

Revised August 28, 2020

Novel Coronavirus Crisis Response Headquarters

The Next Phase of Kyushu University Guidance

1. Basic Policy

- For the foreseeable future beginning September 1, 2020, the restriction level will stay at “Level 2: Restrictions (Low)” while remaining vigilant in preventing infection.
- The university will consider again 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

- Faculty and staff are encouraged to carefully monitor their health and evaluate their ability to work from home. The university recommends that you conduct as much work as possible from home. When conducting research on campus, keep personnel and time in the lab to a minimum while implementing the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research,” (hereinafter “Guidelines”) 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

- For the fall semester (until Thursday, December 3, 2020), classes will continue to be conducted online. However, in-person instruction may be allowed for some courses and research guidance where required or desired. This will be decided at the discretion of the deans of each undergraduate and graduate school upon the careful consideration of student circumstances and needs, classroom sizes, the number of students, and educational effects. Similarly, final examinations may take place in the

classroom for courses where remote evaluation is difficult. When conducting in-person classes, implement the infection prevention measures described in the “Guidelines,” confirm and comply with all relevant checklists, and always make sure to keep the risk of infection to a minimum.

- Summer semester rules will apply for any intensive lectures held during the summer holidays (until Wednesday, September 30, 2020).
- Students can attend online campuses 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.

(3) Student Extracurricular Activities

- Students and student groups are asked to refrain from extracurricular activities, and some gymnasiums and facilities are closed. More details will be sent separately.

(4) Administration

- Use measures such as teleconferencing to minimize the need for faculty and staff to gather in the same place. Continue to stagger working hours and work from home whenever possible. In particular, those who are at risk of severe illness if infected should work from home as a general rule. When working on campus, implement the infection prevention measures described in the “Guidelines.” Engage in work on campus only after confirming and complying with checklists established by each office. Always make sure to keep the risk of infection to a minimum.

(5) Visits to Campus

- Anyone without official university business is requested to refrain from visiting the university.
- Reconsider the necessity of campus visits and use measures such as teleconferencing to minimize the number of visits by people from outside of the university and visitors from areas where COVID-19 infections are rapidly spreading.
- If a visit to campus is deemed necessary, keep the length of your visit to a minimum and implement the infection prevention measures described in the “Guidelines.”

Confirm and comply with all relevant checklists, and 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. Travel and business trips to areas where COVID-19 infections are rapidly spreading, including Tokyo, Osaka, and Okinawa, should be carefully considered. Please consider the necessity of travel as well as the use of teleconferencing for meetings. When traveling, always implement infection prevention measures. Avoid traveling to destinations where infection prevention measures are inadequate and refrain from activities that pose a high risk of infection.
- 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 after thoroughly implementing infection prevention measures, 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](#))
 - In particular, always wear a face mask when speaking, and be sure to practice proper hand hygiene when touching shared or public objects and surfaces.
- Those who commute using public transportation should avoid rush hour whenever possible to avoid the “3 Cs.” (Crowding on the Showa Bus Kyudai Line can be checked using the [itocon](#) system)

- Time spent commuting to and from school should be kept to a minimum. Also, spend as little time as possible in a terminal station.
- All events hosted by Kyushu University must comply with capacity guidelines (indoor: no more than 50% capacity / outdoor: must maintain a safe distance of 2 meters between individuals) and implement infection prevention measures described in the official guidelines, complying with relevant checklists and giving the utmost consideration to preventing the spread of COVID-19 infection. Events in which more than 500 individuals are expected to participate will be considered separately.
- 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.
- To further prevent the spread of infection, the university strongly recommends that all university faculty, staff, and student install and use the Coronavirus Contact Confirmation Application ([COCOA](#)), which informs users if they may have come into contact with an individual who has tested positive for COVID-19, so they can know as soon as possible if they are at risk of infection and can get quick support from public health center for scheduling an examination.
- Hospital faculty, staff, and those engaged in medical care will give priority to hospital action guidelines.

Frequently Asked Questions Regarding the Action Guidelines

Current as of September 1, 2020

No.	Questions	Answers
1	Can individuals from outside of the university be invited to events?	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 not exceed 50% of the capacity of the venue. Outdoor events should ensure that attendees maintain a safe distance (2 meters). <u>Separate considerations will be made for events organized by the university or a university-affiliated organization that are expected to involved more than 500 people as well as events that will involve individuals from outside the university visiting university facilities. Please consult the administrative headquarters for details.</u>
2	The guidelines state that anyone from outside the university will be requested to refrain from visiting whenever possible. 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. It also includes contractors designated by the university. (The scope of individuals "from the university" has changed as of July 30)
3	Are research collaborators allowed to visit campus if they are traveling from other prefectures?	<u>The necessity of visits from areas where infection is rapidly spreading will be reconsidered and handled with sufficient caution.</u> For other areas, 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 note 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?	<p>When going to dinner, avoid the “3Cs” and places where prevention and control measures are insufficient. Please limit the amount of time you spend there as much as possible. When visiting a restaurant or similar establishment, the government has requested that the following measures be taken to prevent the spread of infection. Please review the following details.</p> <ul style="list-style-type: none"> - Avoid places where the “3 Cs” (closed spaces, crowded places, close-contact settings) are likely to occur. <hr/> <ul style="list-style-type: none"> - Avoid dining out and work parties with large numbers of people. - When eating out, choose a restaurant where prevention measures are being taken, such as restaurants displaying a COVID-19 safety sticker. <ul style="list-style-type: none"> - Avoid places where you may have to speak in a loud voice (e.g., bars and restaurants, karaoke, sporting events). - Wear a face mask, wash your hands, disinfect surfaces, and properly ventilate indoor spaces. <p>[Reference] https://www.mext.go.jp/content/20200729-mxt_kouhou01-000004520_01.pdf</p>
6	What is the new Coronavirus Contact Confirmation Application (COCOA)?	<p>The app, developed by the Ministry of Health, Labour and Welfare (MHLW), 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. User privacy is ensured. 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. The University strongly recommends that faculty, staff, and students install and use the app to help prevent the spread of infection. Visit the following URL for information on installing the app.</p> <p>https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/cocoa_00138.html (Japanese)</p>

New revisions are underlined.

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