

Effective May 8, 2023

in response to the
downgrading of COVID-19's
categorization to Class 5



Tokyo Tech

For Faculty/
Managerial Personnel

Response Manual for Cases Where Faculty/Staff at Laboratories, Administrative Offices, Etc. Are COVID-19 Positive

For Faculty/Managerial Personnel

Please read and follow the instructions in this manual if a faculty/staff member or someone they live with tests positive for COVID-19.

- Report the positive result via Forms

If a faculty/staff member tests POSITIVE, please advise them to access the Forms and complete a report.

NEW ! (<https://forms.office.com/r/kVNYA1Px9u>) **The Forms has been changed from May, 2025**

Reporting is not necessary if a faculty/staff member tests NEGATIVE despite having had close contact with someone with COVID-19.

(Please notify the Institute if a faculty/staff member is infected with ANY infectious disease, such as influenza.

<https://www.titech.ac.jp/english/student-support/staff/wellbeing/infection>)



- Inquiries about work arrangements

Please contact the Employees Relations Office of the Human Resources Division at jim.iku@jim.titech.ac.jp

When a faculty/staff member tests positive ①

For Faculty/
Managerial Personnel



For COVID-19 self-testing:

- ① Use a test kit approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law (recommended)
- ② Use a qualitative antigen test kit (nasopharyngeal or nasal swab)

① Work arrangements

- Follow instructions from a doctor if provided.
- If no specific instructions are given, the faculty/staff member must stay away from work for the required period as below.

Those with symptoms ⇒ For 5 days¹ from the day after the first day of symptoms. If symptoms remain on Day 5, it is recommended to stay away from work until 24 hours have passed since the symptoms were resolved.²

Those without symptoms ⇒ For 5 days¹ from the day after the test sample was collected.

- **The 5-day stay-away period from the day after the first day of symptoms will be treated as paid medical suspension (有給の出校停止).**
- **If further treatment is needed after the 5-day stay-away period, the faculty/staff member may take annual leave or sick leave.**
- After recuperating from symptoms during the stay-away period, the faculty/staff member can seek permission to work from home in accordance with Tokyo Tech's Regulations on Teleworking (テレワーク実施規則). (Teleworking is permitted only when supervisors deem it necessary to increase productivity and efficiency.)

- For inquiries about work arrangements, contact the Employee Relations Office of the Human Resources Division at jin.iku@jim.titech.ac.jp

② Please inform the faculty/staff member of the following:

- **If a paid suspension from work (stay-away period) is applied, the faculty/staff member must submit test result evidence to their supervisor (or School/Department admin office).**

Evidence of a positive test result may include:

A medical certificate, or an image of a test kit indicating a positive result together with personal identification (staff ID card, etc.)

Revised as of May
8, 2023

- **Notifying the Institute is required.** (They must access the Forms and report the positive test result to the Institute.
(<https://forms.office.com/r/kVNYA1Px9u>)
 - If the faculty/staff member has difficulty preparing a Forms report, please provide relevant assistance such as preparing and submitting the report on their behalf.
 - Reporting is not necessary in cases where someone living with a faculty/staff member is infected but the faculty/staff member tests negative. (Reporting to the Institute is not necessary if faculty/staff members test NEGATIVE despite having had close contact with someone with COVID-19.)
- **Those with symptoms may remain infectious for 10 days from the day after the first day of symptoms (or 7 days from the day after the sample was collected for those without symptoms).**
 - Please remind the faculty/staff member to monitor their health and adhere to preventive measures such as wearing a non-woven fabric mask and sanitizing their hands.



















Notes

1. Count the day the symptoms first appeared or the test sample was collected as Day 0.
2. It is recommended to avoid outings and to monitor their health until 24 hours have passed since their symptoms such as fever, sore throat, and phlegm subside. Those with severe symptoms should seek guidance from a doctor.

When a faculty/staff member tests positive ②

Period to stay away from work on paid medical suspension (有給の出校停止), treatment period

Stay away from work on paid medical suspension (有給の出校停止)
for 5 days from the day after the first day of symptoms.
(Count the first day of symptoms as Day 0.)
If your symptoms are resolved and you are able to return to work earlier,
please consult with your supervisor (in accordance with Tokyo Tech's
Regulations on Teleworking (テレワーク実施規則)).

	Day0	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8
Symptoms resolved on Day 4					 Symptoms resolved	Stay away	Return to campus allowed		
Symptoms resolved on Day 5						 Symptoms resolved	Advised to return to campus after 24 hours since symptoms were resolved	Return to campus allowed	
Symptoms resolved on Day 6							 Symptoms resolved	Advised to return to campus after 24 hours since symptoms were resolved	Return to campus allowed

Treatment period: for 5 days from the day after the first day of symptoms
Note that if you still have symptoms on Day 5, you are advised to avoid outings until 24 hours have passed since the symptoms were resolved.

If continuing treatment, take annual leave or sick leave. To work from home (telework), consult with your supervisor (as per Regulations on Teleworking).

When someone living with faculty/staff tests positive

For Faculty/
Managerial Personnel



Tokyo Tech

If the faculty/staff member feels unwell and has fever, cough, sore throat, headache, fatigue, or other cold-like symptoms, or has difficulty breathing, loss of sense of smell or taste, etc., please advise them to see a doctor or self-test with a qualitative antigen test kit.

