



Tokyo Tech

For Faculty and Staff
(with suspected COVID-19)

Response Manual for Faculty and Staff with Suspected COVID-19

Please read and follow the instructions in this manual if you (faculty and staff) are suspected to have COVID-19.

For Faculty and Staff
(with suspected COVID-19)

Contents

1. If you feel unwell
2. If you test positive
3. If you are identified as a Close Contact (or equivalent)
4. If someone you live with is identified as a Close Contact
5. If someone you live with feels unwell
6. Other (cases other than 1 to 5)

● Reporting to the Institute is required when:

- You test **POSITIVE**
- You are identified as a **Close Contact** (with symptoms) or equivalent.

New procedures in place
from November 1, 2022

● How to report

Access the **T2Form** and complete a report.
(<https://www.t2form.titech.ac.jp/sv/934728?lang=en>)

- Upon completing your report submission, you will receive a confirmation email from pcrtest@. Regarding your required stay away period from campus, etc. follow the instructions in the message.

● For inquiries about work arrangements :

Human Resources Division and Employees Relations Office
(for COVID-19 response) [jin.covid-19@jim.titech.ac.jp](mailto:jim.covid-19@jim.titech.ac.jp)

1. If you feel unwell

For Faculty and Staff
(with suspected COVID-19)



Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

If so, be sure to stay away from campus while you are sick. You must stay home and promptly notify your supervisor.
Please see a doctor, and if you undergo PCR or antigen testing, stay home until the test result is confirmed.



Have you undergone PCR or antigen testing?

Yes (positive result)

See "2. If you test positive."

**Yes (negative result)
or
No (not tested)**

Have you been identified as a Close Contact (or equivalent)?
→ See "(A) How to Determine a Close Contact (or Equivalent)."

Yes

See "3. If you are identified as a Close Contact (or equivalent)."

No

**If you have symptoms,
stay away from campus.**

Please stay away from campus until
72 hours have passed¹ since symptoms² were resolved³.

Please promptly notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- During the required period away from campus, you will be on paid medical suspension (有給の出勤停止)⁴. Please ensure that you focus on treating the condition and take precautions to prevent the spread of infection.
- After your symptoms are resolved during the required period away from campus, depending on the circumstances, you may be ordered to work from home by your supervisor. In this case, you are allowed to take annual leave during the period. Also note that you can choose to take sick leave (paid only for regular staff) while you are unwell. (You are not allowed to work from home when you are unwell.)
- Reporting to the Institute via T2Form is not needed at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please follow the relevant flowchart.

New procedures in place
from December 14, 2022

Notes:

1. To determine if employees can return to work on campus, we are recommended to ensure that at least 72 hours have passed since symptoms were resolved in order to account for possible false negative test results and undiagnosed COVID-19 cases. (The Japan Society for Occupational Health)
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labour and Welfare)
3. If you live with a Close Contact, you must stay away from campus until 72 hours have passed since your symptoms were resolved and the Close Contact's self-isolation period has ended.
4. For timekeeping when staying away from work on paid medical suspension (有給の出勤停止), please refer to "Work arrangements for confirmed or suspected cases of COVID-19." jim.covid-19@jim.titech.ac.jp

2. If you test positive

For Faculty and Staff
(with suspected COVID-19)



You have tested positive for COVID-19 after PCR or antigen testing.



Please confirm the first day of symptom onset or the day your sample was collected.

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

**You have tested positive and have symptoms.
Stay away from campus and notify the Institute.**

You must stay away from campus for 7 days¹ from the day after your first day of symptoms and until 24 hours have passed since your symptoms were resolved.^{2,4}

No

**You have tested positive but have no symptoms.
Stay away from campus and notify the Institute.**

Stay away from campus for 7 days¹ from the day after your sample was collected.

Note: You can end your stay-away period on the sixth day from the day after your sample was collected if you test negative with a qualitative antigen-test kit on the fifth day.⁴

If you develop symptoms later, you must stay away from campus for 7 days¹ from the day after your first day of symptoms and until 24 hours have passed since your symptoms were resolved².

Notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- You need to stay away from work on paid medical suspension (有給の出勤停止)⁵ until you are able to return to campus. Please ensure that you focus on treating the condition and take precautions to prevent the spread of infection.
- During the required period away from campus (if you "have symptoms," after your symptoms are resolved), depending on the circumstances, you may be ordered to work from home by your supervisor. In this case, you are allowed to take annual leave during the period. Also note that you can choose to take sick leave while you are unwell. (You are not allowed to work from home when you are unwell.)

Inform your Close Contacts

- To the extent possible, tell people with whom you have been in close contact³ anytime beginning 2 days before your symptoms first appeared.

Notify the Institute

- **Access the T2 Form (<https://www.t2form.titech.ac.jp/sv/934728?lang=en>) and report your positive test result to the Institute.** In addition, contact your supervisor for the purpose of contact tracing within the Institute. If you have any difficulty preparing a T2 Form report, ask your supervisor to take care of it on your behalf.
- Upon completing your report submission, you will receive a confirmation email from pcrtest@.

New procedures in place
from November 1, 2022

You must carefully read through the confirmation email sent to you from pcrtest@ upon completing a T2 Form submission, and follow the instructions provided in the message.

Notes

1. Count the day your symptoms first appeared or your sample was collected as Day 0.
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labour and Welfare)
3. Dining together, having contact or talking without wearing a mask, spending time together in a confined space (e.g., car, karaoke, etc.) or face-to-face situations (group activities, experiments, games, etc.). Please see "(A) How to Determine a Close Contact (or Equivalent)" for Tokyo Tech's policy.
4. Those with symptoms must continue to monitor their health, avoid large events, group meals, etc., and take other measures to prevent infection for 10 days from the day after their first day of symptoms (for those without symptoms, for seven days from the day after their sample was collected).
5. For timekeeping when staying away from work on paid medical suspension (有給の出勤停止), please refer to "Work arrangements for confirmed or suspected cases of COVID-19." jim.covid-19@jim.titech.ac.jp

3. If you are identified as a Close Contact (or equivalent)

For Faculty and Staff
(with suspected COVID-19)



You have been identified as a Close Contact (or equivalent).

→ Please see "(A) How to Determine a Close Contact (or Equivalent)."



Please check the most recent date on which you had contact with a COVID-19 patient.

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

**You have been identified as a Close Contact and have symptoms.
Stay away from campus and notify the Institute.**

Stay away from campus for 5 days¹ after the last exposure to the COVID-19 patient (or after you started self-isolation at home if you live with the patient) and until **72** hours have passed since your symptoms were resolved².

Notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- You need to stay away from work on paid medical suspension (有給の出勤停止) until you are able to return to campus. After you have recovered, depending on your health and the current situation on campus, you will be ordered to work from home by your supervisor, or if not, you can take annual leave or sick leave. Please ensure that you focus on treating the condition and take precautions to prevent the spread of infection. (You are not allowed to work from home when you are unwell.)

Notify the Institute.

- Access the T2 Form (<https://www.t2form.titech.ac.jp/sv/934728?lang=en>) and report your current status to the Institute. If you have any difficulty preparing a T2 Form report, ask your supervisor to take care of it on your behalf.
- Upon completing your report submission, you will receive a confirmation email from pcrtest@.

New procedures in place
from November 1, 2022

You must carefully read through the confirmation email sent to you from pcrtest@ upon completing a T2 Form submission, and follow the instructions provided in the message. For work arrangements after your recovery, please consult your supervisor as necessary.

**You have been identified as a Close Contact but have no symptoms.
Stay away from campus.**

Stay away from campus for 5 days¹ after the last exposure to the COVID-19 patient (or after you started self-isolation at home if you live with the patient).

Notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- During the required period away from campus, depending on the circumstances, you will be ordered to work from home by your supervisor. If not, you can take annual leave. In some cases, your supervisor may require you to stay away from work on paid medical suspension (有給の出勤停止).
- Please ensure that you take precautions to prevent the spread of infection.
- Reporting to the Institute via T2Form is not needed at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please see the relevant flowchart.

After staying away from campus for the required period of time, please notify your supervisor of your status and seek their advice to determine the appropriate work arrangement.

Notes

1. Count the last day of exposure or the day you started self-isolation at home as Day 0. Monitor your health and avoid dining and gatherings, take precautions to prevent the spread of infection for 7days after the last exposure.
2. Your fever subsides without the use of fever-reducing medications, and respiratory conditions are improving. (Ministry of Health, Labour and Welfare)

4. If someone you live with is identified as a Close Contact

For Faculty and Staff
(with suspected COVID-19)



Someone you live with has been identified as a Close Contact (including suspected cases).

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

See "1. If you feel unwell."

No

Have you undergone PCR or antigen testing?

Yes (positive result)

See "2. If you test positive."

Yes (negative result)
or
No (not tested)

Stay away from campus.

You must stay away from campus for the same period of time as the Close Contact¹.

Please notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- During the required period away from campus, depending on the circumstances, you will be ordered to work from home by your supervisor. If not, you can take annual leave. In some cases, your supervisor may require you to stay away from work on paid medical suspension (有給の出勤停止).
- Please ensure that you take precautions to prevent the spread of infection.
- Reporting to the Institute via T2Form is not needed at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please see the relevant flowchart.

After staying away from campus for the required period of time, please notify your supervisor of your status and seek their advice to determine the appropriate work arrangement.

New procedures in place
from December 14, 2022

Note
The Ministry of Health, Labour and Welfare recommends that Close Contacts self-isolate for 5 days after the last exposure to the COVID-19 patient (or after the start of self-isolation at home if they live with the patient) (the start day is counted as Day 0). However, if there are any specific instructions from the employer or school of the Close Contact, you can prioritize them over the recommendation.

5. If someone you live with feels unwell

For Faculty and Staff
(with suspected COVID-19)



Someone you live with has started to feel sick.

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

See "1. If you feel unwell."

No

Have you undergone PCR or antigen testing?

Yes (positive result)

See "2. If you test positive."

Yes (negative result)
or
No (not tested)

Has the person you live with undergone PCR or antigen testing?

Yes (positive result)

You are identified as a Close Contact.
See "3. If you are identified as a Close Contact (or equivalent)."

Yes (negative result)
or
No (not tested)

Have they been identified as a Close Contact?

Yes

See "4. If someone you live with is identified as a Close Contact."

No

You are recommended to stay away from campus.

The Institute recommends that you stay away from campus until the symptoms of the person you live with are resolved.

New procedures in place
from December 14, 2022

Please notify your supervisor of your current status and seek their advice to determine the appropriate work arrangement.

- If staying away from campus, you will be ordered to work from home by your supervisor. If not, you can take annual leave. In some cases, your supervisor may require you to stay away from work on paid medical suspension (有給の出勤停止).
- Please ensure that you take precautions to prevent the spread of infection.
- If you need to work on campus, please closely monitor your health and adhere to the following preventive measures:
 - A) At home: Wear a mask and sanitize your hands.
 - B) On campus: Wear a mask at all times, sanitize your hands, and eat alone as much as possible.
 - C) On campus: Limit conversation to the minimum required.
- Reporting to the Institute via T2Form is not needed at this point. If you later develop symptoms, test positive, or someone around you may have been infected, please see the relevant flowchart.

