

Shimane University Action Guidelines in Response to COVID-19

As of July 1, 2020

As a rule, the guidelines are common to the whole university, but judgements may be made by each campus or faculty/organization in accordance with the situation.

Level	Degree	Research Activities (incl. preparation for educational activities)	Classes (Lectures, seminars and practical classes)	Students' Entry to Campus	Extracurricular Activities for Students	On-campus Meetings	Office Function	Non-Shimane University Members' Entry to Campus	Other
0	Normal Operation								
1	Minimum restrictions	Research activities are allowed with the utmost consideration taken to prevent the infectious spread.	Most of the classes are given online, while face-to-face classes, seminars and practical classes are restricted with the utmost consideration taken to prevent the infectious spread. ※5	Entry to campus is allowed with the utmost consideration taken to prevent the infectious spread, such as wearing face masks, denying entry to those who are sick, checking body temperature at home, sanitizing hands and fingers, and avoiding "the three Cs". Entry to buildings is possible only when necessary.	Some extracurricular activities are allowed, with the utmost consideration taken to prevent the infectious spread following the guidelines.	While online meetings are recommended, small group face-to-face meetings are permitted with utmost care to prevent the infectious spread.	Almost normal operation with the utmost care to prevent the infectious spread.	Entry for essential business is allowed with the utmost consideration taken to prevent the infectious spread, such as wearing face masks, denying entry to those who are sick, checking body temperature at home, sanitizing hands and fingers and avoiding "the three Cs". As a rule, they are also required to have contacted their counterpart at Shimane University in advance.	Be thorough regarding the prevention of the infectious spread, following the points to note issued by the university.
2	Partial restrictions	Research activities are allowed with the utmost consideration taken to prevent the infectious spread as well as reducing the total hours of staying in the laboratory. Consider working from home whenever possible.	As a rule, online classes only.	As a rule, entry to campus is prohibited. However, people may enter campus if they have one of the following reasons: 1) They have prior permission to take online classes at campus, as they do not have any equipment or Internet setup at home. 2) They need to engage in education/research activity essential to their graduation that cannot be conducted online. 3) They unavoidably need to use the library, cafeteria and shops on campus.※3 4) They are required by the university to come to campus.	Prohibited (except for online activities)	As a rule, online meetings only.	Allow delays and post-processing of procedures for some work with the utmost care to prevent the infectious spread. Consider staggered working hours and working from home if projects can be completed at home.	Entry is restricted.	As a rule, everyone is required to wear face masks (fabric masks and handmade masks are acceptable.) Office rooms need to be ventilated and disinfected every hour.
3	Severe restrictions	Only the entry of the minimum number of laboratory members are permitted in order to continue on-going experiments and research. Those who enter the laboratory should reduce the total hours of staying there. Other research staff should work from home.	As a rule, online classes only.	As a rule, entry to campus is prohibited. However, people may enter campus if they have one of the following reasons: 1) They have prior permission to take online classes at campus, as they do not have any equipment or Internet setup at home. 2) They need to engage in education/research activity essential to their graduation that cannot be conducted online. 3) They unavoidably need to use the library, cafeteria and shops on campus.※3 4) They are required by the university to come to campus.	Prohibited (except for online activities)	As a rule, online meetings only.	Allow delays and post-processing of procedures for some work, and reduce the number of staff coming to the university. Other staff should work from home.	Entry is restricted.	As a rule, everyone is required to wear face masks (fabric masks and handmade masks are acceptable.) Office rooms need to be ventilated and disinfected every hour.
4	Maximum restrictions	Only the research staff listed below are permitted to enter their laboratories. They are required to take turns whenever possible to avoid staying there at the same time as someone else. 1) Research staff currently engaged in long-term experiments that would bring significant loss to their research if stopped. 2) Research staff who are involved in finishing or suspending on-going experiments. 3) Research staff entering laboratories to take care of living organisms, replenish liquid nitrogen, conduct maintenance to preserve research materials such as repairing freezers, or conduct server maintenance.	Online classes only.	As a rule, entry to campus is prohibited. However, people may enter campus if they have one of the following reasons: 1) They have prior permission to take online classes at campus, as they do not have any equipment or Internet setup at home. 2) They unavoidably need to use the library, cafeteria and shops on campus.※3 3) They are required by the university to come to campus.	Prohibited (except for online activities)	Online meetings only.	Minimum number of staff come to work for a short time and take turns to continue essential on-going business. Staff should avoid meeting each other when taking turns. Other staff work from home as a rule.	As a rule, only the gate with the gatekeeper should be opened. Those who enter should show their ID and register their entry at gate house.	Everyone is obligated to wear face masks (fabric masks and handmade masks are acceptable.) Office rooms need to be ventilated and disinfected every hour.
5	All suspended	In order to maintain the minimum level of the university's functions, research staff may enter their laboratories for a short time only for such purposes as taking care of living organisms, replenishing liquid nitrogen, repairing freezers, or conducting server maintenance, with permission from the department or organization head. As a rule, they are required to take turns whenever possible to avoid staying there at the same time as someone else.	Online classes only. (Faculty members are prohibited from giving online classes on campus.) No on-campus facilities are available for online classes.	Prohibited.	Prohibited (except for online activities)	Online meetings only.	As a rule, staff should work from home, unless they have urgent business which needs to be handled at their work place. Entry to buildings and other facilities such as the sports field requires entry permission and registration.	Only entry for urgent business is permitted. As a rule, only the gate with the gatekeeper should be open. Those who enter should show their ID and register their entry at gate house.	Everyone is obligated to wear face masks (fabric masks and handmade masks are acceptable.) Office rooms need to be ventilated and disinfected every hour.

※1 These restrictions do not apply to medical staff and researchers concerning COVID-19.

※2 These guidelines are subject to change at any time in response to future changes in the situation.

※3 The university library, cafeteria and shops are open with the utmost consideration taken to prevent the infectious spread, including the decision to open them or not.

※4 Online classes are referred to as "real time" and "on-demand" type classes.

※5 As a rule, the First Semester AY2020 classes should be online. Seminars and practical classes can be conducted when specially approved by the dean of faculty/graduate school.