

Okayama University Guidelines on Activity Restrictions to Prevent the Spread of the Novel Coronavirus Infection

[Policy] The purpose of these guidelines is to protect the lives, health and safety of all constituent members of the university. The guidelines have been formulated to urge an appropriate transformation in the awareness of the constituent members of the different levels of restrictions on activities in the university through explanations and visual information.

[Points to bear in mind] 1. In principle, these guidelines are common to the whole university, but judgments may be made by each campus or division of the university in accordance with the infection situation. When facing difficulties making judgments, refer back to the policy.

2. These guidelines do not apply medical personnel or persons engaged in coronavirus research.

Level	Classes (Lectures, seminars and practical classes)	Student extracurricular activities	Education and Research activities (including research supervision)	Entry of students to campuses	Intramural meetings	Office functions	
0	As normal	Pay attention to infection outbreak information.					
1	Minimum restrictions	<p>○ In principle, classes should be held face-to-face while taking infection prevention measures.</p> <p>○ The guidelines for face-to-face classes must be observed.</p> <p>○ Face-to-face classes held while taking infection prevention measures (e.g. The number of students in class room is limited to seating capacity for examination).</p> <p>○ Each teacher can decide whether to hold face-to-face classes.</p> <p>○ A Course schedule that assumes a sudden change from face-to-face class to online class.</p>	<p>○ Activities permitted provided measures are taken to prevent infection.</p>	<p>○ Education and Research activities can be continued provided maximum measures are taken to prevent infection.</p> <p>○ Persons responsible for laboratory-related persons (<u>undergraduates, graduates, researchers, research staff</u>) and should consider tasks that can be done at home.</p> <p>○ It is recommended that discussion-style seminars and research guidance, etc. for degree dissertations be implemented online.</p>	<p>○ Students will be allowed to enter the campuses provided measures are taken to prevent infection.</p>	<p>○ Face-to-face meetings may be held provided maximum measures are taken to prevent infection.</p> <p>○ Online meetings are recommended.</p>	<p>○ In principle, normal work may be carried out provided maximum measures are taken to prevent infection.</p> <p>○ Depending on the infection risk of each individual in each department, some means including teleworking from home, staggered working hours, and allocating holidays work may be carried out.</p>
1.5	Medium restrictions	<p>○ Restrictions on holding of face-to-face classes</p> <p>○ In addition to implementing infection prevention measures, prior approval of BCS (Business Continuity Strategy) must be obtained from the head of the department in cases where face-to-face classes are held.</p> <p>○ An academic achievement can be assessed under the circumstances of holding online class.</p>	<p>○ Only activities that meet the following conditions are permitted after taking the maximum possible measures to prevent infection:</p> <ul style="list-style-type: none"> • To be held in the prefecture • Participants are only from within the prefecture. <p>However, participation in competition held outside the prefecture and activities involving people from outside the prefecture may be permitted on a limited basis.</p>	<p>○ Only in the range of the research activities as BCS (Business Continuity Strategy) defined by the headquarters of Okayama University:</p> <ul style="list-style-type: none"> • It is allowed to prolong the hours of onsite presence gradually to continue education and research activities underway. • Undergraduates and graduates are permitted to do research activities. • It is recommended that education and research activities be implemented online as much as possible. 			
2	Medium restrictions	<p>○ Strict restrictions on holding of face-to-face classes.</p> <p>○ In addition to implementing infection prevention measures, prior approval of BCS must be obtained from the head of the department in cases where face-to-face classes are held for an inevitable reason.</p> <p>○ A Course schedule that assumes assessment of academic achievement under the circumstances of holding online class.</p>	<p>○ In principle, only online activities are allowed. However, only certain activities may be permitted on a limited basis depending on the situation of infection, as described below, after taking maximum measures to prevent infection.</p> <p>[1. Medium Infection] ○ Official competitions hosted by federations, etc. and minimum training for them.