

## Guidelines for the Restriction of Activities to Prevent the Spread of the Novel Coronavirus (Ver.3)

These guidelines were formulated by the Disaster Response Task Force to assist each department in implementing a restriction of its activities as a measure to prevent the spread of the novel coronavirus.

### Category 1: Classes (lectures, training, experiments, practical work) and extracurricular activities

Level	Classes, etc.	Extracurricular Activities
<b>Level 0 (No restrictions)</b>	Normal operations	Normal operations
<b>Level 1 (Minimal restrictions)</b>	Implement normal operations if possible, while exercising the utmost caution to prevent the spread of infection. In the case that it is difficult to provide face-to-face classes even if preventive measures are taken, a combination of face-to-face and online classes or online classes only should be provided. (*for details of the preventive measures to be taken, please see “Manual of Measures to Prevent the Spread of the Novel Coronavirus (COVID-19).”)	Refrain from all extracurricular activities, excluding certain permitted activities, such as activities held outdoors, or those held indoors with all necessary measures to prevent the spread of infection and ensure safety. (*Details of the restrictions that apply to the holding of permitted extracurricular activities are detailed in a separate notice.)
<b>Level 2- (Suspension of face-to-face classes and restriction of extracurricular activities)</b>	As a general rule, suspend face-to-face classes and implement online classes instead. If it is necessary to implement face-to-face classes for unavoidable reasons, all possible precautions and measures must be taken to prevent the spread of infection, based on the “Manual of Measures to Prevent the Spread of the Novel Coronavirus (COVID-19): Precautions to be Taken Regarding Classes in the First Semester of 2020 (Ver. 1).	Cease the majority of extracurricular activities, excluding certain permitted activities, such as activities held outdoors with all necessary measures to prevent the spread of infection and ensure safety. Impose the necessary precautions and restrictions when holding permitted extracurricular activities.
<b>Level 2 (Suspension of face-to-face classes)</b>	Suspend face-to-face classes and implement online classes instead. If it is necessary to implement face-to-face classes for unavoidable reasons, the utmost caution must be exercised to prevent the spread infection. In particular, face-to-face training, experiments, or practical work must not be conducted until it has been rigorously confirmed that the activity will not entail any closed spaces, crowded places, or situations that entail close-contact.	Cease all extracurricular activities.
<b>Level 3 (Suspension of face-to-face classes)</b>	Same as level 2	Same as level 2
<b>Level 4 (Minimize class activities)</b>	Implement online classes only.	Suspend all extracurricular activities.
<b>Level 5 (University-wide cancellation of classes)</b>	All classes at the university shall be cancelled.	Same as level 4

#### Notes:

- When implementing online classes, it may be necessary to provide the university’s internal WiFi and other services to students who do not have internet facilities to take online classes at their home. In this case, all possible measures to prevent the spread of infection must be taken.
- If, during the period of restricted activities, you need to briefly enter a room at the university for unavoidable reasons, you must take all necessary measures to prevent the spread of infection and leave the room immediately after finishing the required task.

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### Category 2: Internal meetings and staff attendance