- Test kits for COVID-19:

- ① Should be those approved (for diagnosis/medical treatment) under the Pharmaceutical Affairs Law (recommended)
- ② Must be qualitative antigen test kits (nasopharyngeal or nasal swab)



If the faculty/staff member tests NEGATIVE or has not been tested ⇒ Reporting to the Institute via Forms is not necessary.¹

If the faculty/staff member tests POSITIVE ⇒ See “When a faculty/staff member tests positive” on the second page.

Note

1. If a faculty/staff member lives with someone who tests positive, please instruct the faculty/staff member to monitor their own health for 5 days from the day after the person's first day of symptoms. In addition, even if the faculty/staff member tests negative, they can still develop COVID-19 in the 7 days following exposure to the virus. As such, please instruct the faculty/staff member to take precautions when going out while the person living with the them is recuperating, such as washing and sanitizing their hands, ventilating rooms, wearing a non-woven fabric mask, and avoiding contact with people more susceptible to COVID-19.

Revised as of
May 8, 2023.

When **a faculty/staff member tests NEGATIVE** and lives with someone who tests POSITIVE, **the faculty/staff member is not eligible for paid medical suspension (有給の出校停止)**.

If a faculty/staff member lives with someone who is recuperating from COVID-19, and the faculty/staff member tests negative or has not been tested, the faculty/staff member may take annual leave (or Family Care Leave in the case of children). Concerning teleworking arrangements, the faculty/staff member must consult their supervisor. For details, refer to Tokyo Tech's Regulations on Teleworking (テレワーク実施規則).

The Institute has decided to discontinue the process of identifying close contacts, in response to the downgrading of COVID-19's categorization to Class 5, effective May 8, 2023. As such, reporting to the Institute is required only when faculty/staff members test POSITIVE.

Changes to required actions (faculty and staff)

For Faculty/
Managerial Personnel



	Up to May 7, 2023 (equivalent to Class 2)	From May 8, 2023 (Class 5)
Stay-away period from work, work arrangements	<ul style="list-style-type: none"> ●Those who test positive ⇒Stay away from work on paid medical suspension (有給の出校停止) for 7 days from the day after the first day of symptoms (or the day the sample was collected), and until 24 hours have passed since the symptoms were resolved. (They may be ordered to work from home after they have recovered.) ●Close Contacts with symptoms ⇒Stay away from work on paid medical suspension for 5 days from the most recent contact, and until 72 hours have passed since the symptoms were resolved. (They may be ordered to work from home after they have recovered.) ●Close Contacts without symptoms ⇒Stay away from work on paid medical suspension for 5 days from the most recent contact. (They may be ordered to work from home during the stay-away period.) ●Those feeling unwell ⇒Stay away from work on paid medical suspension until 72 hours have passed since the symptoms were resolved. (They may be ordered to work from home after they have recovered.) 	<ul style="list-style-type: none"> ●Those who test positive ⇒<u>Stay away from work on paid medical suspension (有給の出校停止) for 5 days from the day after the first day of symptoms (or the day the sample was collected).</u> *<u>The faculty/staff member must submit test result evidence</u> (a medical certificate, or an image of a test kit indicating a positive result together with personal identification (staff ID card, etc.)) <u>to their supervisors (or School/Dept. admin. Office).</u> If they need further treatment after the 5-day stay-away period, they may take annual leave or sick leave. *If their health recovers and they need to work from home before the 5-day stay-away period ends, they must consult with their supervisors (<u>in accordance with Tokyo Tech's Regulations on Teleworking</u> (テレワーク実施規則)). *The faculty/staff member is advised to avoid outings for 5 days from the day after the first day of symptoms, and if they still have symptoms on the last day of the stay-away period, until 24 hours have passed since the symptoms were resolved (except when receiving specific instructions from a doctor). *<u>Paid suspension from work (stay-away period) only applies if faculty/staff members test positive.</u>
Reporting to Tokyo Tech	<ul style="list-style-type: none"> ●Those who test positive, Close Contacts with symptoms ⇒Reporting with Forms is required. 	<ul style="list-style-type: none"> ●Those who test positive ⇒Reporting with Forms is required.
Close Contacts (identification, notification)	Identifying Close Contacts is required. Those who test positive must notify their deemed Close Contacts.	Identifying Close Contacts is not required.
Reporting to Deans/Directors	<ul style="list-style-type: none"> ●If a faculty/staff member tests positive ⇒Laboratories: Their supervisors must report the situation to relevant deans/directors. Administrative offices: The faculty/staff member must report to their supervisor. 	Reporting to deans/directors is not required. (Those who test positive must still report to their supervisors.)
Office sanitization, etc.	<ul style="list-style-type: none"> ●If a faculty/staff member tests positive ⇒Locations where the individual and their Close Contact(s) have been during the previous 3 days must be sanitized (in cooperation with relevant departments). 	The decision is left to the affected department(s).
Wearing face masks	Wearing a face mask is required when around people in principle.	The decision whether or not to wear a face mask is left to individuals.