

Activity Guideline for Preventing the Spread of COVID-19

Tsuru University
 Committee for Prevention of COVID-19
 28th July.2020

Levels	Courses/ Other Educational Activities	Research Guidance	Students’ Accessibility to University Facilities	Extracurricular Activities Such as Club Activities	Counter Services	Faculty Meetings	Facility Rentals to non-affiliates	Research Activities	Academic Conferences/ Off-campus Activities
Level 0 Usual	As usual	As usual	As usual	As usual	As usual	As usual	As usual	As usual	As usual
Level 1 Restricted (low)	Face-to -face classes will be carried out, with the utmost consideration to prevent the spread of infection. Online classes will also be carried out where necessary.	Teachers are allowed to carry out face-to-face research guidance and supervision, with the utmost consideration to prevent the spread of infection.	Students are allowed to enter the university facilities, with the utmost consideration to prevent the spread of infection.	Students are allowed to carry out activities such as “club” or “circle” activities, with the utmost consideration to prevent the spread of infection.	Counter services will be carried out, with the utmost consideration to prevent the spread of infection. E-mails and phone-calls will be used to effectively supplement the necessary services.	Face-to-face meetings will be carried out, with the utmost consideration to prevent the spread of infection.	Non-affiliates are allowed to use university facilities, with the utmost consideration to prevent the spread of infection.	Teachers are allowed to engage in research on campus only in their offices, with the utmost consideration to prevent the spread of infection.	Such activities will be allowed, with the utmost consideration to prevent the spread of infection. As for international travel by faculty staff, the university will decide to give permission or not based on information provided by Ministry of Foreign Affairs and the situation in the relevant destination.

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Level 2 Restricted (medium)	Classes will essentially be carried out online. Only the courses focused on experiments, practical skills, and practical training that cannot be conducted online will be allowed to be carried out face-to-face, with the utmost consideration to prevent the spread of infection.	Research guidance and supervision are to be carried out in the same manner as level 1. However, online support is recommended.	Students can enter facilities as permitted by the university, with the utmost consideration to prevent the spread of infection.	Students can carry out activities, as permitted by the university, with the utmost consideration to prevent the spread of infection.	Counter services will partially be available, with the utmost consideration to prevent the spread of infection. E-mails and phone-calls will be used to effectively supplement the necessary services.	Meetings will essentially be carried out face-to-face. However, online meetings are allowed when needed.	Non-affiliates are allowed to use university facilities, with the utmost consideration to prevent the spread of infection. However, there will be restrictions such as limiting the number of people using the facilities.	The same as level 1.	The same as level 1.
Level 3 Restricted (high)	All classes will be carried out online.	All research guidance will be carried out online.	Access to university facilities will be essentially prohibited. However, the university may allow some exceptions.	All activities are to be carried out online.	No counter services will be available. Service will only be provided through e-mails and telephone-calls.	Meetings will essentially be carried out online. The use of face-to-face meetings will be kept to a minimum.	Non-affiliates will not be allowed to use university facilities.	Teachers will, in principle, carry out research at home. However, usage of offices may be permitted if necessary.	Only urgent activities will be permitted to be carried out, with the utmost consideration to prevent the spread of infection.
Level 4 Suspended	The same as level 3.	The same as level 3.	Access to all facilities will be prohibited.	The same as level 3.	Services will only be provided through e-mails.	All meetings will be carried out online.	The same as level 3.	Teachers are to carry out all research at home.	Only those that can be undertaken at home will be permitted.

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Explanation of Levels and Standards

<u>Levels</u>		<u>Standards</u>
Level 0	Usual	
Level 1	Restricted [low]	When no spread of infection is reported in the eastern Fuji area, in other regions in Yamanashi Prefecture, or in neighboring prefectures.
Level 2	Restricted [medium]	When no spread of infection is reported in the eastern Fuji area, but is reported in other regions in Yamanashi Prefecture or in neighboring prefectures.
Level 3	Restricted[high]	When a national emergency is declared and Yamanashi Prefecture is included in the target area, or when there is a large number of infections reported in Tsuru City, without sufficient knowledge regarding the source of those infections.
Level 4	Suspended	When the national or local government requests the suspension of Tsuru University based on the declaration of a national emergency, or when there is a high risk of infection spreading on campus.

*This guideline is subject to revisions.