

Hitotsubashi University Activity Restrictions Index for the Prevention of the Spread of COVID-19

Level		Education (classes)	Faculty, Research activities	Administrative activities	Meetings, etc.	Access to university premises, gates	Extracurricular activities by students	Business trips, etc.
0	As usual	As usual	As usual	As usual	As usual	As usual	As usual	As usual. However, those travelling overseas on business trips, etc. to epidemic areas are asked to be cautious.
1	Partially restricted	Online classes shall be used. When holding classes in person, take every measure possible to prevent the spread of infection.	Research activities on the university premises are allowed, provided that every measure possible has been taken to prevent the spread of infection. Students, faculty members, and researchers must not stay on the university premises longer than necessary.	Work shall be as usual, provided that every measure possible has been taken to prevent the spread of infection.	Meetings can be held in person, provided that every measure possible has been taken to prevent the spread of infection.	Access by non-university personnel will be restricted. Students, faculty and staff shall not stay on university premises longer than necessary.	Some of students' extracurricular activities may be allowed after due consideration of infection prevention measures and social circumstances.	Those travelling on business trips, etc. to epidemic areas are asked to be cautious.
2	Restricted (moderate)	All classes shall be held online as a general rule. When it is necessary to hold classes in person, be sure to take every measure possible to prevent the spread of infection.	Research shall be pursued at home as a general rule, and research activity on the university premises shall be limited to the minimum necessary. When it is necessary to hold seminars, etc. involving the physical presence of a group of people, be sure to take every measure possible to prevent the spread of infection.	Continue work on the university premises but introduce flexible commuting hours wherever possible, remote working where appropriate and also ensure enough distance between staff members to reduce the risk of infection.	Meetings held in person shall be limited to the minimum necessary. As a general rule, meetings shall be held online whenever possible.	Access by non-university personnel will be restricted. Students, faculty and staff are asked to stay off university premises except when necessary for the purpose of taking classes, research or administrative work. The gates shall be kept closed and individuals entering the university premises must present his/her ID certificate.	Events and activities involving close contact such as taking meals or lodging together are prohibited. The use of university facilities for extracurricular activities shall be prohibited as a general rule.	University members are asked to refrain from taking business trips, etc. to epidemic areas unless absolutely necessary.
3	Restricted (intermediate)	All classes shall be held online.	Research shall be pursued at home, and seminars, etc. involving the physical presence of a group of people are prohibited as a general rule. When it is necessary to access university premises for delivering online classes or other research related needs, presentation of his/her ID certificate will be required to enter the university premises.	The number of staff members who commute to work shall be reduced by remote working and distance between staff members shall be ensured to reduce the risk of infection.	All meetings shall be held online as a general rule.	Access by non-university personnel will be restricted. As a general rule, students shall not access university premises unless absolutely necessary and urgent. Faculty and staff are asked to stay off university premises except when necessary for research or administrative work. The gates shall be kept closed and individuals entering the university premises must present his/her ID certificate.	All extracurricular activities are prohibited.	Business trips, etc. to epidemic areas are prohibited as a general rule, except when the dean/director gives explicit permission.
4	Restricted (severe)	Same as above.	Faculty members shall not access university premises unless absolutely necessary and urgent. Research activities on university premises shall be restricted to those absolutely necessary and urgent and presentation of an ID certificate will be required.	Administrative activities shall be restricted to the minimum necessary for maintaining the university's functions. Remote work shall be the preferred form of work as a general rule.	All meetings shall be held online.	Access by non-university personnel will be restricted. As a general rule, students, faculty and staff shall not access university premises unless absolutely necessary and urgent. The gates shall be kept closed and individuals can only enter university premises when it is necessary and urgent and upon presenting his/her ID certificate.	Same as above.	Business trips, etc. to epidemic areas are prohibited as a general rule, unless absolutely necessary and urgent.
5	Lockdown (as a general rule)	All classes shall be held online. It shall be prohibited to deliver online classes from university premises.	All research activities on university premises shall be suspended as a general rule. However, when the dean/director gives explicit permission in recognition of the urgency of the case, faculty members can enter the university premises as an exception, but only after being checked at the guard station.	All administrative activities on university premises shall be suspended as a general rule, and switched to remote work. However, when the supervisory manager gives explicit permission in recognition of the urgency of the case, staff members are allowed to access university premises as an exception, but only after being checked at the guard station.	All meetings shall be held online. It shall be prohibited to hold online meetings from university premises.	The gates shall be kept closed and individuals can only enter university premises when he/she has urgent work/research to do and after being checked at the guard station.	Same as above.	Business trips, etc. are prohibited as a general rule.

※ The decision as to keep the gates open or closed at Chiyoda Campus shall be left to the discretion of National Center of Sciences.

※ The guidelines above may be subject to change without prior notice depending on changes in future social conditions.