

The Next Phase of Kyushu University Guidance

1. Basic Policy

- Starting October 20, 2020, the restriction level will be lowered to “Level 1.5: Partially Restrictions” for the foreseeable future.
- The university may consider again raising the level of restrictions according to the situation on campus, or if another state of emergency is declared or closure is requested.
- Hospital faculty, staff, and those engaged in medical care will give priority to hospital action guidelines.

2. Details by Category

(1) Research

- Research activities can be undertaken with the utmost precaution to prevent the spread of infection but only after careful consideration as to particular research methodologies in each field. The university encourages the use of online tools, but when working on campus, please implement the infection prevention measures described in the “Guidelines for Preventing the Spread of Infection and Compatibility while Conducting Research” (hereinafter “the guidelines”), published by the Ministry of Education, Culture, Sports, Science and Technology. Only enter the laboratory and engage in research after compliance with checklists established by each laboratory.

(2) Classes

- For the 2020 Fall Quarter (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 faculty and 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. Throughout the Winter Quarter (Friday, December 4, 2020 – Friday, February 12, 2021), classes will be held both in-person and online. 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.
- 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, groups, and clubs will be allowed to conduct extracurricular activities after they have been requested to take the utmost precaution to prevent the spread of infection (compliance with infection prevention guidelines, etc.).

(4) Administration

- 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, and try to use teleconferencing and other methods to reduce the in-person faculty and staff meetings.
- We recommend staggering working hours for those who have been allowed to resume educational and research activities on campus. If it is recognized that your work, including on-site response, will not be impeded, you may continue to work from home. In particular, those who are at higher risk for severe illness from COVID-19 should work from home whenever possible.

(5) Visiting Campus

- The necessity of travel should be carefully reconsidered where possible, especially when traveling to 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 should be carefully reconsidered. 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, is Level 2 or above. Faculty and staff members will only be allowed to travel to countries where restrictions are also Level 3 or below, and the Novel Coronavirus Crisis Response Headquarters determines that travel is allowed. As a rule, travel for reasons other than university business, either at the request of other organizations or for personal reasons, is prohibited. However, under special circumstances, travel may be allowed with the permission of the department head. Report any approved travel requests to the Novel Coronavirus Crisis Response Headquarter

- 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.
- Refrain from conversation as much as possible when eating, both on and off-campus. Remember to put your mask back on after you finish eating. In addition to improvements to the university environment that aid in on-campus infection prevention, we will require social distancing in classrooms, cafeterias, and elevators as well as disinfect classrooms and conduct temperature screenings upon arrival to campus. ([See: “Student Safety and Security Plan With & Beyond COVID-19”](#))
- 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.

Infection Prevention Checklist

1. In the Laboratory & Office

Employees (Including Students) & Authorities in Charge

- 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.).
- Ensure sufficient social distancing. Two meters whenever possible (and at least one meter)
- Ensure thorough handwashing with soap and water.
- Wear a face mask. (Make sure all students, faculty, staff, and visitors are informed.)
- 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.
- Be sure to take steps to ensure online security when working from home.

Authorities in Charge

- If appropriate measures to prevent the spread of infection cannot be taken, meetings and conferences must be held online.
- Install hand disinfectant at laboratory and office entrances.
- 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.
- If it is not possible to take appropriate measures to prevent the spread of infection, students, faculty, and staff will be required to alternate between working in the morning and afternoon or on a rotating schedule each day 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.
- 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.
- 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.)

2. Use of test facilities and equipment (for research activities only)

Employees (Including Students) & Authorities in Charge

- If it is not possible to take appropriate measures to prevent the spread of infection, the use of laboratory facilities and equipment should be kept to a minimum, and data analysis should be performed at home. Utmost care must be given 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 laboratory)
- 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.

Authorities in Charge

- 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.

- 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 laboratories 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.

3. Considerations for Events

All Participants & Organizers

- Require the use of face masks by participants and staff alike.
- Require thorough washing and disinfection of hands and fingers by attendees and staff alike.
- 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.

Organizers

- 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).
- Restrict access to the venue for individuals experiencing symptoms such as fever.
- 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.”
- Enforcement of restrictions on eating and drinking have been implemented outside of areas where infection control measures for eating and drinking apply. Comprehensive prevention measures must be practiced during breaks and meals before and after events.

*For the checklist regarding in-person classes, please refer to Kyushu University Notice No. 278 "[In-Person Learning Checklist](#)," announced September 8, 2020. (Only available in Japanese)