</p> <p>[2. Relatively large scale of infection] - Games such as national competitions and minimum training for them.</p>	<p>○ Entry permitted for short times for only the minimum necessary persons (<u>undergraduates, graduates, researchers, research staff</u>) for education and research activities currently underway or to continue research.</p> <p>○ Discussion-style seminars permitted online only.</p> <p>○ In principle, research guidance, etc. for degree dissertations permitted online only. Prior permission must be obtained from the graduate school head in cases where it is necessary to hold research supervision in a research laboratory or office.</p> <p>○ <u>Neither undergraduates nor graduates should be forced to enter the campuses.</u></p>	<p>○ Campus entry by both undergraduates and graduates is restricted even though maximum measures are taken to prevent infection.</p>	<p>○ As far as possible, shift to online meetings.</p>	<p>○ In each administrative office unit, make efforts to prevent the spread of infection by some means including teleworking from home, staggered working hours, and allocating work holidays to restrict numbers of staff commuting to work.</p>
3	Maximum restrictions	<p>○ Suspension of face-to-face classes.</p> <p>○ Face-to-face classes can be held due to special circumstances in the department or indispensable lessons for students planning to graduate.</p> <p>○ In addition to implementing infection prevention measures, prior approval of BCS must be obtained from Provost in cases where face-to-face classes are held.</p>	<p>○ In principle, all activities except online activities are suspended.</p> <p>However, it may be permitted only to participate in national competitions held during the relevant period, after taking the maximum possible measures to prevent infection.</p>	<p>○ In principle, all research suspended except for research directly connected with new coronavirus countermeasures. Beginning new experiments/research is prohibited.</p> <p>○ Minimum necessary entry is permitted only for online media classes.</p> <p>○ The following persons will be permitted to enter laboratories only in the case that the head of the department deems it necessary. (However, <u>undergraduates and graduates will not be permitted to enter laboratories.</u>)</p> <p>(1) <u>Research staff</u> engaged in long-term experiments currently underway and for which the research would suffer severe impacts if the experiments were to be suspended,</p> <p>(2) <u>Research staff</u> engaged in duties to end or to discontinue current ongoing experiments,</p> <p>(3) <u>Research staff</u> who enter laboratories for short times to tend to and manage living organisms, replenish liquid nitrogen or liquid helium, to control and manage poisonous materials, etc. and to maintain and manage basic infrastructure necessary for research.</p> <p>※<u>Regardless of the above limitation, the research approved by Research BCS can be conducted continuously.</u></p>	<p>○ Entry to campuses by undergraduates and graduates is prohibited. (It will be permitted only in the case that the head of the department deems it necessary.)</p>	<p>○ In principle, meetings are to be conducted online.</p> <p>○ However, for meetings that include confidential information of constituent members, corporate secrets, important information regarding entrance examinations, etc., security measures should be kept in mind and these will be considered separately.</p>	<p>○ In each administrative office unit, by some means including teleworking from home, staggered working hours, and allocating work holidays, the minimum necessary staff will come to work to maintain office functions as well as to continue important work that is currently underway.</p>
4	Total suspension of activities in principle	<p>○ All classes cancelled.</p>	<p>○ Total suspension of activities other than online activities.</p>	<p>○ To perform minimum maintenance of university functions, <u>research staff</u> will be permitted to enter laboratories for short times with the permission of the department head to tend to and manage living organisms, replenish liquid nitrogen or liquid helium, to control and manage poisonous materials, etc. and to maintain and manage basic infrastructure necessary for research.</p>	<p>○ Entry prohibited.</p>	<p>○ Online meetings only.</p>	<p>○ In each administrative office unit, by some means including teleworking from home, the minimum necessary staff will come to work to maintain and manage university facilities.</p>

* This table shows the levels of activities related to each of the areas such as classes, research, etc. Yellow shading indicates the current state of restrictions on activities. The New Coronavirus Countermeasures Headquarters will review and publish this table again in accordance with changes in the infection situation.