

Effective May 8, 2023
in response to the
downgrading of COVID-19's
categorization to Class 5



For faculty and staff who
test positive or live with
someone who tests positive

Response Manual for Faculty and Staff with COVID-19

For Faculty and Staff who
test positive or live with
someone who tests positive

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

- Report the positive result via Forms
If you test POSITIVE, 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 you test NEGATIVE despite having had close contact with someone with COVID-19.



(Please notify the Institute if you are infected with ANY infectious disease, such as influenza. See <https://www.titech.ac.jp/english/student-support/staff/wellbeing/infection>)

- Work arrangements

[Termination of Work Arrangements for COVID-19 Prevention](#)

Inquiries : HR Administration Division, Human Resources Department hradm.adm@adm.isct.ac.jp

When you test positive ①

For faculty and staff who
test positive or live with
someone who tests positive



When you self-test for COVID-19:

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

- If you see a doctor, follow their instructions.
- If no specific instructions are given, stay away from work for the required period as below.

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

If you have no symptoms ⇒ For 5 days¹ from the day after your sample was collected

- Stay away from work on paid medical suspension (有給の出校停止) for 5 days from the day after your first day of symptoms / your sample was collected.
- **Submit test result evidence to your 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.)

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- **If you need further treatment after the 5-day stay-away period, you may take annual leave or sick leave.**
- **If you need to telework at home after recuperating from symptoms during the stay-away period, please consult your supervisor.**

- Teleworking is not permitted when you feel unwell.
- Refer to Tokyo Tech's Regulations on Teleworking (テレワーク実施規則) for details.

(Teleworking is permitted only when supervisors deem it necessary to increase productivity and efficiency.)

- For inquiries about work arrangements, contact the HR Administration Division, Human Resources Department at hradm.adm@adm.isct.ac.jp
- Regarding teaching classes after recuperating from symptoms during the stay-away period, please consult the Student Division.

② Notify the Institute (Please submit your positive test result to the Institute using the following form: (<https://forms.office.com/r/kVNYA1Px9u>.)

- If you have any difficulty completing the form, ask your supervisor to submit it on your behalf.
- Reporting is not necessary in cases where someone you live with is infected but you test negative. (Reporting to the Institute is not necessary if you test NEGATIVE despite having had close contact with someone with COVID-19.)

③ Get some rest if you feel unwell. Refer to the tips on the next page.

④ If you have symptoms, continue to take precautions as you may remain infectious for 10 days from the day after your first day of symptoms (or 7 days from the day after your sample was collected if you have no symptoms).

Monitor your health and adhere to preventive measures such as wearing a non-woven fabric mask and sanitizing your hands.



Notes

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

When you test positive ②

For faculty and staff who
test positive or live with
someone who tests positive



● What you can do when you are feeling unwell

- ★ Keep yourself hydrated and get plenty of rest. OS-1 and other rehydration solutions are recommended.
- ★ If you have fever (without chills), use an ice pack or something similar to cool the back of your head and armpits.
- ★ If you have a severe cough, rest comfortably with your upper body elevated.
- ★ Take appropriate antipyretics and prescribed drugs. For a sore throat, throat lozenges and gargling with mouthwash containing povidone-iodine or azulene may help.
- ★ If you lose your appetite, try eating easy-to-digest foods (soft noodles, non-oily foods, jelly, etc.) in small amounts.



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						Stay away	Return to campus allowed		
Symptoms resolved on Day 5						Stay away 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 you live with tests positive

For faculty and staff who
test positive or live with
someone who tests positive



Tokyo Tech

If you feel unwell and have fever, cough, sore throat, headache, fatigue, or other cold-like symptoms, or have difficulty breathing, loss of sense of smell or taste, etc., please 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 you test NEGATIVE or have not been tested ⇒ Reporting to the Institute via T2Form is not necessary.¹

If you test POSITIVE ⇒ See “When you test positive” on the second page.

Note

1. If you live with someone who tests positive, please monitor your own health for 5 days from the day after the person’s first day of symptoms. In addition, even if you test negative, you can still develop COVID-19 in the 7 days following exposure to the virus. While the person you live with is recuperating, please make sure to take precautions when going out, such as washing and sanitizing your 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 you live with someone who tests POSITIVE and **you test NEGATIVE**, you are not eligible for paid medical suspension (有給の出校停止).

If you live with someone who is recuperating from COVID-19, and you test negative or have not been tested, you may take annual leave (or Family Care Leave in the case of children). Concerning teleworking arrangements, please consult your 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 you test POSITIVE.

Changes to required actions (faculty and staff)

For faculty and staff who
test positive or live with
someone who tests positive



	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 your first day of symptoms (or the day the sample was collected), and until 24 hours have passed since the symptoms were resolved. (You may be ordered to work from home after you 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. (You may be ordered to work from home after you have recovered.) ● Close Contacts without symptoms ⇒ Stay away from work on paid medical suspension for 5 days from the most recent contact. (You 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. (You may be ordered to work from home after you 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 your first day of symptoms (or the day the sample was collected).</u> *<u>You must submit test result evidence (a medical certificate, or an image of a test kit indicating a positive result together with personal identification (staff ID card, etc.)) to your supervisor (or School/Department admin office).</u> If you need further treatment after the 5-day stay-away period, you may take annual leave or sick leave. *If your health recovers and you need to work from home before the 5-day stay-away period ends, please consult with your supervisor (<u>in accordance with Tokyo Tech's Regulations on Teleworking (テレワーク実施規則)</u>). *You are advised to avoid outings for 5 days from the day after your first day of symptoms, and if you 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). *Paid suspension from work (stay-away period) only applies if YOU test positive.
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. *Forms reporting is not required unless you test positive, even if someone living with you tests positive.
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.
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.