

Guidelines for Activities to Prevent the Spread of COVID-19 (BCP: Business Continuity Plan)

Stage 4 is defined as the time when a State of Emergency is declared.

Depending on the future circumstances, such as changes in the infection phase, each item's content may be reviewed at any time. Please check the latest version.

| Restriction Level | Courses (Lecture, Seminar, Practical Work) | Course Registration | Research Activity | Library | Student Dormitory | Campus Entrance | Accepting from Overseas, Int'l Students | Students' Extracurricular Activities | Meeting, Ceremony, Event | Faculty Work | |
|-------------------|--|--|---|---|--|--|--|---|---|--|--|
| 0 | Normal | | | | | | | | | | |
| 1 | No stay-at-home request is issued in Tokyo or neighboring prefectures. However, there is an outbreak in Japan, and caution is required to prevent spread of infection. | Offering online/hybrid classes with utmost caution to prevent spread of infection. Offering face-to-face courses, seminars, trainings, and practical work while limiting. If an infected person occurs in the class, it will be changed to online class. (**) | Pre-register courses in the applicable term. Online registration Interviews with advisors are not conducted face-to-face. | Research activities can be conducted with utmost caution to prevent spread of infection. | Entrance is possible with due caution to prevent infection. However, the length of stay is limited. *Permitted to: Current students (GS, undergraduate & auditors) Current Teaching Staff (full-time/part-time) | Students can reside at dormitory with utmost caution to prevent spread of infection. However, residents must sign a consent form to live in dormitory. If not complied with the requirements, they will be requested to leave. | It is fine to enter campus with utmost caution to prevent the spread of infection. Outside visitors are not allowed to enter the campus, unless they have permission issued by a related office of the University. | <u>If permitted to enter Japan, students can join face-to-face class from middle of term.</u> <u>Check website of Ministry of Foreign Affairs regarding countries/regions subject to entry restrictions by Japanese Govt.</u> https://www.mofa.go.jp/ca/fna/page4e_001053.html | Some extracurricular activities are permitted with due caution to prevent spread of infection. | Face-to-face meetings can be held with caution to prevent infection spread, although online participation is recommended. Only the event of high necessity can be implemented with utmost caution to prevent infection. | Regular work with utmost caution to prevent spread of infection. Staggered work shift or work-from-home may be recommended for duties that are possible in Univ.'s operations or due to the nature of work. |
| | Restrictions: Partial | | | | | | | | | | |
| 2 | No nationwide State of Emergency is declared. However, State of Emergency is issued by Tokyo Govt. or there is concern about an explosive outbreak in a neighboring prefecture. | Online classes only. (incl. Senior Thesis, Master's Thesis & Doctoral Dissertation) Seminars, trainings, and practical work can be implemented, while limiting, with due caution to prevent spread of infection. If an infected person occurs in the class, it will be changed to online class. (**) | Online registration Interviews with advisors are not conducted face-to-face. | Research activities can be continued w/ utmost caution to prevent spread of infection. However, students, researchers & all research staff should consider to reduce the time spent at the site, and to work at home if possible. *Advance application is required. | Staying in Library is not permitted. Limited to lending and returning. Advance application is required. Visitors take necessary infection control measures. | In principle, students are requested to leave campus. For students who have no family & relatives in Japan or cannot secure a residence afterward, they may be permitted to reside at dormitory w/ utmost caution to prevent infection. Residents must sign a consent form to live in dormitory. If not complied w/ the requirements, they will be requested to leave. | Restricted. Facilities for students (Library, PE Center & D Hall) are required advance application to use. Outside parties are not permitted to enter campus. (*Only Board of Trustees, Counselors & Alumni are permitted upon advance application.) | International students will comply with entry restrictions implemented by Japanese Govt. | In principle, prohibited. Online meetings and practices are recommended. Outdoor face-to-face activities may be permitted with infection control measures in place. | Face-to-face meetings should be held to a minimum. In principle, online meetings are recommended. Non-essential events, and events with "Three Cs" must be avoided. | Regular work with utmost caution to prevent the spread of infection. Staggered work shift or work-from-home may be recommended for duties that are possible in Univ.'s operations or due to the nature of work. |
| | Restrictions: Low | | | | | | | | | | |
