

## Gifu University Guideline for COVID-19

With the novel coronavirus, COVID-19 spreading in extensive areas in Japan, Gifu University created and made public the Gifu University Guideline for COVID-19 following the request from the Gifu Prefectural government to suspend various activities.

The Guideline is a basic principle applied from Monday, April 13, 2020 for the members of Gifu University community to take proper and flexible actions depending on the situations.

Given that activities on campus are very diverse and multifaceted, we would like to ask all staffs and students to take enough precautions against COVID-19 infections by referring to the Guideline. Please also bear it in mind to avoid the “Three Cs settings (closed spaces with poor ventilation, crowded places with many people nearby, and close-contact settings such as close-range conversations),” wash hands, wear masks and observe coughing manners, all of which contribute to an establishment of government proposed “New Lifestyle” in society at large.

The Guideline consists of two parts:

- 1) “Category of Warning” to indicate the current status of campus situations. There are three categories for each level of crisis management by Gifu University: “Category A: caution needed,” “Category B: need to be on high alert,” and “Category C: state of emergency.”
- 2) Five Levels (0 – 4) to indicate a code of safety conduct for staffs and students to undertake on campus. Educational activities (lectures, classes, training, experiments and practical training), academic staffs and research activities, administrative work, meetings, entry restrictions for students, extracurricular activities, business trips and outings and entry restrictions for people outside of university, are all categorized by these five levels.

The Gifu University Guideline for COVID-19 is applied to entire campus activities excluding medical treatments performed at the University Hospital.

Situations are changing day by day, and the designations of the categories and levels will change accordingly. Please keep yourself updated accessing the university website every day.

<Reference>

The Ministry of Health, Labor and Welfare Website:

(Japanese)

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_newlifestyle.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html)

(English)

<https://www.mhlw.go.jp/content/10900000/000632485.pdf>

As of January 14, 2021

Gifu University's Category of Warning

Current Category of Warning Category B (need to be on high alert) (from May 18, 2020)

Category	Definition
Category A (caution needed)	Risks for the infections have been drastically reduced. (Level 1 and under for all activities)
Category B (need to be on high alert)	<ul style="list-style-type: none"> <li>• Infections keep on spreading.</li> <li>• Gifu Prefecture has been designated or is likely to be designated as "Infection warning area" by the government expert panel, yet Gifu Prefecture has not been the subject of the government's state of emergency declaration, and Gifu University is not required to call off classes from the government or the municipal governments.</li> <li>• Temporal closures of buildings or faculties are underway after a single outbreak of infections are confirmed (depending on the situations, Category B may move to Category C below).</li> </ul>
Category C (state of emergency)	<ul style="list-style-type: none"> <li>• Under the government's state of emergency declaration, Gifu University is required to be closed at the request of the government or the municipal governments.</li> <li>• Infected individuals are reported from multiple faculties or a cluster of infections are confirmed on campus.</li> </ul>

Guideline Details

Activities	Details	Notice
1. <u>Educational Activities</u> (lectures, classes, training, experiments and practical training)	<p>(from June 4, 2020)</p> <p><b>Level 2</b> →</p> <p>Lectures and training can be conducted (with less than 60% of classroom capacity) by taking every infection prevention measure.</p> <p>Experiments and practical training are conducted with every infection prevention measures being taken.</p> <p>ICT-used remotely conducted classes are offered.</p>	
2. <u>Academic Staff, Research Activities</u>	<p>(from January 9, 2021)</p> <p><b>Level 2</b> →</p> <p>Teaching and academic staff can continue their research activities with every infection prevention measure being taken. Working at</p>	<p>Points of Attention:</p> <p><a href="https://www.mext.go.jp/content/20200518-mxt_kouhou01-000004520_1.pdf">https://www.mext.go.jp/content/20200518-mxt_kouhou01-000004520_1.pdf</a></p>

	home is recommended.	(Japanese only)
3. <u>Administrative staff</u> (clerical, technical staffers, etc.)	(from January 9, 2021) <b>Level 2</b> → Partial implementation of teleworking and staggered working hours.	
4. <u>Meetings</u>	(from June 1, 2020) <b>Level 1</b> → Face-to-face meetings are held with the presence of attendees who have taken every infection prevention measure. Asked to shift from off-line meetings to teleconferencing as much as possible	Levels were reduced from five to three
5. <u>Entry Restrictions for Students</u>	(from June 4, 2020) <b>Level 1</b> → Entries are allowed with every infection prevention measure being taken, but those who are on campus are asked to shorten their time spent on campus.	Gifu University Library <a href="https://www.lib.gifu-u.ac.jp/">https://www.lib.gifu-u.ac.jp/</a>
6. <u>Extracurricular Activities</u>	(from January 14, 2021) <b>Level 4</b> → No extracurricular activities are permitted.	
7. <u>Business Trips and Outings</u>	(from January 9, 2021) <b>Level 3</b> → No non-essential business trips/travels to the prefectures/regions under the state of emergency, are allowed. Refrain from making non-essential business trips/travels to other prefectures/regions	
8. <u>Entry Restrictions for People Outside of the University (including examinees)</u>	(from January 9, 2021) <b>Level 2</b> → No entry request to people from the prefectures/regions under the state of emergency with non-essential reasons. Only people (including examinees) who are necessary for campus activities are allowed to enter by taking every infection prevention measure. They	

	are asked to shorten their time spent on campus.	
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1. Educational Activities (lectures, classes, training, experiments and practical training) (from June 4, 2020)

