

# Kyushu University Guidance for Preventing the Spread of the Novel Coronavirus Disease (COVID-19)

Current as of June 25, 2020

Level	Degree of Operation	Research	Classes	Student Extracurricular Activities	Administration	Visits to Campus
0	Normal Operation					
1	Partial Restrictions	Research activities must be undertaken with the utmost precaution to prevent the spread of infection.	Classes will be conducted with the utmost precaution to prevent the spread of infection.	Students, groups, and clubs will be allowed to conduct extracurricular activities they have been requested to take the utmost precaution to prevent the spread of infection.	Administrative work will be conducted with the utmost precaution to prevent the spread of infection.	Visits by people from outside of the university will be handled with utmost precaution to prevent the spread of infection.
2	Restrictions (Low)	Research staff such as faculty, researchers, and students (hereinafter referred to as "laboratory personnel") must spend as little time in the lab as possible and consider what work can be done from home while taking the utmost precaution to prevent the spread of infection.	As a general rule, classes will take place remotely, and in-person classes will not be conducted.	Students/student groups will be asked to refrain from all extracurricular activities, and some gymnasiums and facilities will be closed.	Administrative staff will be advised to work from home and stagger working hours whenever possible while taking the utmost precaution to prevent the spread of infection.	Steps will be taken to minimize the number of visits by people from outside of the university while taking the utmost precaution to prevent the spread of infection.
3	Restrictions (Medium)	For the experiments and researches that need to be carried out at the moment, a minimum number of laboratory personnel will work in the laboratory, and others will work from home. If you must enter the lab, try to keep time spent there to a minimum.	As a general rule, classes will take place remotely, and in-person classes will not be conducted.	All student group extracurricular activities will be canceled, and all facilities will be closed.	In order to maintain the university's functions, work will be done on a rotating basis by a skeleton staff with all other work being done at home.	Anyone from outside of the university will be requested to refrain from non-essential visits.
4	Restrictions (High)	Only the following laboratory personnel are allowed to enter their labs, with others working from home: ① Those who are conducting ongoing experiments where ceasing activity would significantly hinder the research ② Those who need to enter the lab to care for research materials such as experimental organisms ③ Those who need to perform other essential and time-critical tasks that cannot be done remotely	Classes will take place remotely, and in-person classes will not be conducted.	All student group extracurricular activities will be canceled, and all facilities will be closed.	Only the following staff members will come to campus, with all others working from home. For those who must go to campus, work will be done on a rotating basis to reduce the number of shifts per person: Those who perform essential and time-critical tasks; ① such as telephone consultations related to student education and support ② using university systems (accounting, payroll, etc.) ③ for campus maintenance ④ for managing crises ⑤ for other matters that cannot be done remotely	Anyone from outside of the university will be requested to refrain from visiting campus.
5	Suspension of On-Campus Activity	In order to maintain a minimum level of the university functions, only those entering the lab for a short time will be allowed, with permission of a supervisor, such as a department head, for tasks such as caring for living organisms, refilling liquid nitrogen, repairing freezers, and maintaining servers. All other laboratory personnel shall work from home.	As a general rule, all courses both remote and in-person shall be cancelled.	All student group extracurricular activities will be cancelled, and all facilities will be closed.	A system will be implemented using a skeleton staff to maintain facilities and managing crises with all other staff working from home.	Prohibited

\* This guidance does not apply to Kyushu University Hospital.

\* This guidance is subject to change at any time.

## **The Next Phase: Kyushu University Guidelines and Restrictions**

### **1. Basic Policy**

- As of June 25, 2020, the restriction level is at Level 2: Restrictions (Low).
- The University will consider raising the level of restrictions in relation to the state of infection on campus, or if another state of emergency is declared or closure is requested.

### **2. Details by Category**

#### **(1) Research**

- Spend as little time in the lab as possible, keep the number of personnel in the lab to the absolute minimum required, and consider what work can be done from home while taking the utmost precautions to prevent the spread of infection.
- When working on campus, implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Go to campus and carry out work only after confirming and complying with checklists established by your laboratory. Always make sure to keep the risk of infection to a minimum.

#### **(2) Classes**

- Throughout the summer semester (Thursday, June 25 to Wednesday, August 12), classes will be conducted in the same way as spring semester. However, at the discretion of the deans of each faculty and school, final examinations may take place on campus for 1) courses that require in-person classes and cannot be modified for the fall semester and beyond and 2) courses for which remote research guidance and evaluation is difficult. In addition, students can attend online classes on campus if 1) they cannot take part in remote learning from home due to technical difficulties or 2) they need to be present on campus to attend in-person classes or receive research guidance.
- When studying on campus, implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Go to campus and engage in study only after confirming and complying with relevant checklists. Always make sure to keep the risk of infection to a minimum.

#### **(3) Student Extracurricular Activities**

- Students/student groups will be asked to refrain from all extracurricular activities, and some gymnasiums and facilities will be closed. More details about restrictions on extracurricular activities will be announced around Thursday, June 25, taking into account the situation inside and outside the university.

