

Kyutech COVID-19 Risk Level and Action Guidelines (Effective from 2 March 2021)

Emergency Headquarters decision dated 26 February 2021

Risk level	Phase	Judgement criteria	Research activity	Classes	Administration office	Entry to campus of students and external users/visitors	Meeting, training/info session
5	Strict Warning	<ul style="list-style-type: none"> When the declaration of a state of emergency was issued by Japanese government When the University was requested for temporary closure 	All academic staff work from home except the staff permitted by Dean to work on campus for managerial work	Only the courses available in remote class are offered and no courses in face-to-face lectures	Minimized number of staff are allowed to work on campus for facility maintenance and emergency management, and other staff work from home	【Students】 No entry to campus in principle except the cases below 1) Students without internet environment to take remote classes 2) Students who need to come to campus for job search activities 3) Students with Dean's permission acquired through their supervisor for research activity etc. *In order to prevent accidents, faculty or staff shall be attend on site 【External users/visitors】 No entry to campus in principle except the case below 1) External users/visitors with Dean's permission	Meetings and sessions are postponed and cancelled Essential meetings to maintain the function of the University are held online or by e-mail
4	Warning	<ul style="list-style-type: none"> When the declaration of a state of emergency was issued by Japanese government When the request to refrain from non-essential travel or to stay home was issued by the Japanese or local government 	Academic staff work from home in principle. When working on campus, notify it in the schedule of groupware. (Notify as "Work at office/Work from home". No permission by Dean required)	Only the courses in remote class are offered in principle and face-to-face lectures can be offered only with the maximum preventive measures taken	Minimized number of staff are allowed to work on campus in rotation to maintain the function of the University and other staff work from home	【Students】 -Requested to refrain from non-essential entry to campus -If it is essential to enter for activities for education, research and job search, such students are allowed to enter under instructions of their supervisor 【External users/visitors】 No entry to campus in principle, except examinees, customers of University Co-op and restaurants, vendors/suppliers, and visitors with permission from Dean or other authorized person	Meetings are held online or by e-mail in principle
3	Strict Caution	When the University judges the infection is spreading in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas (i.e. Clusters in non-medical institutions especially in universities; Increase of the number of untraceable cases confirmed)	Academic staff work on campus in principle and report on working from home at the end of month. Research activity on campus is allowed, but required to take maximum preventive measures and to minimize the time of being on campus	Only the courses in remote class are offered in principle and face-to-face lectures can be offered only with the maximum preventive measures taken	Regular work arrangements with the maximum preventive measures (Working from home is also allowed)	【Students】 -Allowed to enter the campus with the maximum preventive measures -When entering for research activities, students shall follow the instructions of their supervisor 【External users/visitors】 -External users/visitors are requested to refrain from non-essential entry to campus -External use of facilities could be partially limited	Meetings are held online or by e-mail in principle
2	Caution	When the University judges the infection is calming down but still spreading in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas (i.e. Sporadic confirmed cases)	Continuous research activity is allowed with maximum preventive measures (Working from home is also allowed)	Face-to-face lectures can be offered with the maximum preventive measures	Regular work arrangements with the maximum preventive measures (Working from home is also allowed)	-Some facilities should be closed to ensure prevention of infection -External use of facilities could be partially limited	Meetings are held with preventive measures Meetings online or by e-mail are recommended
1	Alert	When the University judges there is no new confirmed cases within the last 2 weeks in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas	Continuous research activity is allowed with preventive measures (Working from home is also allowed)	Classes are delivered with preventive measures	Regular work arrangements with preventive measures (Working from home is also allowed)	Regular operation with preventive measures	Meetings are held with preventive measures

*The guidelines are subject to change depending on the situations

*The guidelines should be applied to all campuses in principle, but judgements can be differed by each campus in accordance with the situations.

Kyutech COVID-19 Risk Level and Action Guidelines for Extracurricular Activity

Risk level	Phase	Judgement criteria	Action Guidelines for Extracurricular Activity
5	Strict Warning	<ul style="list-style-type: none"> ●When the declaration of a state of emergency was issued by Japanese government ●When the University was requested for temporary closure 	<ul style="list-style-type: none"> ①Prohibit all the extracurricular activities except online activities until the declaration is lifted ②Submission of activity plan may be requested to restart activities after the declaration is lifted
4	Warning	<ul style="list-style-type: none"> ●When the declaration of a state of emergency was issued by Japanese government ●When the request to refrain from non-essential travel or to stay home was issued by the Japanese or local government 	<ul style="list-style-type: none"> ①Prohibit all the extracurricular activities except online activities until the request is lifted
3	Strict Caution	When the University judges the infection is spreading in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas (i.e. Clusters in non-medical institutions especially in universities; Increase of the number of untraceable cases confirmed)	<ul style="list-style-type: none"> ①Members are required to practice standard preventive measures (Wearing a face mask, washing and sterilizing hands and fingers) ②Members are required to check body temperature and health condition on the days of activity ③It is requested to refrain from activities with close contact (within 1m) ④Prohibit meetings in principle except online or outdoor ⑤Prohibit activities in principle, such as training camps, away games and matches, games and matches with other Universities, concerts, live shows
2	Caution	When the University judges the infection is calming down but still spreading in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas (i.e. Sporadic confirmed cases)	<ul style="list-style-type: none"> ①Members are required to practice standard preventive measures (Wearing a face mask, washing and sterilizing hands and fingers) ②Members are required to check body temperature and health condition on the days of activity ③It is requested to be cautious about activities with close contact (within 1m) ④It is required to avoid 3Cs (Crowded places, Confined spaces, Close contact settings) in meetings ⑤It is required to acquire Dean's permission based on careful prior checking by Student Section and University doctor to hold training camps, away games and matches, games and matches with other Universities, concerts, live shows, etc.
1	Alert	When the University judges there is no new confirmed cases within the last 2 weeks in Japan; Fukuoka prefecture; Kitakyushu or Iizuka city; surrounding areas	<ul style="list-style-type: none"> ①Members are required to practice standard preventive measures (Wearing a face mask, washing and sterilizing hands and fingers) ②Members are required to check body temperature and health condition on the days of activity ③It is requested to make efforts to secure physical distance during activities ④It is required to avoid 3Cs (Crowded places, Confined spaces, Close contact settings) in meetings ⑤It is required to submit prior notification to the University to hold training camps, away games and matches, games and matches with other Universities, concerts, live shows, etc. (No prior checking by the University required)