| 3 | State of Emergency is declared by Japanese Govt. and stay-at-home request is issued by Tokyo Govt. | Online classes only (including Senior Thesis, Master's Thesis & Doctoral Dissertation) | Online registration Interviews with advisors are not conducted face-to-face. | To continue ongoing experiment/research, only a minimum no. of researchers is granted permission to enter. When entering, reduce the time spent there. Other research personnel should work at home. *Advance application is required. | Staying in Library is not permitted. Limited to lending and returning. Advance application is required. Visitors take necessary infection control measures. | In principle, students are requested to leave campus. For students who have no family & relatives in Japan or cannot secure a residence afterward, they may be permitted to reside at dormitory w/ utmost caution to prevent infection. Residents must sign a consent form to live in dormitory. If not complied w/ the requirements, they will be requested to leave. | Restricted. Advance application is required for student facilities to use (Library, etc.). | International students will comply with entry restrictions implemented by Japanese Govt. | Completely prohibited However, online meetings/practices may be permitted. | In principle, online meetings only. In principle, the event should be postponed or canceled. | In principle, staggered work shift or work-from-home for duties that are possible in Univ.'s operations or due to the nature of work. Permit delays and postponement of some work within the range, not hindering the operations. Minimize attendance to the extent possible. |
| | Restrictions: Moderate | | | | | | | | | | |
| 4 | Japanese Govt. declares a State of Emergency, and Tokyo Govt. issues the stay-at-home request as well as the "request to restrict use of facilities." | Online classes only (including Senior Thesis, Master's Thesis & Doctoral Dissertation) | Online registration Interviews with advisors are not conducted face-to-face. | Research using on-campus facilities can be conducted if continuity & urgency are highly required, with utmost caution. Students are not permitted to enter. Number of staff and staying time must be reduced to a minimum. *Advance application is required | In principle, prohibited | In principle, all dormitories are closed and all residents are requested to leave campus. However, we may consider separately for students who have no family & relatives in Japan and cannot secure a residence afterward, and GS & undergraduate students who are writing thesis. | In principle, prohibited | Completely prohibited | Completely prohibited However, online meetings/practices may be permitted. | In principle, online meetings only. In principle, events should be postponed or canceled. | In principle, staggered work shift or work-from-home for duties that are possible in Univ.'s operations or due to the nature of work. Permit delays and postponement of some work within the range of not hindering operations. Minimize attendance to the extent possible. |
| | Restrictions: High | | | | | | | | | | |
| 5 | In principle, stoppage | Online classes only (including Senior Thesis, Master's Thesis & Doctoral Dissertation) | Online registration Interviews with advisors are not conducted face-to-face. | In principle, research using on-campus facilities is prohibited. Only researcher are permitted to enter room temporarily to maintain Univ.'s minimum functions. When entering, in principle, staff must work in shifts. MTG w/ visitors are prohibited. *Advance application is required. | Completely prohibited | In principle, all dormitories are closed and all residents are requested to leave campus. However, we may consider separately for students who have no family & relatives in Japan and cannot secure a residence afterward. | In principle, prohibited | Completely prohibited | Completely prohibited | Online meetings only. In principle, events must be postponed or canceled. | In principle, work from home except for essential duties that require attendance; campus security, maintenance, and University management . |

*Lending the University's facilities to external organizations is only permitted at Stage 0.

**In cases of changing to online classes

1) Only a class in which an infected person occurs

If at least one infected person (student or faculty member) in a hybrid or face-to-face class attended a face-to-face class, it would be changed to an online class.

2) All classes

If more than one infected person (student or faculty member) attending a face-to-face class were found to have attended multiple classes

or been active in various organizations or locations, all classes would be changed to online classes.

<Restriction levels and the countermeasures>

1) Restriction levels shall be judged by considering the status of spread or the control of infection nationwide and in the Tokyo metropolitan area comprehensively, as well as the level of requests issued by the government and other authorities.

2) Judgments on the restriction level shall be made by the University with reference to the above guidelines. The specific countermeasures to further activities, as well as measures for items not listed in the above, shall be deliberated and determined by the related organizations, depending on the content.

Please note that the above restriction levels and measures are provided as guidelines only.

Measures that are not stated above may be taken after comprehensively considering the situation.

3) When an infected person occurs on campus, regardless of these Guidelines for Activities, the entrance prohibition to campus may be temporarily implemented based on a request from the healthcare authority of the Tokyo Government (public health center etc.).