

Directions for KEK Users Regarding the Novel Coronavirus

Users Office (Tsukuba)

《For KEK Users Visiting from Overseas》

Abbreviations:

UO=Users Office, CP=Contact Person, Super=Superintendent,

SO=Superintendent's Office, HSO=Health and Safety Office

◆When Entering KEK or Checking-in to Accommodation Facilities

As you have pledged to comply with KEK's entrance policy by signing and submitting the Pledge written by KEK, we ask you to refrain from entering KEK or checking into KEK accommodation facilities if you have a fever or have any other COVID-19 symptoms.

◆While You Are on Campus

If you have symptoms such as fever etc., please contact the appropriate office depending on the day and time, and follow the guidelines specified below.

You must make your report by phone and refrain from physically visiting the Users Office (UO) or the Superintendent's Office (SO).

※Please use the thermal camera that has been installed in front of the SO.

There are clinical thermometers available in the SO. Please ask the superintendent (Super) if you need one.

■During UO Office Hours (Weekdays 9:00 a.m. - 5:00 p.m.)

- ① The user should contact the UO by phone
<The UO will collect information about symptoms (temperature, cough, sore throat, tiredness, breathing troubles, etc.) and travel history>
Users Office (Tsukuba): 029-879-6197

■Outside of UO Office Hours (24H)

- ① The user should contact the Super by phone (Please dial the regular phone number followed by the extension.). Superintendent's Office: 029-864-5200 ext. 2920
(The Super will ask for the user's cell phone number.)
→The Super will report to the UO (including providing the user's cell phone number).
→The UO will contact the user.
<The UO will collect information about symptoms (temperature, cough, sore throat, tiredness, breathing troubles, etc.) and travel history.>

- ② Depending on the severity of the condition, the user will stay in their room and recuperate.

③ <During UO Office Hours>



- ③UO:
- Will schedule an appointment at a medical institution.
 - Will arrange a taxi.
 - Will pass the information on to the user and the contact person (CP).

<Outside of UO Office Hours>



- ③a. The UO will contact the contact person (CP) with an approved list of nearby medical institutions. (The UO personnel will give their name and contact information to the CP.) <For an approved list of medical institutions, **see the Attachment**>
- ③b. The CP will contact a medical institution on the list provided by the UO, schedule an appointment, and arrange a taxi for the user. <For a list of taxi companies, **see the attachment**>
- ③c. The CP will inform the user about the medical institution appointment, taxi arrangements, and where they will be picked up.

④The user will go to the scheduled medical institution by taxi. (Wearing a mask is mandatory.)

⑤The CP will meet the user at the medical institution and assist with the visit.

⑥The CP will report information regarding the diagnosis from the doctor (including whether a PCR test is necessary) to the UO.

※The UO will update the Super and the Health and Safety Office (HSO) whenever the UO receives reports and information during the process described above. (The HSO will pass the information along to the in-house physician, General Affairs Division, etc.)

◆ **Regarding PCR Testing**

⇒ **If you are getting a PCR test**

①The CP will contact the user to complete the “Questionnaire for COVID-19” form before the test result comes back. The questionnaire can be filled out by the user or by the CP.

②The CP will send the “Questionnaire for COVID-19” to the UO immediately upon completion.

<Users Office (Tsukuba): usersoffice@mail.kek.jp>

③The user will undergo the PCR test at a medical institution capable of PCR testing. (The CP will meet and assist the user at the institution if necessary.)

④The user and people listed on the Close Contacts List on the above-mentioned questionnaire are to comply with directions given by the UO. They may be directed to relocate themselves to a KEK apartment and wait (quarantine) until the PCR test result is confirmed.

⑤The user will immediately report the PCR test result to the CP.

⑥The CP will immediately report the PCR test result to the UO.

※The UO will update the Super and the HSO whenever the UO receives reports and information during the process described above. (The HSO will pass the information along to the in-house physician, General Affairs Division, etc.)

⇒ **If the PCR test is not necessary (Non-COVID diagnosis such as influenza or other)**

- ① The user will stay in their dorm room/apartment and recuperate.
- ② People listed on the Close Contacts List on the questionnaire can go to their labs (and go about their business as usual).
 - ※ The UO will update the Super and the HSO whenever the UO receives reports and information during the process described above. (The HSO will pass the information along to the in-house physician, General Affairs Division, etc.)

