecture's website.

- Students should report to their academic advisor and faculty members of each lecture by email that they are suspected to be a close contact and that they are following the instructions of "**Flowchart for testing and consultation when you suspect Covid-19**" of Okinawa Prefecture. Faculty and staff members should report to their supervisor or general affairs unit's (labor unit) staff in charge.

After doing so, if there is no instruction on the period to stay home, contact the Health Administration Center for consultation.

### **To report to university (fill out the form)**



<https://forms.office.com/r/UikkUezGRS>

※It takes about 2 to 3 minutes

※Fill out the form again when situation changes (such as when suspected case became confirmed case)

**Dear Student**

We request you to contact your academic advisor and faculty members of the lectures you attend via email in our contact structure. The purpose is not only for you to let us know the fact that you were tested positive for Covid-19, became a close contact, and so on, but for

- (1) You to receive instructions and considerations when you have to be absent from lectures
- (2) You to inform us, if you were tested positive for Covid-19, the situation of your attendance to face-to-face lectures and practical classes.

Please refer to the following sample emails for the purpose (1) and (2).

The Vice President in charge of education has issued a notification regarding the method of conducting lectures according to the activity restriction levels. Please read it before sending emails. Also, please pay attention to the syllabuses of each lecture you attend.

BCC is useful from the perspective of protecting private information (email address) when sending emails to many people.

Email addresses in BCC field are invisible to the recipients of the email. Please enter the email addresses of your academic advisor and faculty members of the lectures you attend in the BCC field.

**【Sample email for purpose (1)】**

To: Your email address

Bcc: Email addresses of academic advisor and faculty members of the lectures you attend

Dear academic advisor and faculty members (BCC)

I am NAME from DEPARTMENT, FACULTY.

Yesterday, I went to see a doctor and took a PCR test. I received a positive result for Covid-19.

Therefore, I will refrain from going to campus and attending face-to-face lectures.

At the moment, I have some joint pain but am able to attend online lectures.

I would like to receive instruction and consideration from faculty members of the lectures I attend.

Stay home period: NUMBER days from MMDD (Day) to MMDD (Day)

**【Sample email for purpose (2)】** ※Please send it separately from the email for the purpose (1)

To: Your email address

Bcc: Email addresses of academic advisor and faculty members of the lectures you attend

Dear academic advisor and the faculty who is in charge of the lecture LECTURE NAME (BCC)

I am NAME from DEPARTMENT, FACULTY.

Yesterday, I went to see a doctor and took a PCR test. I received a positive result for Covid-19.

I explained my action history to a public health center for epidemiological investigation and my infection was said to be the result of me dining with others on DATE. Then, I attended FACULTY

MEMBER NAME's face-to-face lecture LECTURE NAME on DATE. Therefore, it is suspected that I have contacted with other students and the public health center would like to confirm how the lecture was conducted. I would like to give FACULTY MEMBER NAME's phone number to the public health center. Please give me an instruction.

### **Dear Academic Advisors**

We instruct our students to contact their academic advisors in order to grasp the situation of the students as faculties, departments, and courses. Therefore, academic advisors are not required to respond to the emails from the students and give instructions immediately. However, some students might worry if their emails are received or not. So, please reply to them to let them know that you have received their emails.

However, if students were not providing sufficient information or their emails were inappropriate, please give them instructions as necessary.

Also, please give them instruction and advice as their academic advisor according to the policy of your faculty, program, and course as well as the situation of the individual students (job hunting, practical training, staying with their parents outside of Okinawa, etc.).

### **Dear Faculty Members who provide lectures**

If you receive emails from students that they were tested positive for Covid-19 and so on, please consider their situation and make sure that they do not suffer from disadvantage. Please do not treat their absence as nonattendance and provide ways to participate in your lecture other than in person, based on the guideline on how to conduct lectures according to the activity restriction levels and give consideration to the students.

We request our students to contact you via email when they were tested positive and we think it is desirable to provide instructions and information on alternative ways to attend the lectures by replying to their emails.

Some students might worry if their emails are received or not. So, please reply to them to let them know that you have received their emails.

Also, for those who provide face-to-face lecture and practical classes, it is possible to later find out that the student who became positive have attended your class during the period that is possible to infect other students. If the student informed you of the possibility of the spread of infections at your face-to-face lecture or practical training, please cooperate with the epidemiological investigation of

January 13, 2022  
Risk Management Headquarters

the public health center. If you received the information from the student, but do not receive any information regarding the investigation schedule due to the overwhelming situation at the public health center, please contact the Health Administration Center (or your faculty's administration division) for consultation and take appropriate measures.