Level	Code of Conduct	Notice
0	No restrictions given to activities on campus	
1	On condition that people take every infection prevention measure: Lectures and training are conducted Experiments and practical training are conducted Active opening of remotely conducted classes through ICT	
2	On condition that people take every infection prevention measure: Lectures and training are conducted (with less than 60% of classroom capacity) Experiments and practical training are conducted Active opening of remotely conducted classes through ICT	
3	No face-to-face lecture-style classes including training are conducted (ICT-used remotely conducted classes only) Experiments and practical training are conducted (with limited number of student participation) with every infection prevention measure being taken.	
4	Only ICT-used remotely conducted classes are offered.	

2. Academic Staff and Research Activities (from January 9, 2021)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	• Research activities are allowed with every infection prevention measure being taken.	<b>Points of Attention:</b> <a href="https://www.mext.go.jp/content/20200518-mxt_kouhou01-000004520_1.pdf">https://www.mext.go.jp/content/20200518-mxt_kouhou01-000004520_1.pdf</a> (Japanese only)
2	• Research activities are allowed with every infection prevention measure being taken. • Research activities at home are recommended.	
3	• Minimum research activities continue • Engage in research activities at home • Exercise self-control not to enter campus excluding academic staff who need to continue their experiments, maintain research resources, etc.	

4	<ul style="list-style-type: none"> <li>• No entry is permitted for teaching and academic staff.</li> <li>• Engage in research activities at home, but a minimum number of academic staff and relevant employees who need to secure safety and maintain assets (living creatures, precision machines, etc.) necessary for research, are permitted to enter the university.</li> </ul>	
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### 3. Administrative and Technical Staff (from January 9, 2021)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus.	
1	Engage in daily work (including teleworking) with every infection prevention measure being taken.	
2	Partial teleworking arrangement is in place, staggered working hours are being introduced.	
3	Only those who engage in work essential to the university operations are allowed to work. The rest are teleworking or staying at home.	

### 4. Meetings (from June 1, 2020)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	Face-to-Face meetings are held with the presence of attendees who have taken every infection prevention measure. Asked to shift from off-line meetings to teleconferencing as much as possible.	
2	On-line meetings only	

### 5. Entry Restrictions for Students (from June 4, 2020)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	Entries are allowed with every infection prevention measure being taken, but those who are on campus are asked to shorten their time spent on campus.	Gifu University Library <a href="https://www.lib.gifu-u.ac.jp/">https://www.lib.gifu-u.ac.jp/</a>
2	No entry is permitted for undergraduate students (conducting experiments and attending practical training are allowed). Graduate school students are asked to refrain from coming to campus.	

3	No entry is permitted for undergraduate and graduate school students excluding graduate school students who engage in ongoing experiments and research work	
4	No entry is permitted for all graduate school students and researchers, etc.	

6. Extracurricular Activities (from January 14, 2021)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	Maximum considerations are given to infection prevention measures.	
2	Extracurricular activities on and off campus are allowed on condition that every infection prevention measure is taken, and 3Cs settings are avoided.	
3	Practicing outdoors is possible on condition that enough infection prevention measures are being taken, and observing social distancing	
4	<b>No extracurricular activities are permitted.</b>	

7. Business Trip and Outings (for all university staff and students) (from January 9, 2021)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	Advised not to go on business trips and outings to the afflicted regions	
2	Exercise self-control not to go on non-essential business trips and outings to the afflicted regions.	
3	<b>No non-essential business trips and outings to the areas with a state of emergency declaration are permitted. Exercise self-control not to go on non-essential business trips and outings to other areas.</b>	
4	No business trips and outings are permitted.	

8. Entry Restrictions for People Outside of the University (including examinees) (from January 9, 2021)

Level	Code of Conduct	Notice
0	No restrictions are given to activities on campus	
1	Entry is permitted on condition that every infection prevention step is being taken, and those who are on campus are asked to	

	shorten their time spent on campus.	
2	No entry request to people from the prefectures/regions under the state of emergency with non-essential reasons. Only people (including examinees) who are necessary for campus activities are allowed to enter by taking every infection prevention measure. They are asked to shorten their time spent on campus.	
3	No entry for people outside of the university is permitted.	