

Level	Degree of Operation	Research	Classes	Student Extracurricular Activities	Administration	Visits to Campus
0	Normal Operation					
1	Partial Restrictions	While giving the sufficient consideration to preventing the spread of infection, research activities will be conducted as usual.	While giving sufficient 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 utmost precaution to prevent the spread of infection (compliance with infection prevention guidelines, etc.).	While giving sufficient 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 sufficient caution to prevent the spread of infection.
1.5	Partial Restrictions	While giving 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 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 utmost precaution to prevent the spread of infection (compliance with infection prevention guidelines, etc.).	While giving 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 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 utmost precaution to prevent the spread of infection.	Classes will be taught using a combination of in-person and remote classes while giving 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 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 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 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 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 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**

- Since the new national policy of wearing masks (respecting the individual's independent judgment and leaving it to the individual) has been in effect since March 13, 2023, this guidance was also revised as necessary. The guidance level is to be maintained as “1.0 (Partial Restrictions).”
- The University may consider revising this guideline if the national or prefectural governments revise their policies against the pandemic.
- Since the new policy of wearing masks will be applied on April 1 for educational and research activities at the university, we continue to recommend the wearing of masks in the following situations until March 31.
  - (indoors) When you cannot maintain a physical distance (2m or more) from others.
  - (indoors) When you can be distant from others but still have a conversation with them.
  - (outdoors) When you cannot maintain a distance from others and have a conversation.
- Hospital faculty, staff, and medical workers will give priority to hospital action guidelines.

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

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

- While giving sufficient consideration to preventing the spread of infection, research activities will be conducted as usual. 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 (attached) 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 sufficient 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 the implementation of classes.
- Measures such as switching to remote classes or canceling classes may be taken depending on changes in the infection situation.

- Enough consideration will be given to students who have difficulty in coming to campus due to a basic illness or disability, and foreign students who cannot enter Japan due to entry restrictions by providing classes using remote methods.
- Student research activities should be conducted in accordance with (1) Research.

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

- While requesting utmost consideration to prevent the spread of infection (compliance with infection prevention guidelines made by each relevant association) to each group and individual, extracurricular activities will be allowed in principle. Details including the use of facilities (such as gymnasiums) for extracurricular activities will be determined separately.
- Many extracurricular groups are groups that also connect with university students and others on and off campus. If a new infection case was found in one of these groups, the risk of spreading the infection would increase dramatically. Therefore, each extracurricular group should continuously strive to foster awareness of infection prevention, not only during group activities but also individually.

### **(4) Administration**

- While giving sufficient consideration to preventing the spread of 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.
- 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 a teleconferencing system and other methods to reduce in-person faculty and staff meetings.

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

- 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].
- When moving from one seat/table to another, an appropriate distance should be maintained between people.
- In the case of a standing-style group meal, keep an appropriate distance (at least 1 m) between people.
- 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.
- Refrain from activities that increase the risk of infection such as sharing glasses and talking loudly. (This includes gatherings with meals at private homes, etc.)

- When using eating and drinking establishments, be sure to follow the manners that are targeted at preventing the spread of the virus.

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

- Avoid going out if you have a fever or other cold-like symptoms and see a doctor for an 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, 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 their 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 studying outside of Japan (where the infectious disease risk level (Infection Level) is 3), the Novel Coronavirus Crisis Response Headquarters will judge in advance if each travel is allowed. When going to a country where the Infection Level is 2, the head of each department will judge if each travel is allowed. Approved travels should be reported to the International Affairs Department. When going to a country where the Infection Level is 1 or lower, the head of each department should report about each travel to the International Affairs Department.
- When a faculty member, staff, and student travel outside of Japan for reasons other than university business or study abroad (where the Infection Level is 2 or higher), the head of each department will judge if each travel is allowed. When traveling to a country where the Infection Level is 1 or lower, the head of each department should grasp each travel but no need to report to the Novel Coronavirus Crisis Response Headquarters or the International Affairs Department. The decision on whether or not to approve an international travel request will be based on the Infection Level as well as the security conditions at the destination country/region.
- When making travel plans, be prepared to have "negative certificates" and other documents required by the host country, and assume that you may not be able to return to Japan as scheduled due to sudden changes in entry restrictions.

