

## **International Student Advising Office Operation During a State of Emergency**

International Student Advising Office will be operating as follows during a State of Emergency.

1. **The office remains open for advising of essential matters. Advising over the phone is also available (see below for business hours).**
2. **Restrain yourself from going outside or visiting this office if :**
  - you have been experiencing a persistent fever of 37.5°C or above and cough or sore throat, or
  - you have returned within the last 14 days from a country/region with the Risk Level of 2 or above, as designated by the Ministry of Foreign Affairs
3. **Please wash your hands with disinfectant (provided) upon entering the office.**
4. **ISSAAO advisors and/or students may wear masks during the advising session.**
5. **Windows may be opened for ventilation during the advising session. Room temperature may be chilly (or hot) depending on the weather.**
6. **During the advising session, ISSAAO advisors and/or students may keep distance from each other (or may situate each other in any desired configuration).**
7. **If you tested positive for COVID-19 infection (or have a reason to believe so), report your case to the Health Center (042-580-8172, [hoken.g@dm.hit-u.ac.jp](mailto:hoken.g@dm.hit-u.ac.jp)) as well as this office.**

### **8. Confidentiality**

Our office may be required to supply the name of students and other essential information in case there is a COVID-19 infection on campus. Even so, please note that our office is required by law to protect your private information. Feel free to contact us with any questions you may have with regards to confidentiality of your personal information.

<b>【Contact】</b>	International Student Advising Office (M-F 10:15-13:15, except holidays) 042-580-8168 <a href="http://international.hit-u.ac.jp/en/cgee/advising/">international.hit-u.ac.jp/en/cgee/advising/</a>
------------------	---