Level	Internal Meetings	Staff Attendance
<b>Level 0 (No restrictions)</b>	Normal operations	Normal operations
<b>Level 1 (Minimal restrictions)</b>	Implement normal operations if possible, while exercising the utmost caution to prevent the spread of infection. In the case that it is difficult to hold face-to-face meetings even if preventive measures are taken, a combination of face-to-face and online meetings, or online meetings only should be implemented. (*for details of the preventive measures to be taken, please see “Manual of Measures to Prevent the Spread of the Novel Coronavirus (COVID-19).”)	Implement normal operations if possible, while exercising the utmost caution to prevent the spread of infection. In the case that it is difficult to implement normal operations even if preventive measures are taken, teleworking should be implemented. The implementation of staggered working hours is also recommended to minimize commuting during peak congestion times.
<b>Level 2– (Restriction of face-to-face activities)</b>	Take all possible measures to prevent the spread of infection if holding face-to-face meetings. Online participation is recommended if possible.	Endeavor to maintain normal operations while implementing teleworking where possible. The implementation of staggered working hours is also recommended.
<b>Level 2 (Restriction of face-to-face activities)</b>	Same as level 2-	To reduce the density of people in each room, it is recommended to review essential operations and implement teleworking where possible.
<b>Level 3 (Partial restriction of operations)</b>	In principle, all meetings must be conducted online.	Determine which operations are necessary and divide staff into two groups, which alternate between working from home and working in the office.
<b>Level 4 (Restriction of most operations)</b>	Same as level 3	Only a minimal number of staff engaged in very high-priority work shall work in the office. In principle, all other staff shall work from home.
<b>Level 5 (Urgent operations only)</b>	No face-to-face to face meetings. Online meetings shall be held for urgent matters only.	In principle, all staff are prohibited from coming to the office, except for the minimum number of staff who must attend the office for urgent work.

#### Notes:

- During the period of restricted activities, all possible measures must be taken to prevent the spread of infection, such as the postponement of non-urgent meetings, saving time by determining which operations are essential, and conducting deliberations and decision-making by e-mail.
- Regardless of the restriction level, prioritize teleworking for staff who commute using public transport, and request staff working in the office to return home immediately after finishing their work.

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### Category 3: Research activities

Level	Restrictions /Activities
<b>Level 0 (No restrictions)</b>	Normal operations
<b>Level 1 (Minimal restrictions)</b>	Continue research activities as usual, while taking the utmost precautions to prevent the spread of infection.
<b>Level 2- (Restrictions on laboratory activities)</b>	Aim to resume normal research activities while taking all possible measures to prevent the spread of infection, such as ventilating rooms, washing hands, wearing face masks, minimizing contact between people, and reducing the number of non-essential hours that researchers are present in laboratories.
<b>Level 2 (Restrictions on laboratory activities)</b>	Take all possible measures to prevent the spread of infection, and reduce the time spent doing research work at the laboratory as much as possible. Work should be done at home whenever possible. Prohibit events outside the laboratory, such as welcome or farewell parties for laboratory members (including students).
<b>Level 3 (Restrictions on the number of researchers present at the university)</b>	Allow only the minimum number of laboratory members necessary for ongoing experiments and the operations at the laboratory to engage in research activities. Beginning new experiments is prohibited, in principle.
<b>Level 4 (Minimize research activities)</b>	Only the following laboratory members, who are engaged in high-priority research or work, are permitted to come to the laboratory: <ul style="list-style-type: none"> <li>• Members engaged in long-term experiments that cannot be interrupted.</li> <li>• Members engaged in work to terminate or suspend experiments other than those mentioned above.</li> <li>• The minimum number of members required to engage in the following work: maintenance of machines, devices, and reagents, management of laboratory animals, replenishment of cryogen, and maintenance of laboratory equipment, etc.</li> <li>• Members who implement server maintenance.</li> </ul>
<b>Level 5 (Closure of laboratories)</b>	Suspend all research activities, and prohibit all members from coming to the laboratory, except for the following minimum number of members required to engage in work necessary to resume the laboratory's activities after the restrictions are lifted: <ul style="list-style-type: none"> <li>• Members engaged in the maintenance of important machines, devices, and reagents, management of indispensable and irreplaceable laboratory animals, replenishment of cryogen, and emergency response for laboratory equipment, etc.</li> <li>• Members who implement server maintenance.</li> </ul>

Notes:

- Regardless of the restriction level, laboratory members who need to come to their laboratories should avoid using public transport as much as possible, and must return home immediately after finishing their work.
- Specific restrictions will be imposed on the activities of facilities that manage laboratory animals, etc., in accordance with the restriction level. The relevant departments must contact the facility directly to make the necessary arrangements.