

- This guideline is for the whole university. The restrictions on activities on this guideline do not apply to those who are working for the University Hospital and Coronavirus research members.
- Each Faculty/ Center must decide its measures following this guideline for smooth correspondence to the situation.
- This guideline will be revised accordingly.

University of the Ryukyus: Guideline for Restrictions on Activities for Preventing the Spread of COVID-19
(September 16, 2020)

Risk Management Headquarters

Level	Entering the Campus, etc. 【Opening the gates】	Educational Activities			Research Activities		University Management		Guide・ Situations, etc. (*1)
		Lectures and Practical Classes	Club/Circle Activities	Students Entering the Campus	Faculty and Staff Members	Students	Admin Structure	Meetings within the University	
0	【All gates are open】 No restrictions	As usual	As usual	No restrictions	As usual	As usual	As usual	As usual	Usual situation (there is no outbreak of infectious diseases)
1	【All gates are open】 Restricted (slightly) ※Avoid “Three Cs” respectively “Three Cs: 1. Closed spaces with poor ventilation 2. Crowded places with many people nearby 3. Close-contact settings such as close-range conversations”	In principle, face-to-face lectures are to be provided after taking preventive measures against the spread of infection. If it is difficult to provide a face-to-face lecture, an online lecture can be provided.	Must be implemented with consideration to *2 and after reporting the activities. ※Activities may be partially restricted depending on the situations in Okinawa and in other prefectures.	Restricted ※Only allowed to enter campus when preventive measures against the spread of infection are taken, such as avoiding “Three Cs”. “Three Cs: 1. Closed spaces with poor ventilation 2. Crowded places with many people nearby 3. Close-contact settings such as close-range conversations”	Must be implemented after taking preventive measures against the spread of infection	Must be implemented after taking preventive measures against the spread of infection	Preventive measures against the spread of infection must be taken at workplace	Online meetings recommended ※Face-to-face meetings can be held if preventive measures against the spread of infection are taken	There is no infected person in Okinawa Prefecture or in a state close thereto.
2	【All gates are open】 Restricted (low) ※Cautions should be given by the Faculty/Center concerned.	Only when permitted by the head of Faculty/Center, it is possible to provide face-to-face lectures after taking preventive measures against the spread of infection. In other cases, online lectures will be provided.	Must be implemented with consideration to *2 and after reporting the activities. ※Activities may be partially restricted depending on the situations in Okinawa and in other prefectures.	Restricted ※Only allowed to enter campus when preventive measures against the spread of infection are taken, such as avoiding “Three Cs”. ※Student without internet access, etc. may use the lecture rooms with internet access. “Three Cs: 1. Closed spaces with poor ventilation 2. Crowded places with many people nearby 3. Close-contact settings such as close-range conversations”	Must be implemented after taking preventive measures against the spread of infection	Must be implemented after taking preventive measures against the spread of infection	Preventive measures against the spread of infection must be taken at workplace. Telecommuting is allowed for some staffs (pregnant women, etc.).	In principle, meetings must be held online. ※Face-to-face meetings can be held if preventive measures against the spread of infection are taken	There are isolated cases of infection in Okinawa Prefecture or in a state close thereto.
3	【All gates are open】 Restricted (middle) ※Possibility of temporary closure of some buildings, etc.	If the lectures are confirmed to be truly necessary for teacher training courses and national qualifications, and only when permitted by the head of Faculty/Center, it is possible to provide face-to-face lectures after taking preventive measures against the spread of infection. In other cases, online lectures will be provided.	Must be implemented with consideration to *2 and after reporting the activities. ※Activities may be partially restricted depending on the situations in Okinawa and in other prefectures.	Restricted ※Students without internet access, etc. may use the lecture rooms designated by the head of Faculty/Center that has internet access and preventive measures against the spread of infection are taken.	Research activities necessary to be continued must be implemented after taking preventive measures against the spread of infection.	Restricted: Research activities are not allowed except graduation research and research by graduate students. Students engaging in graduation research and graduate students may implement research activities with careful attention under the supervision of academic advisors after preventive measures against the spread of infection are taken by academic advisors.	Preventive measures against the spread of infection must be taken at workplace. Working structure with some staffs (pregnant women, etc.) utilizing telecommuting recommended	In principle, meetings must be held online. ※Face-to-face meetings can be held if preventive measures against the spread of infection are taken	There are cases of infection confirmed intermittently in Okinawa Prefecture or in a state close thereto.

