

| Level | Degree of Operation              | Research   | Classes   | Student Extracurricular Activities  | Administration   | Visits to Campus  |
|-------|----------------------------------|--|---|---|--|---|
| 0     | Normal Operation                 |  |   |   |  |   |
| 1     | Partial Restrictions             | While giving the utmost consideration to preventing the spread of infection, research activities will be conducted as usual.   | While giving the utmost consideration to preventing the spread of infection, in principle, classes will be held face-to-face basis. Measures such as switching to remote classes or canceling classes may be taken depending on changes in the infection situation. | 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 due consideration to the preventing the spread of COVID-19 infection, the staggered working hours and working from home may be permitted if it is deemed that this will not interfere with their work, including on-site response, based on the fact that education and research activities on campus are conducted in full swing.  | 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 infection, research activities will be conducted as usual, with appropriate consideration given to the characteristics of the research field.  | While giving the utmost consideration to preventing the spread of infection, in principle, classes will be held face-to-face basis. Measures such as switching to remote classes or canceling classes may be taken depending on changes in the infection situation. | The University will judge if 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, the staggered working hours and working from home may be permitted if it is deemed that this will not interfere with their work, including on-site response, based on the fact that education and research activities on campus are conducted face-to-face in principle.   | 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.  | 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, the staggered working hours and working from home may be recommended if it is deemed that this will not interfere with their work, including on-site response, based on the fact that education and research activities on campus are being carried out to a certain degree.   | 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.  |
| 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.   | Staggered working hours and working from home will be actively utilized when it does not interfere with necessary education and research activities on campus and when it is recognized that it does not interfere with work duties, including on-site response.   | 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:<br>① Those who are conducting ongoing experiments where ceasing activity would significantly hinder the research<br>② Those who need to enter the lab to care for research materials, such as experimental organisms<br>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:<br>① Those who perform essential tasks, such as telephone consultations related to student education and support<br>② Those who perform essential tasks using university systems (accounting, payroll, etc.)<br>③ Those who perform essential tasks for campus maintenance<br>④ Those who perform essential tasks for managing crises<br>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**

- Entry restrictions of Japan have been eased in stages considering the rising vaccination rates and other factors. In addition, an increasing number of foreign countries have also eased entry restrictions.
- Meanwhile, the number of new infected cases in Japan and in Fukuoka Prefecture remains high. Since the BA.2 variant, which is considered more infectious, also requires vigilance, Fukuoka Prefecture is continuing its “Fukuoka Corona Alert”. Based on the current situation, the restriction based on the Kyushu University's Guidance for COVID-19 will also be maintained at “1.5: Partial Restrictions”, and the University will continue to act with attention to infection prevention.
- 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.
- At this point in time, many of the infected people and those in close contact with them at Kyushu University have been infected through “group meals (multiple people gathering to eat, drink, and converse together)”. It is necessary to continue to take all possible measures to prevent infection at the occasion of group meals.
- Hospital faculty, staff, and medical workers will give priority to hospital action guidelines.

### **2. Details by Category**

#### **(1) Research**

- While giving the utmost consideration to preventing the spread of infection, research activities will be conducted as usual, with appropriate consideration given to the characteristics of the research field. When conducting research activities, infection prevention measures such as the use of online tools, thorough implementation of general infection prevention measures, and working in shifts should be taken, and each laboratory should confirm the response status using a checklist before entering the room and engaging in work. These measures are written 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.

#### **(2) Classes**

- While giving the utmost consideration to preventing the spread of infection, in principle, classes will be held face-to-face basis. When conducting face-to-face classes, the infection prevention measures described in the Guidelines are required to be thoroughly implemented,

and the status of prevention measures must be checked using a checklist before implementation of classes.

- Measures such as switching to remote classes or canceling classes may be taken depending on changes in the infection situation.
- Consideration will be given to students who have difficulty commuting to campus due to a basic illness or disability, and foreign students who cannot enter Japan due to immigration restrictions by providing classes via remote methods.
- Student research activities shall be conducted in accordance with (1) Research.

### **(3) Student Extracurricular Activities**

- The University will judge if 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.). Details including the use of facilities (such as gymnasiums) for extracurricular activities shall be determined separately.
- Many extracurricular groups are groups that also connect with university students and others on and off campus. If a new case was found in one of these groups, the risk of spreading infection would increase dramatically both on and off campus. Therefore, each extracurricular groups shall continuously strive to foster awareness of infection prevention, not only during group activities, but also individually.

### **(4) Administration**

- While giving the utmost consideration to preventing the spread of COVID-19 infection, the staggered working hours and working from home may be permitted if it is deemed that this will not interfere with their work, including on-site response, based on the fact that education and research activities on campus are conducted face-to-face in principle.
- Implementation of the infection prevention measures described in the Guidelines is required. The status of prevention measures must be checked using a checklist engaging each work. Make sure to keep the risk of infection to a minimum by using teleconferencing system and other methods to reduce in-person faculty and staff meetings.

### **(5) Group meals (Eating/drinking with multiple people)**

- 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. (This includes gatherings with meals at private homes, etc.)
- 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]).
- Avoid using restaurants for long periods of time, no more than two hours.

- When using multiple tables in one group, refrain from moving between tables.
- In restaurants other than COVID-19 Safe Certified Shop, one table should be used by less than four persons.
- 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.
- Regardless of eating outside/inside, refrain from activities that increase the risk of infection such as sharing glasses, talking loudly, using Karaoke establishments with inadequate infection control measures, and etc.
- Refrain from eating and drinking in groups on streets or in parks where infection prevention measures are not thoroughly implemented, as such activities have high risk of infection.
- 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.

#### **(6) Travel & Going Out**

- Avoid going out if you have a fever or other cold-like symptoms and see a doctor, for infection test.
- When going out, always implement infection prevention measures. Avoid visiting places where infection prevention measures are inadequate and refrain from activities that pose a high risk of infection.
- When going out, please wear a mask, disinfect your hands, and check your temperature at the places you visit. Practice proper hand hygiene after touching shared items.
- Carefully decide on and plan for travel in groups and overnight stays based on its necessity and the current state of infections.
- For cross-border travel to and from other areas, basic infection prevention measures, including avoidance of the "3Cs (Closed spaces, Crowded places, and Close-contact settings)", should be thoroughly implemented.
- If you are concerned about infection due to going out or traveling, use commercially available antigen test kits or local governments are offering free COVID-19 PCR tests for asymptomatic people who are concerned about infection.
- When a faculty member, staff, and student going business trip or study outside of Japan (where the infectious disease risk level is Level 3), the Novel Coronavirus Crisis Response Headquarters will judge in advance if each travel is allowed. When going to a country where the infectious disease risk level is Level 2 or lower, the head of each department will judge if each travel is allowed. Travels approved by the head of each department need to be reported to the Novel Coronavirus Crisis Response Headquarters.

- When a faculty member, staff, or student traveling outside of Japan for reasons other than university business or study abroad, the head of each department will judge if each travel is allowed. Travels approved by the head of each department need to be reported 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.
- When making travel plans, be prepared to prepare "negative certificates" and other documents required by the host country, and assume that you may not be able to return home as scheduled due to changes in entry restrictions.

### **(7) Visits to Campus**

- While giving the utmost consideration to preventing the spread of COVID-19 infection, the University will allow visits to campus as deemed necessary, keeping the length of visits to a minimum. During visits, implement the infection prevention measures described in the "Guidelines." Confirm and comply with 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.
- For cross-border travel to and from other areas, basic infection prevention measures, including avoidance of the "3Cs," should be thoroughly implemented.

### **(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”

- 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.

# 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)