◆ **Once the Test Result is Confirmed**

⇒ **If the test result is positive**

- ① The Public Health Center will contact the user by phone (or email) and ask questions—we suspect that many of the questions asked will be similar to the questions on the Questionnaire for COVID-19. (Please inform the Public Health Center personnel of the UO's contact information: 029-879-6197)
- ② The Public Health Center will contact the UO and collect information.
 - The UO will cooperate with the HSO and the user's host lab in KEK.
- ③ The Public Health Center will identify close contact individuals. Those identified as close contacts will undergo the PCR test.
- ④ The close contacts will stay and in self-isolation at a location such as the KEK apartments until their test results are received.
 - ※ If the test result is positive, the individual will follow the procedure described in this section
(⇒ If the test result is positive).
- ⑤ The user will relocate to and stay at a designated hotel for COVID patients with mild symptoms. (A taxi designated to transport COVID patients will be arranged to take the user to the location and the cost to the location will be covered.)
 - ※ If the symptoms are severe, the Public Health Center will transport the user. The cost will be covered.
- ⑥ The UO will disinfect the apartment and/or dorm room in which the user had stayed. Members of the host lab will disinfect the lab.
 - ※ The UO will update the Super and the HSO whenever the UO receives reports and information during the process above. (The HSO will pass or release the information to the in-house physician, Secretariat of Emergency Headquarters, General Affairs Division, Public Relations Office, etc.)

⇒ **If the test result is negative**

- ① The user will stay in their apartment/dorm room and recuperate.

◆Other Important Information

- ① Please be advised that fees, costs, and expenses such as extra accommodation fees incurred during the self-isolation period or medical expenses for seeing a doctor will not be covered by KEK.
- ② If you have symptoms such as a fever or any other signs of sickness, please stay in your accommodation facility and refrain from going to other facilities such as labs, the convenience store, the cafeteria, etc.
- ③ Those who are listed on the Close Contacts List should stay in their accommodation facilities during the time between when the user has been scheduled to undergo the PCR test and when the test result is received. (They cannot enter the labs.)
- ④ Please take good care of yourself to stay healthy and closely monitor your health condition.

Approved List of Medical Institutions

	Medical Institution	Distance & Time from KEK	Office Hours	Appointment
1	Hill Top Clinic Phone : 029-877-3130	About 1.5km 5 min. by car	Mon. Tue. Wed. Fri. : 9 a.m. - 12:30 p.m. 1:30 p.m. - 4:30 p.m. Sat. : 9 a.m. - 12 p.m. (Closed : Thu. Sun. National Holidays)	Advance notice to the clinic is required if you are taking a taxi for your visit.
http://www.tsukuba-med.jp/db/MedicalAssociation.php?type=hos&id=23				
2	Takezono Family Clinic Phone : 029-851-4635	About 10km 20 min. by car	Mon. Thu. Sat. : 9 a.m. - 12 p.m. 5 p.m. - 10 p.m. * Reception opens at 8:30 a.m., 4:30 p.m. Tue. Fri. : 5:00 p.m. -10 p.m. * Reception opens at 4:30 p.m. (Closed : Wed. Sun. National Holidays)	Required
http://www.tkznfcl.jp/english/				
3	Tsukuba Sougou Clinic Phone : 029-877-1221	About 5.5km 10 min. by car	Mon. - Fri. : 9 a.m. -11 a.m. 2 p.m. - 3 p.m. * Reception opens at 8 a.m., 12:30 p.m. Sat. : 9 a.m. - 11 a.m. (Closed : Sun.)	Required
https://tsukuba-kinen.or.jp/tsukubakinen/access				

TAXI COMPANIES

1. Ozone Taxi (7 a.m.- 22:00)

029-864-0301

0120- 000- 302 (free of charge)

2. Matsumi Taxi (24 hours/
early morning booking available)

029-851-0481



3. Tsuchiura Taxi (Nine seat taxi available/
7 a.m. – 1:30 a.m.)

029-851-5566

4. Shin-ei Taxi (8:00 a.m.-19:00)

029-864-1761

029-864-1762