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

- Visits by people from outside of the university will be handled with sufficient caution to prevent the spread of infection.

- 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 libraries will open with the thorough implementation of infection prevention measures. Check the website of the library for details about restrictions.
- 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 crowded public transportation such as trains, buses, and taxis, wearing masks is recommended. Those who commute using public transportation should avoid rush hour whenever possible to avoid the "3Cs." (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 campus should be kept to a minimum. Also, spend as little time as possible in a terminal station.
- All events hosted by Kyushu University should comply with capacity guidelines (indoor: 100% capacity or lower / outdoor: maintain a sufficient distance between people) and implement infection prevention measures described in the official guidelines, complying with relevant checklists and giving utmost consideration to preventing the spread of COVID-19 infection.
- Concerning the on-campus events organized by local communities other than university members, some important points such as the contents of the event, the availability of the facilities, the necessity to hold the event in the facilities, and the infection prevention measures planned should be confirmed beforehand by using the attached checklist.

\*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

For employees (including students) & Authorities in charge

- ☐ When having cold-like symptoms, students, faculty, and staff may not come to work/school.
- ☐ Ensure sufficient social distancing (1m, for instance).
- ☐ Practice hand sanitizing frequently.
- ☐ When using online tools, take sufficient care of information security.

For authorities in charge

- ☐ If appropriate measures to prevent the spread of infection cannot be taken, meetings and conferences may be held online.
- ☐ Install hand disinfectant at the laboratory and office entrance.
- ☐ Maintain indoor ventilation (using ventilation equipment or opening windows).
- ☐ Disinfect objects touched by numerous people (doorknob and elevator buttons).
- ☐ Restrict the entry of persons with cold-like symptoms.
- ☐ Utilize online tools such as e-signatures and e-seals.
- ☐ Make an emergency contact list of the laboratory/office members

## 2. Use of experiment facilities and equipment (for research activity only)

For employees (Including students) & Authorities in charge

- ☐ Prepare an operation plan and facility use schedule for practicing the 3Cs.

For authorities in charge

- ☐ For research facilities and equipment that need to be operated by multiple people at the same time for reasons such as safety management, individuals may wear face shields or use barriers such as acrylic sheets between people.
- ☐ Consider remote use of equipment, utilize outsourcing services inside and outside the university.
- ☐ If lecture rooms or laboratories are vacant, consider using them to avoid the 3Cs.

\*3Cs: Closed spaces, Crowded places, and Close-contact settings

\*As for the checklist on face-to-face lectures, please click [here](#).

## 3. Holding Events

When organizing/planning events, please use a checklist on the next page.

## Checklist for Organizing Events

<b>1. Infection Control for Event Participants</b>		
<b>(1) Infection control measures according to the route of infection</b>		
<b>① Droplet infection control</b>	Ensure appropriate distances between event participants at the event venue	<input type="checkbox"/>
<b>② Aerosol infection control</b>	Constant ventilation by facility equipment or window opening ventilation	<input type="checkbox"/>
	Ensure appropriate distances between event participants at the event venue (Same as ①)	<input type="checkbox"/>
<b>③ Contact infection control</b>	Ensure frequent hand washing and hand sanitizing by event participants and disinfection of the event venue by the organizer.	<input type="checkbox"/>
	Ensure appropriate distances between event participants at the event venue (Same as ①)	<input type="checkbox"/>
<b>(2) Other infection control measures</b>		
<b>④ Infection control when eating and drinking</b>	Dissemination of infection control measures when eating and drinking	<input type="checkbox"/>
<b>⑤ Pre-event infection control</b>	Call for voluntary restraint of persons with fever or other symptoms from participating in events	<input type="checkbox"/>
<b>2. Infection control measures for performers and staff</b>		
<b>⑥ Infection control measures for performers and staff</b>	In addition to infection control measures during rehearsals, performances, etc., health management and examinations of performers and staff as necessary	<input type="checkbox"/>
	Implementation of measures to prevent infection from performers and staff to participants, such as ensuring an appropriate distance between the stage and the audience	<input type="checkbox"/>