

YNU Action Plans to Prevent the Spread of the Novel Coronavirus

The phases and accompanying action plans are general guidelines for reference only. Actions will be determined based on comprehensive assessment of actual circumstances. All international travel is prohibited until further notice by relevant ministries and agencies.

May 28, 2020

Phase	Crisis Management Guidelines*	Educational Activities	Research Activities	On-Campus Meetings	Administrative Services	Entering Campus, Holding Events, etc.	Affiliated Schools
0 (Normal)	Normal state All-Campus Crisis Management Committee	<ul style="list-style-type: none"> · Regular classes are held. · Explore the possibility of holding online classes. 	<ul style="list-style-type: none"> · Regular activities are held. · Explore the possibility of holding online activities. 	<ul style="list-style-type: none"> · Regular meetings are held. · Explore the possibility of holding online meetings. 	<ul style="list-style-type: none"> · Regular services are provided. · Explore the possibility of holding online services. 	Regularly permitted.	<ul style="list-style-type: none"> · Regular classes are held. · Explore the possibility of holding online classes and other forms of online learning.
1 (COVID-19 infections were identified outside Japan.)	Level 2 HQ for All-Campus Crisis Management and Alerting	<ul style="list-style-type: none"> · Continue regular classes, while closely monitoring COVID-19. · Explore the possibility of holding online classes. · A plan of preventive measures against COVID-19 must be submitted to conduct extracurricular activities. 	<ul style="list-style-type: none"> · Continue regular activities, while closely monitoring COVID-19. · Explore the possibility of holding online activities. 	<ul style="list-style-type: none"> · Continue regular meetings, while closely monitoring COVID-19. · Explore the possibility of holding online meetings. 	<ul style="list-style-type: none"> · Continue regular services, while closely monitoring COVID-19. · Explore the possibility of providing online services. 	<ul style="list-style-type: none"> · Remain permitted, while closely monitoring COVID-19. 	<ul style="list-style-type: none"> · Continue regular classes while closely monitoring COVID-19. · Explore the possibility of holding online classes and other forms of online learning. · Practice teaching may be conducted as scheduled on condition that guidance on infection prevention and control be adequately given in advance.
2 (A considerable number of people are confirmed to have been infected within Japan.)	Level 2 HQ for All-Campus Crisis Management and Alerting	<ul style="list-style-type: none"> · Classes are held online in principle. · Regular classes may be held in a shorter time frame and on a smaller scale when necessary for completing their graduation theses or studies while taking thorough measures to prevent infection. · Extracurricular activities in groups on and off campus and use of campus facilities for such activities are prohibited. 	<ul style="list-style-type: none"> · Conduct research in a shorter time frame and on a smaller scale while taking thorough measures to prevent infection. 	<ul style="list-style-type: none"> · Reduce agenda and make meetings shorter. · Online meetings are recommended. 	<ul style="list-style-type: none"> · Implement staggered working hours and other commuting-related considerations. · Reduce face-to-face services. 	<ul style="list-style-type: none"> · Limit the number of students and non-faculty members entering campus. · Events must be held in a shorter time frame and on a smaller scale while taking thorough measures to prevent infection. · Online events are recommended. · External use of campus facilities is postponed or suspended. 	<ul style="list-style-type: none"> · The start of classes at school will be determined in view of the MEXT guidelines and local school boards' responses as well as the scale of school districts. · Shorten classes and implement staggered attendance while taking thorough measures to prevent infection. · Implement online classes and other forms of online learning to complement shortened classes.

Phase	Crisis Management Guidelines*	Educational Activities	Research Activities	On-Campus Meetings	Administrative Services	Entering Campus, Holding Events, etc.	Affiliated Schools
3 (COVID-19 infected people are on the increase or a considerable number of people infected are confirmed locally.)	Level 2 HQ for All-Campus Crisis Management and Alerting	<ul style="list-style-type: none"> Classes are conducted online only. All extracurricular activities are suspended. 	<ul style="list-style-type: none"> Research activities are suspended, in principle, except for those required to maintain laboratory equipment. 	<ul style="list-style-type: none"> Meetings are held online, in principle. 	<ul style="list-style-type: none"> Limit the number of staff coming to work. Face-to-face services are suspended in principle. 	<ul style="list-style-type: none"> Students and non-faculty members may not enter campus in principle. Activities must be reduced to a minimum: Graduate students who need to maintain laboratory equipment and other objects may enter campus upon request. Teachers and faculty members may enter campus on a work sharing basis. Events are suspended in principle. Online events may be held where possible. External use of campus facilities is postponed or suspended. 	<ul style="list-style-type: none"> Schools are temporarily closed for pupils. Implement online classes and other forms of online learning. Teachers and staff members may work at school on a work sharing basis.
4 (People infected with COVID-19 are identified on campus.)	Level 3 All-Campus Crisis Management Task Force	Same as Phase 3	<ul style="list-style-type: none"> All on-campus research activities by graduate students are prohibited. Phase 3 applies to teachers. 	<ul style="list-style-type: none"> Online meetings only 	<ul style="list-style-type: none"> The minimum number of staff required may do the minimum amount of work in rotation required with a view to BCP. 	<ul style="list-style-type: none"> Students and non-faculty members may not enter campus. Holding events must be canceled. External use of campus facilities is prohibited. Teachers and faculty members may enter campus for a short time to fulfill duties with a view to BCP. 	<ul style="list-style-type: none"> Schools are temporarily closed (same as Phase 2). Implement online classes and other forms of online learning. Teachers and staff members may enter campus for a short time to fulfill duties with a view to BCP.
5 (The entire campus is at risk of infection or observed to be infected.)	Level 3 All-Campus Crisis Management Task Force	<ul style="list-style-type: none"> Same as Phase 3 (Online classes on campus are prohibited.) 	<ul style="list-style-type: none"> Same as Phase 4 (Meetings on campus are prohibited.) 	<ul style="list-style-type: none"> Same as Phase 4 	<ul style="list-style-type: none"> Same as Phase 4 (Services at campus are prohibited.) 	<ul style="list-style-type: none"> Same as Phase 4 	<ul style="list-style-type: none"> Same as Phase 4 (Online classes and other forms of online learning from campus are prohibited.)

* *University Crisis Management Guidelines* (2019) by the Center for Creation of Symbiosis Society with Risk