6. Other (cases other than 1 to 5)

Case	Example	Determination
I have been exposed to a Close Contact who I do not live with.	I dined with a friend the other day. Later, a member of his family tested positive for COVID-19, and he has been identified as a Close Contact.	<ul style="list-style-type: none"> If you feel sick, please see "1. If you feel unwell." If you undergo PCR or antigen testing and test positive, please see "2. If you test positive." If your friend tests positive later, please see "(A) How to Determine a Close Contact (or Equivalent)." If you have been identified as a Close Contact (or equivalent), please see "3. If you are identified as a Close Contact (or equivalent)." Even if none of the above applies to you, please consult your supervisor and take precautions such as working from home to prevent the spread of infection.
I want to shorten my stay-away period. (Those who test positive, without symptoms)	Those who test positive (without symptoms) can end their stay-away period on the sixth day. <small>*Only for those belonging to a laboratory, including affiliated students, expenses for purchasing test kits can be reimbursed through institutional operating expense funds (including external funds/indirect costs) and donations. Reimbursement via external funds/direct costs such as KAKENHI (Grants-in-Aid for Scientific Research) may also be accepted in certain cases, so please check with the relevant designated division. Please go through the necessary reimbursement procedures on the Purchase Request System in accordance with the National University Corporation Tokyo Institute of Technology Reimbursement Standards.</small>	<ul style="list-style-type: none"> When you undergo antigen testing, please ensure that all of the following conditions are met: <ol style="list-style-type: none"> It is recommended to use the antigen-test kits that are approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law as much as possible. You use qualitative antigen test kits (nasopharyngeal or nasal swab). You continue to monitor your health, avoid large events, group meals, etc., and take other measures to prevent infection for 7 days from the day after your sample was collected.
I want to shorten my self-isolation period.	You can end your self-isolation on the third day at the earliest if you have no symptoms and test negative on all antigen tests* you undergo on the second and third day from your last exposure. <small>*Only for those belonging to a laboratory, including affiliated students, expenses for purchasing test kits can be reimbursed through institutional operating expense funds (including external funds/indirect costs) and donations. Reimbursement via external funds/direct costs such as KAKENHI (Grants-in-Aid for Scientific Research) may also be accepted in certain cases, so please check with the relevant designated division. Please go through the necessary reimbursement procedures on the Purchase Request System in accordance with the National University Corporation Tokyo Institute of Technology Reimbursement Standards.</small>	<ul style="list-style-type: none"> When you undergo antigen testing, please ensure that all of the following conditions are met: <ol style="list-style-type: none"> It is recommended to use the antigen-test kits that are approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law as much as possible. You use qualitative antigen test kits (nasopharyngeal or nasal swab). You continue to monitor your health for 7 days from the last exposure and ensure that you take precautions to prevent the spread of infection.

(A) How to Determine a Close Contact (or Equivalent)

Someone around you or someone you have been in contact with has tested positive.

Please confirm the patient's first day of symptom onset or the day their positive test sample was collected.

Have you been identified as a Close Contact by a Public Health Center?

No

Do you live with the COVID-19 patient?

Yes

No

You are a Close Contact (or equivalent)

Yes

Please check if both of the following conditions apply to you.

- ☒ You met the COVID-19 patient sometime during the 2 days before their symptoms first appeared.
- ☒ You had contact with the COVID-19 patient in a high-risk setting.

High-risk settings: dining together, having contact or talking without wearing a mask, spending a long time together in a confined space (e.g., car, karaoke, etc.) or face-to-face situations (group activities, experiments, games, etc.)



No

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue etc.
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

You have been identified as a Close Contact (or equivalent) and have symptoms.
Stay away from campus and notify the Institute.
See "3. If you are identified as a Close Contact (or equivalent)."

You have been identified as a Close Contact (or equivalent) but have no symptoms.
Stay away from campus.
See "3. If you are identified as a Close Contact (or equivalent)."

Do you have any of the following symptoms?

- Cold-like symptoms such as a fever, cough, sore throat, headache, fatigue etc.
- Difficulty breathing, loss of sense of smell or taste, etc.

Yes

No

You have symptoms.
Stay away from campus.
See "1. If you feel unwell."

You are not a Close Contact.
Please continue to closely monitor your health.