

Action Guideline of the Degree Programs in Systems and Information Engineering to prevent the spread of the novel coronavirus (COVID-19)

As of June 19, 2020

Level	Research activities (for faculty)	Laboratory activities (for students)	Visitors invited by faculty members	Classes (Lectures · Seminars · Practical activities)	On-campus meetings	Administrative structure
0	No restriction	No restriction	No restriction	No restriction	No restriction	No restriction
1	Research activities are able to be carried on with the most careful consideration of the spread of the infection.	Laboratory activities are able to be carried on with the most careful consideration of the spread of the infection.	Faculty members are able to invite visitors with the most careful consideration of the spread of the infection.	Online classes can be actively conducted with the most careful consideration of the spread of the infection.	Face-to-face meetings are to be held with the most careful consideration of the spread of the infection.	Administrative staff work as usual with the most careful consideration of the spread of the infection.
2	Although research activities are to be carried on, with the most careful consideration of the spread of the infection, shortening the time of staying at the laboratory and working from home shall be considered if possible.	Although laboratory activities are to be carried on, with the most careful consideration of the spread of the infection, shortening the time of staying at the laboratory and working from home shall be considered if possible.	Although faculty members are able to invite visitors, with the most careful consideration of the spread of the infection, shortening the time of staying at the laboratory shall be considered.	With the most careful consideration of the spread of the infection, · Seminars and practical activities are to be restricted. · Face-to-face classes are to be conducted. · Online classes are to be mainly conducted.	Although face-to-face meetings are to be carried on with the most careful consideration of the spread of the infection, online meetings are recommended.	Staggered working hours and working from home are recommended with the most careful consideration of the spread of the infection.
3	Only the minimum number of research related persons required to carry on ongoing experiments and research are allowed access to the laboratory. Those who visit the laboratory should not stay there for a long time. Others work from home in principle.	Only the minimum number of students required to carry on ongoing experiments and research are allowed access to the laboratory. Those who visit the laboratory should not stay there for a long time. Others work from home in principle.	Only the minimum number of visitors required to carry on ongoing experiments and research are allowed access to the laboratory under the direction of the faculty member who invited them. The visitors should not stay there for a long time.	With the most careful consideration of the spread of the infection, · Seminars and practical activities are to be cancelled. · Face-to-face classes are to be restricted. · Online classes are to be mainly conducted.	Face-to-face meetings are to be restricted to the the minimum necessary and online meetings are strongly recommended.	Delay and post-processing of some administrative works are allowed. Only the minimum number of staff required work at the campus, and others work from home in principle.
4	Only the research related persons fall under any of the following are allowed access to the laboratory. Shift working is recommended and a face-to-face contact between the visitors should be avoided when they switch shifts. · Research related persons who are engaged in long-term ongoing experiments which would result in significant loss of research due to the discontinuation of such work · Research related persons associated with work to end or stop ongoing experiments · Research related persons who have temporary access to the laboratory to maintain research assets and servers including looking after living things, replenishing liquid nitrogen and repairing a freezer.	Only the students fall under any of the following are allowed access to the laboratory. Shift working is recommended and a face-to-face contact between the visitors should be avoided when they switch shifts. · Students who are engaged in long-term ongoing experiments which would result in significant loss of research due to the discontinuation of such work · Students associated with work to end or stop ongoing experiments · Students who have temporary access to the laboratory to maintain research assets and servers including looking after living things, replenishing liquid nitrogen and repairing a freezer.	Only the visitors fall under any of the following are allowed access to the laboratory under the direction of the faculty member who invited them. · Visitors who are engaged in long-term ongoing experiments which would result in significant loss of research due to the discontinuation of such work · Visitors associated with work to end or stop ongoing experiments · Visitors who have temporary access to the laboratory to maintain research assets and servers including looking after living things, replenishing liquid nitrogen and repairing a freezer.	Only online classes.	Online meetings are to be held in principle, especially when there are more than 10 attendees including observers.	In order to carry on the important ongoing administrative works, only the minimum number of staff required take turns working a shorter time at the campus. A face-to-face contact between the teams should be avoided when they switch shifts. Others work from home in principle.
5	In order to maintain the laboratory to the minimum necessary, only research related persons who are engaged in work including looking after living things, replenishing liquid nitrogen, repairing a freezer and maintaining servers are allowed access to the laboratory temporarily with the permission of the Dean of the Faculty of Engineering, Information and Systems. In the case above, shift working is in principle and a face-to-face contact between the visitors are prohibited, and they need to fill out an entrance record.	Students are not allowed access to the laboratory.	Faculty members are not allowed to invite visitors.	Only online classes are to be conducted and faculty members are not allowed to conduct online classes from the campus.	All meetings are to be conducted online.	All administrative staff work from home in principle except emergency works needed to be done at the campus. Those who visit the campus need a permission of the head of the academic service office of the System and Information Engineering and they need to fill out an entrance record.

\* The original document is in Japanese, and this translation is for the purpose of reference only.

\* Note that medical workers and researchers of the novel coronavirus (COVID-19) are outside the scope of this action guideline.

\* This action guideline may be reviewed according to the future situation such as changing the phase of infections.