

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 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 are carrying out 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	Partial 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 carry out 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. ※However, from January 18, 2022, research staff such as faculty and laboratory personnel must consider what work can be done from home using online tools while taking the utmost precaution to prevent the spread of infection.	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/student groups will be asked to refrain from all extracurricular activities, and some gymnasiums and facilities will be closed.	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 carry out 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. ※Infection prevention measures will be implemented for every facility used by outside guests, while carefully assessing the situation.
*Refer to the action guidelines as of and after January 23, 2022.						
2.5	Restrictions (Medium)	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, give the utmost consideration to preventing the spread of COVID-19 infection.	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.	All student groups and extracurricular activities will, in principle, be suspended, and facilities, including gymnasiums, will be closed.	We recommend staggering working hours to the extent possible without impeding essential 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. In principle, refrain from lending university facilities externally.
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.	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.	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

- Fukuoka Prefecture has announced a " Fukuoka Corona Alert. In light of this alert, the University guidance level will maintain restrictions at "Level 2: Restrictions (Low)" for the period of January 24 – February 20, 2022, while strengthening some restrictions.
- It is crucial to continue our efforts to prevent further infections as we are already in the busy season with the end-of-year examinations, entrance examinations, and the end-of-work year. In particular, at this point in time, most of the infected people and those in close contact with them at Kyushu University have been infected through " eating and drinking together". It is necessary to take all possible measures to prevent infection at eating and drinking together.
- Depending on the future spread of the infection, it is assumed that a state of emergency will be declared. In that case, the restriction may be strengthened to "Level 2.5: Restrictions (Medium)". There is a possibility that the activities of the members of Kyushu University will be further restricted.
- The University may again consider strengthening or raising the level of restrictions on various activities according to the situation on campus, or if the national or prefectural governments revise their policies due to another spread of infection.
- Hospital faculty, staff, and medical workers will give priority to hospital action guidelines.

2. Details by Category

(1) Research

- Research staff such as faculty and laboratory personnel must 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

- Courses 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. 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.

- Classes for the 2021 academic year will be conducted in person to ensure that every course is implemented effectively and to put an emphasis on relationship-building among students on campus. However, courses may be moved online or canceled depending on the state of infections among University members.
- Students can attend online classes 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.
- Student research activities shall be conducted in accordance with (1) Research.

(3) Student Extracurricular Activities

- Students/student groups will be asked to refrain from all extracurricular activities, and some gymnasiums and facilities will be closed. Details shall be determined separately based on the Ministry of Education, Culture, Sports, Science and Technology's guidelines for student extracurricular activities.
- Many extracurricular student groups and clubs, whether officially recognized or not, transcend school and academic year, connecting students across the University. If a new case was found in one of these groups, the risk of infection spreading both in and outside the University would increase dramatically. We will, therefore, continue to promote awareness of infection prevention not only during group activities but also on an individual basis.

(4) Administration

- 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 carry out 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.
- 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 in-person faculty and staff meetings.

(5) Eating and Drinking Together

- Do not talk to or eat with others at close distances without wearing a mask. In particular, refrain from talking when eating or drinking, and put your mask back on immediately after you finish eating.
- When using eating and drinking establishments, choose the ones practicing thorough infection prevention measures, including those with Fukuoka Prefecture's Infection Prevention Certificate [COVID-19 Safe Certified Shop]).
- Generally, no more than four people can be seated at the same table in a

restaurant. If you feel even the slightest bit unwell, please do not participate in eating or drinking, considering the impact on the participants, and consider seeking a doctor.

- If infection prevention measures are not taken adequately, the risk of infection increases regardless of the number of people. Please refer to the prefectural government's "Guidelines to Avoid Infection Risk while at Restaurants" below and refrain from dining, carrying a high risk of droplet infection.
- In line with the prefectural government's request for businesses to shorten their operating hours, please refrain from visiting restaurants or bars outside of opening hours without an acceptable reason.
- Avoid using restaurants for long periods of time, no more than two hours. Refrain from using restaurants for extended periods of time, and avoid activities that increase the risk of infection, such as pouring drinks among each other, passing glasses around, talking loudly, and using karaoke facilities with inadequate infection prevention measures applied. (This includes gatherings with meals at private homes, etc.)
- Even if eating or drinking outdoors, take thorough measures to prevent infection, such as maintaining a social distance and wearing a mask when talking. Avoid loud conversations and other activities that increase the risk of infection.

(6) Travel & Going Out

- When going out, please wear a mask, including those who have been vaccinated, disinfect your hands, and take your temperature at the places you visit. Practice proper hand hygiene after touching shared items.
- Do not travel or go out if you have a fever or other cold-like symptoms.
- When going out, always implement infection prevention measures. Avoid traveling to places where infection prevention measures are inadequate and refrain from activities that pose a high risk of infection.
- Carefully decide on and plan for travel in groups and overnight stays based on their necessity and the current state of infections. If they are deemed to be necessary, take thorough precautions and follow basic.
- Please refrain from unnecessary travel across prefectures, especially to and from areas where a state of emergency or the priority measures to prevent the spread of disease have been declared.
- Please refrain from unnecessary moving across prefectures, especially to and from areas where a state of emergency or the priority measures to prevent the spread of disease have been declared. If it is necessary to move, please undergo PCR or other tests to confirm that you are negative. Local governments are offering free COVID-19 PCR tests for asymptomatic people who are concerned about infection.
- Travel and business trips outside of Japan are prohibited. However, in special circumstances, the Novel Coronavirus Crisis Response Headquarters may allow faculty and staff members to travel to countries where the infectious disease risk level is Level 3 or below as determined

by the Ministry of Foreign Affairs of Japan. The Novel Coronavirus Crisis Response Headquarters may also allow travel to countries where the infectious disease risk level is Level 3 or below for students planning to study abroad if requested by the head of the student's department. 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, international travel requests may be approved by the department head. Report any approved travel requests to the Novel Coronavirus Crisis Response Headquarters. The decision on whether or not to approve an international travel request will be based on current infectious disease risk levels as well as the security conditions at the destination country/region.

(7) Visits to Campus

- 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.
- A record of all campus visits by people from outside the University must be kept and infection prevention measures implemented at each facility.
- Refrain from hosting non-essential and non-urgent visits from travel across prefectures, especially to and from areas where a state of emergency or the priority measures to prevent the spread of disease have been declared.
- If it is unavoidable for a person to receive visitors from areas under "areas where a state of emergency or the priority measures to prevent the spread of disease have been declared," then local governments are offering free COVID-19 PCR tests for asymptomatic people who are concerned about infection. Please make use of these tests to confirm whether or not you are infected.

(8) 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.
- Entrance examinations at Kyushu University will be conducted as scheduled upon taking thorough infection prevention measures. Please note that prospective students entering the campus for entrance examinations are not included in "(7) Visits to Campus."
- 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 and will disinfect classrooms and conduct temperature screenings upon arrival to campus. Reference: “Student Safety and Security Plan With & Beyond COVID-19”
- In light of the request for shorter hours of operation for restaurants, 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 9:00 p.m., shall be conducted only when deemed necessary.
- When using public transportation such as trains, buses, and cabs, always wear a mask and refrain from talking loudly. Those who commute using public transportation should avoid rush hour whenever possible to avoid the “3 Cs.” (You can check the bus stop congestion at KYUDAI-GAKKENTOSHI Station and the Ito Campus 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.
*The term “event” here refers not only to special events but also to usual gatherings where an unspecified or large number of people will participate and includes team/club practices, rehearsals, and other meetings.
- To further prevent the spread of infection, the University strongly recommends that all University faculty, staff, and students 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 a 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)