#### **(4) Administration**

- Use measures such as teleconferencing to minimize the need for faculty and staff to gather in the same place. Stagger working hours and work from home whenever possible. When working on campus, implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Go to campus and engage in work only after confirming and complying with checklists established by each office. Always make sure to keep the risk of infection to a minimum.

## **(5) Campus Visits**

- Use measures such as teleconferencing to minimize the number of visits by people from outside of the university. When allowing a visit to campus, implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Visits to campus can occur only after confirming and complying with relevant checklists. Always make sure to keep the risk of infection to a minimum.

## **(6) Other**

- Travel and business trips between prefectures are allowed in some circumstances, depending on public health conditions at the destination. When traveling, always implement infection prevention measures. Avoid traveling to destinations where infection prevention measures are inadequate.
- A ban on international travel—for pleasure and business alike—will remain in effect as long as the current infectious disease risk level, as determined by the Ministry of Foreign Affairs, remains in place. Travel to another country will be allowed only when the country is also on Level 2 or below and the Novel Coronavirus Crisis Response Headquarters determines that the trip is absolutely necessary.
- The university library will reopen with new restrictions that limit the services available as well as the length of time that visitors can spend in the library. ([Check the homepage of each library for details about restrictions in each location](#))
- Be sure to always follow basic infection prevention measures such as proper hand hygiene and cough etiquette while avoiding the “3Cs” that increase the risk of infection. (See [“New Normal” on Campus for Students, Faculty, and Staff to Help Prevent the Spread of COVID-19](#))
- If you commute using public transportation, stagger work hours to avoid the “3Cs.” Also, spend as little time as possible in a terminal station.
- Time spent commuting to and from school should be as short as possible.
- Indoor events organized by the university or a university-affiliated organization should involve no more than 1,000 people and not exceed 50% of the capacity of the venue. Outdoor events should involve no more than 1,000 people and ensure that attendees maintain a safe distance (2 meters). When organizing an event, implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Hold events only after confirming and complying with relevant checklists. Always make sure to keep the risk of infection to a minimum.
- Events that are organized externally but make use of university facilities will be evaluated on a case-by-case basis. The nature of the event, the availability of the facilities where the

event will be held, the need to hold the event in the facilities concerned, infection prevention measures being taken, and other relevant information will be taken into account.

Frequently Asked Questions: University Guidelines and Restrictions

Current as of June 25, 2020

No.	Questions	Answers
1	Can individuals from outside of the university be invited to events in August?	Under the current guidance level, events are allowed as long as they are in compliance with relevant checklists in line with the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” published by the Ministry of Education, Culture, Sports, Science and Technology. Indoor events organized by the university or a university-affiliated organization should involve no more than 1,000 people and not exceed 50% of the capacity of the venue. Outdoor events should involve no more than 1,000 people and ensure that attendees maintain a safe distance (2 meters). Going forward, we will continue to watch infections and consider relaxing restrictions gradually.
2	The guidelines state that anyone not from the university will be requested to refrain from non-essential visits. What is the definition of an individual “from the university”?	The term "from the university" refers to students, faculty, and staff, and others who perform work on campus as well as those who have appointments with faculty and staff of the university. It also includes contractors designated by the university.
3	Are research collaborators allowed to visit campus if they are traveling from other prefectures?	First, please make sure that you are in compliance with the policy of the collaborator’s university. Please also take into account the requests that Kyushu University is making to faculty and staff members regarding travel. Before allowing a visit to campus, please consider the use of teleconferencing and comply with the checklists described the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research.”
4	The guidance states that students can attend online classes on campus if they need to be present on campus to attend in-person classes or receive research guidance. Are there any other specific instances when students can come to campus?	We assume that those who will come are either students who need to use on-campus facilities or students participating in extracurricular activities.
5	The guidance stipulates that travel time should be kept to a minimum, but may I go out for dinner on my way home?	While there are no issues with going to dinner, avoid the “3Cs” and places where infection prevention and control measures are insufficient. Please keep the amount of time you spend there to a minimum.

<p>6</p>	<p>The guidance states that students who cannot take online classes due to technical difficulties at home can take them on campus as long as they can come to school without using public transportation. Will this rule continue to apply, and if so, do students need to apply?</p>	<p>In light of the situation at the start of the spring semester, the university established the restrictions outlined in the question. In the summer semester, there will be no such restrictions. According to a notice issued on June 16, 2020, titled “Conducting Classes During 2020 Spring and Summer Semester,” students will be able to take courses as long as extensive prevention and control measures are in place.</p>
<p>7</p>	<p>What is the new Coronavirus Contact Confirmation Application (COCOA) developed by the Ministry of Health, Labour and Welfare (MHLW)?</p>	<p>It is a tracing platform that informs users if they may have come into contact with an individual who has tested positive for COVID-19, so individuals can know as soon as possible if they are at risk of infection.</p> <p>User privacy is ensured, and no personally identifiable information is recorded nor is the relationship between individuals who have tested positive for the virus or those who have had contact with the virus. For more information, please visit the following URL:  <a href="https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html">https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html</a></p>

