

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

Current as of August 6, 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.

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