### Prohibition of face-to-face meetings.

- In principle, teleworking only.
- Prohibition of all activities both inside and outside the university (locked depending on the situation.)
- Only the minimum number of staff to maintain university functions can work for a short time.

### Refrain from unnecessary business trips and travels for other areas.

- In principle, only home-based research activities are allowed.
- Faculty members are also prohibited from coming to the university. However, the minimum number of faculty members and others to secure the safety and maintain the assets such as living things and precision equipment that are indispensable for continuing research can come.

### Minimum number of staff allowed to work shifts for a short time to continue work related to important projects.

- In principle, teleworking only.
- Only the minimum number of staff to maintain university functions can work for a short time.

### Concrete guideline

#### Level 0

**Education**

- Lectures and seminars can be conducted with thorough infection prevention measures.

- Group work, experiments and practical training can be conducted with thorough infection prevention measures.

**Research activity of faculty and students**

- Research activities are possible with infection prevention measures.

**Extracurricular activity of students**

- Possible with thorough infection prevention measures. However some activities may be prohibited under certain circumstances.

**Office work**

- Regular work, with infection prevention measures (Work-from-home, Using separate office, Flex time etc.)

**Meetings**

- Face-to-face meeting is allowed only when there is an urgent need and space of about 4㎡ / person is secured.

**Business trips / travel**

- Beware of business trips and travels for the areas with high risk for infection.

#### Level 1

**Office work**

- In principle, if the three Cs are unavoidable, even with maximum consideration to prevent the spread of infection, distance lectures using ICT should be conducted.

**Meetings**

- In principle, if the three Cs are unavoidable, even with maximum consideration to prevent the spread of infection, distance lectures using ICT should be conducted.

**Business trips / travel**

- Only remote classes using ICT are allowed.

#### 1.5

**Office work**

- In principle, experiments sponsored co-sponsored by the university should be cancelled or postponed (with partial approval under certain circumstances.)

**Meetings**

- In principle, events hosted or co-sponsored by the university should be cancelled or postponed (with partial approval under certain circumstances.)

**Business trips / travel**

- If the three Cs are unavoidable, even with maximum consideration to prevent the spread of infection, home-based research activities are recommended.

#### Level 2

**Office work**

- In principle, if the three Cs are unavoidable, even with maximum consideration to prevent the spread of infection, home-based research activities are recommended.

**Meetings**

- In principle, teleworking only.

**Business trips / travel**

- Only remote classes using ICT are allowed.

#### Level 3

**Office work**

- In principle, only home-based research activities are allowed.

**Meetings**

- In principle, teleworking only.

**Business trips / travel**

- Only the minimum number of staff to maintain university functions can work for a short time.

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*Faculty and staff working at the affiliated hospital are not subject to these activity guidelines.*