# Infection Prevention Checklist

## In the Laboratory & Office

- Hold meetings online. Ensure that there is proper ventilation and that face masks are worn during in-person meetings.
- Ensure sufficient social distancing. Two meters whenever possible (and at least one meter)
- Ensure thorough handwashing with soap and water.
- Install hand disinfectant at laboratory and office entrances.
- Wear a face mask. (Make sure all students, faculty, staff, and visitors are informed.)
- Students, faculty, and staff members must take their temperature every day and may not come to work/school if they have symptoms (fever/cold-like symptoms, etc.).
- Maintain indoor ventilation using ventilation equipment or opening several windows.
- Disinfect doorknobs, elevator buttons, and other objects touched by numerous people.
- Restrict the entry of persons with symptoms (fever, cold-like symptoms, etc.).
- Record and save a log of visitors.
- Reduce the total number of people in a place at one time and limit the amount of time spent in one space. Have students, faculty, and staff members work in shifts during the morning, afternoon, or on different days of the week.
- Replace signatures and seals with online procedures and respond flexibly to people working from home.
- In order to reduce contact with external contractors, we encourage you to adopt more flexible methods of delivery and inspection.
- Establish an emergency communication system for all parties concerned.
- Commuters using public transport should shift their working hours and, if possible, travel by methods other than public transportation, including by bicycle or on foot.
- Students must obtain permission from the professor in charge before entering a room and engaging in an activity.
- Make the most out of the shared network environment.
- Create an environment where research staff can concentrate on their research activities as much as possible, setting up areas to work where they can avoid contact with others as much as possible.

- If an international researcher living outside of Japan is scheduled to be hired and they are able to conduct their research online, measures will be taken to enable them to work remotely under the management of their employer until the travel ban is lifted.
- Be sure to take steps to ensure online security when working from home.

Necessary measures must be taken by departments that often deal face-to-face with students, faculty, and staff. (Installation of hand sanitizer for visitors, acrylic sheets, etc.)

### **Use of test facilities and equipment (for research activities only)**

Minimize the use of test facilities and equipment and analyze data at home. Give your utmost attention to the proper handling of personal information.

- Prepare an operational plan and facility use schedule for practicing the “3 Cs” (continue to keep experiment times to a minimum while avoiding close contact with others inside the lab)
- Continually disinfect research spaces and equipment touched by multiple people, including device touch screens, switches, doorknobs, and toilets. Also, try to reduce the number of surfaces that need to be touched, such as leaving doors open, to the extent that it does not interfere with research.
- For research facilities and equipment that need to be operated by multiple people at the same time for reasons such as safety management, individuals should wear face shields or use barriers such as acrylic sheets or transparent vinyl curtains in order to avoid direct contact between people.
- When working alone on research or using facilities for an extended period of time, be sure to take proper safety measures to prevent an accident, such as to notify others or keep a log of your start and end times and to reconfirm means of communication in case of an accident.
- Research involving laboratory animals, genetically modified organisms (microorganisms, plants, animals), pathogenic microorganisms, or radioactive substances shall be carried out in accordance with relevant laws and regulations.
- Make remote use of equipment, services inside and outside the university, and outsourcing research.
- If classrooms or labs are vacant due to classes being held online, feel free to use them while being sure to avoid the “3 Cs” — closed spaces, crowds, and close-contact settings.

### **Considerations for Events**

- Ensure sufficient social distancing at both reception and inside the venue (two meters whenever possible).
- Limit the number of people entering and exiting the venue at one time and provide highly visible signs and messages. Ensure sufficient social distancing between people inside the venue (two meters whenever possible).
- Require the use of face masks by participants and staff alike.



- Restrict access to the venue for individuals experiencing symptoms such as fever.
- Require thorough washing and disinfection of hands and fingers by attendees and staff alike.
- Discourage interaction between individuals, to the extent possible, before and after the event or during breaks.
- Keep a record of participants in accordance with personal information policies in the event of an infection.
- Encourage attendees, participants, and other individuals to take appropriate action to prevent infection when traveling and at their destination (e.g., avoidance of activities that increase their risk of infection, such as a night out on the town).
- Install transparent vinyl curtains and partitions at reception desks and other places where people meet face to face.
- Install hand disinfectant dispensers at reception desks and inside venues, staff rooms, and other appropriate locations.
- Ensure thorough indoor ventilation of the facility at all times.
- Regularly disinfect facility common areas (toilets, tables, etc.) approximately every hour.
- Refrain from using hand dryers and cloth towel dispensers in public restrooms.
- Ensure staff break areas are well-ventilated at all times and that staff avoid the “3Cs.”
- Ensure proper management of waste such as food and drink. (Place it in a sealed container to avoid cross-contamination through touch, and take it with you.)  
\*When collecting waste, staff must wear a mask and gloves at all times