

May 25, 2020

International Student and Study Abroad Advising Office  
Hitotsubashi University

## **ISSAAO Operation Guidelines for protection against COVID-19 transmission**

To protect ourselves from the risks of COVID-19 transmission, ISSAAO visitors are asked to adhere to the following guidelines until the beginning of the Fall semester.

- 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 trouble breathing, been experiencing strong fatigue, or high fever
  - you have experienced flu-like symptoms including persistent cough and fever
  - 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. Phone consultation regarding COVID-19 infection is available in English (COVID-19 Call Center, 0570—550-571) . If you tested positive or have a reason to believe so, report your case to HU Health Center (042-580-8172, [hoken.g@dm.hit-u.ac.jp](mailto:hoken.g@dm.hit-u.ac.jp)).**

### **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>
------------------	---