4	<p>【All gates are open】 Restricted (high) ※It is allowed to enter some buildings only when their safety is confirmed.</p>	<p>Only online lectures to be provided and students must attend lectures at home ※Faculty members/lecturers are allowed to enter the campus (the buildings) if only unavoidable to do so to provide online lectures and only when safety was ensured.</p>	Completely prohibited	<p>In principle, entering the campus prohibited ※For those students who are unable to attend online lectures due to lack of internet access, educational support (such as sending educational materials) will be provided separately.</p>	<p>Only when safety is confirmed, research activities directly related to the COVID-19 and research activities that need to be continued and require the use of research laboratories can be implemented after taking preventive measures against the spread of infection with careful attention. ※In order to ensure safety, avoid working alone.</p>	<p>In principle, entering the campus prohibited ※Only when safety is confirmed, graduation research and research activities by graduate students that need to be continued can be implemented with careful attention under the supervision of academic advisors after preventive measures against the spread of infection are taken by academic advisors. ※In order to ensure safety, avoid working alone.</p>	Working in rotation utilizing telecommuting	<p>Meetings must be held online only. ※Except meetings of Risk Management Headquarters, meetings regarding risk management and meetings which needs to be held face-to-face.</p>	There are cases of infection confirmed continuously in Okinawa Prefecture or in a state close thereto.
5	<p>【Only north gate is open】 Entering the campus prohibited ※Depending on the situation, entering some facilities may be allowed</p>	<p>Only online lectures to be provided and students must attend lectures at home ※Faculty members/lecturers are allowed to enter the campus (the buildings) if only unavoidable to do so to provide online lectures and only when safety was ensured.</p>	Completely prohibited	<p>Entering the campus prohibited ※For those students who are unable to attend online lectures due to lack of internet access, educational support (such as sending educational materials) will be provided separately.</p>	<p>Research activities not directly related to the COVID-19 must be suspended ※Only when applicable to below *3, minimum necessary number of research staffs can enter the campus ※In order to ensure safety, avoid working alone.</p>	<p>Entering the campus prohibited ※Only when recognized to be research staffs applicable to below *3, graduate students are allowed to enter campus. In order to ensure safety, avoid working alone.</p>	Working in rotation utilizing telecommuting	<p>Meetings must be held online only. ※Except meetings of Risk Management Headquarters, meetings regarding risk management and meetings which needs to be held face-to-face.</p>	Japanese Government or Okinawa Prefecture requested universities to close due to emergency situation
6	<p>【Only north gate is open】 Entering all the campus prohibited ※Depending on the situation, entering some facilities may be allowed.</p>	<p>Only online lectures to be provided and students must attend lectures at home ※Faculty members/lecturers must provide online lectures from home (providing online lectures from campus is not allowed) ※Entering the campus (the buildings) is only allowed at the minimum level for facility maintenance and risk management and only when safety was ensured.</p>	Completely prohibited	<p>Entering the campus prohibited ※For those students who are unable to attend online lectures due to lack of internet access, educational support (such as sending educational materials) will be provided separately.</p>	<p>In principle, all research activities to be suspended ※Entering the campus is only allowed at minimum level for sustaining essential functions of ongoing research and facility maintenance. ※In order to ensure safety, avoid working alone.</p>	<p>Entering the campus prohibited for all students</p>	Number of staffs will be kept at minimum for sustaining university's essential functions, facility maintenance and risk management. ※Other staffs will be ordered to telecommute	<p>Meetings must be held online only. ※Except meetings of Risk Management Headquarters, meetings regarding risk management and meetings which needs to be held face-to-face.</p>	It is observed that infection is spread within campus

*1: This guideline shows the approach to the restriction measures according to the alert levels under the purpose "not to get infected and not to infect others". Levels will be decided considering the situation on campus and inside and outside of the country, and if necessary, it will be decided after consulting with the Department of Public Health and Medical Care of the Prefectural Government.

*2: Activities (including meetings) must be implemented after taking preventive measures against the spread of infection and under the supervision of the advisor (or after obtaining permission).

*3: ① and ② must be finished as quickly as possible. In order to ensure safety, avoid working alone.

① Laboratory staffs who are implementing continuous experiments, etc. and leaving the experiment might result in great damage to the completion of the research in concern

② Laboratory staffs who are involved in finishing or stopping the experiments in progress

③ Laboratory staffs who need to enter the laboratory in order to maintain equipment, keep living organisms or complete urgent tasks that is not possible to do from home

In particular, faculties and centers concerned must consider how to correspond to the situations illustrated on (ア) ~ (カ) of Section 4-(2)-③ "Regarding the research activities in universities, etc." in the notice "Regarding the Points to be considered when Taking the Measures to Prevent the Spread of COVID-19 at Universities, etc." given by the Higher Education Bureau of the Ministry of Education, Culture, Sports, Science and Technology on April 17, 2020.