

Level	Degree of Operation	Research	Classes	Student Extracurricular Activities	Administration	Visits to Campus
0	Normal Operation					
1	Partially Restrictions	Research activities must be undertaken with caution to prevent the spread of infection.	Classes will be taught using a combination of in-person and remote classes while giving consideration to preventing the spread of COVID-19 infection.	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.).	While giving consideration to preventing the spread of COVID-19 infection, staggered working hours will be permitted 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.	Visits by people from outside of the university will be handled with caution to prevent the spread of infection.
1.5	Partially Restrictions	While giving the utmost consideration to preventing the spread of COVID-19 infection, it will be possible to conduct research activities on campus after carefully considering methods that take into account the specific needs of each research field.	Classes will be taught using a combination of in-person and remote classes while giving the utmost consideration to preventing the spread of COVID-19 infection.	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.).	While giving the utmost consideration to preventing the spread of COVID-19 infection, 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.	While giving the utmost consideration to preventing the spread of COVID-19 infection, we will allow visits to campus as deemed necessary, keeping the length of visits to a minimum.
2	Restrictions (Low)	Research staff such as faculty, 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.	In general, classes will take place remotely. However, some in-person instruction may be allowed at the discretion of the deans of each undergraduate and graduate school. (*However, from January 13 to March 7, 2021, courses will be taught using a combination of in-person classes and remote classes, while giving the utmost consideration to preventing the spread of COVID-19 infection.)	Students/student groups will be asked to refrain from all extracurricular activities, and some gymnasiums and facilities will be closed. (*However, while the state of emergency is in effect from January 15 to March 7, 2021, all student groups and extracurricular activities will, in principle, be suspended and facilities, including gymnasiums, will be closed.)	While giving the utmost consideration to preventing the spread of COVID-19 infection, a system will be implemented for resuming educational and research activities on campus with administrative staff working from home wherever possible. (*However, for the period from January 13 to March 7, we recommend staggering working hours for those who must 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.)	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.
*Refer to the action guidelines as of and after February 4, 2021.						
3	Restrictions (Medium)	To conduct necessary experiments and research at this stage, 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 rule, classes will take place remotely, and in-person classes will not be conducted.	In general, 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 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: ① Those who perform essential tasks, such as telephone consultations related to student education and support ② Those who perform essential tasks using university systems (accounting, payroll, etc.) ③ Those who perform essential tasks for campus maintenance ④ Those who perform essential tasks for managing crises ⑤ Those who need to perform other essential tasks 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 temporarily 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.	In general all classes, both remote and in-person, shall be canceled.	All student group extracurricular activities will be canceled, 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

* Kyushu University Hospital faculty, staff, and those engaged in medical care will give priority to hospital action guidelines.

* These guidelines are subject to change at any time.

The Next Phase of Kyushu University Guidance

1. Basic Policy

- Following the government's declaration of a state of emergency, and based on the action guidelines, guidance levels have been raised to “Level 2: Restrictions (Low)” for January 13 – March 7, 2021.
- However, the Ministry of Education, Culture, Sports, Science and Technology (MEXT) has requested that the university entrance examination be carried out as scheduled and that in-person classes and distance learning be conducted effectively. Additionally, due to the timing amid the winter term, Kyushu University shall respond appropriately to the extent possible while considering the routine tasks that must be carried out at an organizational level, including functions related to entrance examinations, on-campus classes, student affairs, grading, and end-of-year fiscal responsibilities. In light of the above, regardless of the action guidelines, the following restrictions will apply to university classes and administration.
- The university will again consider raising the level of restrictions, or tightening these restrictions, depending on the government and prefectural policies as well as the state of infection on campus.
- Hospital faculty, staff, and medical workers will give priority to hospital action guidelines.

2. Details by Category

(1) Research

- Research staff such as faculty, laboratory personnel should spend as little time in the lab as possible based on their research and consider what work can be done from home using online tools while taking the utmost precaution to prevent the spread of infection. 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

- Throughout the 2020 winter term (until Friday, February 12, 2021), classes will be held both in-person and online. Wherever possible, consider increasing the ratio of distance learning. 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 distance 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

- While the state of emergency is in effect, all student groups and extracurricular activities will, in principle, be suspended, and facilities, including gymnasiums, will be closed. Details shall be determined separately.

(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. 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 must 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.

(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. Please refrain from visiting from regions where a state of emergency has been declared whenever possible.
- Visits by people not affiliated with the university should be kept to a minimum. If a campus visit is deemed necessary, keep the length of your stay 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

- Regardless of the restrictions above, if a member of the university body is found to be infected, the department or laboratory to which they belong may heighten restrictions on behavior for a limited time based on their circumstances.
- Refrain from going out unless absolutely necessary (especially after 8:00 p.m.).
- Refrain from activities that pose a high risk of infection, such as

- karaoke or eating and drinking in groups.
- Do not talk to or eat with others at close distances without wearing a face mask. In particular, refrain from talking when eating or drinking, and put your mask back on immediately after you finish eating. Practice proper hand hygiene after touching shared items.
 - In principle, refrain from travel and business trips across prefectures in areas where a state of emergency has been issued, and consider holding conferences remotely in areas where the infection is rapidly spreading, and it is necessary. Exercise caution in regards to travel, and reconsider the necessity of visiting those areas. 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 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, in special circumstances, travel may be permitted on the condition that the student obtains permission from the head of their department and follows any instructions given by the government. Report any approved travel requests to the Novel Coronavirus Crisis Response Headquarters.
 - The Common Test for University Admissions and general entrance examination for Kyushu University will be carried out as planned upon taking thorough infection prevention measures. Please note that students entering the campus for entrance examinations are not included in “(5) Campus Visits by People Outside the University.”
 - 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 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 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. Reference: [“Student Safety and Security Plan With & Beyond COVID-19”](#)
- In light of requests for businesses to shorten their hours and for people to refrain from going out after 8:00 p.m., faculty and staff will, in principle, leave work on time and adjust their schedule so that overtime is not required. Supervisors and flextime workers are also expected to leave work early as long as it does not interfere with their work or educational and research activities.
- Educational and research activities, as well as administrative work on campus after 8:00 p.m., shall be conducted only when specifically deemed necessary.
- 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)