

# Hokkaido University Business Continuity Plan During Coronavirus Outbreak

The below Plan applies university-wide but shall be adjusted as appropriate by departments in accordance with their level of infection spread.  
The Plan does not apply to medical staff and COVID-19 researchers.  
The restrictive measures provided below are subject to continual review as the situation progresses through the Alert Levels.

## Response Plan

Alert Level		Range of Measures					
		Risk Assessment	Research Activities	Classes (Lectures/Seminars/Practical Training)	Student Extracurricular Activities	Offices	Meetings (incl. training/briefing/guidance)
<b>Level 0</b>	Normal times						
<b>Level 1</b>	Restriction - low level	Case(s) confirmed in the local population where the workplace is located in the area thereof.  Certain staff members instructed to work from home to prevent possible infection spread and practice health and safety precautions.	Research activities not restricted when precautionary measures are in place.  Physical [social] distancing encouraged (Avoid 3Cs - Closed spaces, Crowded places and Close-contact settings) and regularly checked by all students, researchers and research staff (hereinafter referred to as "lab personnel").  Hours spent in labs and offices reduced to the minimum required.	Online education encouraged.  Face-to-face teaching authorized with preventive measures in place.	Student extracurricular activities allowed when precautionary action is taken.	No changes needed in the scope of work in all departments.  Staff partly instructed to work from home taking up assignments which can be done remotely.	Videoconferences and written deliberation using email encouraged. When organizing a meeting, take precautionary measures against infection.
<b>Level 2</b>	Restriction - medium level	A. "Stay Home" on weekdays requested by the Governor of Hokkaido, or other movement restrictions imposed; or B. Case(s) confirmed among HU staff members. Measures to stop infection spread deployed and health and safety precautions implemented.	Remote work instructed. Only minimum number of lab personnel authorized to work in a lab for the shortest time possible to support ongoing experiments and research.	Teaching shifted to online platforms wherever possible.  Seminars, experiments and practical training permitted in a face-to-face manner with precautionary action taken against infection spread.	All activities canceled.	Work prioritized and conducted with consideration given to the ratio of staff under the work-from-home arrangement.  Staff partly instructed to work from home taking up assignments which can be done remotely.	Videoconferences and written deliberation using email conducted.
<b>Level 3</b>	Restriction - high level	State of Emergency declared by the Japanese government to carry out the provisions in the Act on Special Measures against Pandemic Flu (Act No. 31 of 2012).  Prefecture of Hokkaido designated as one of the emergency areas across the country. Residents urged not to leave home (or equivalent) by the Governor of Hokkaido unless absolutely necessary to maintain everyday life, and to cooperate in any other areas to combat the spread of COVID-19.	Entry to labs permitted only to the below research staff (graduate students/researchers granted entry in special circumstances). Lab personnel should be on different shifts to enter whenever possible.  1) Those working on a long-run experiment which would suffer a tremendous loss with research work if suspended. 2) Those responsible to terminate or suspend operations of ongoing experiments. 3) Those who enter labs temporarily for supplying research materials or maintaining computer servers e.g. animal caring, filling up liquid nitrogen, refrigerator maintenance etc.	Online classes only. Students not allowed to use the Internet facilities on campus.	All activities canceled.	Work prioritized and conducted to maintain the minimum required level of University operations.  Most of the staff instructed to work from home taking up assignments which can be done remotely.	All meetings postponed or canceled. Meetings to maintain the minimum required level of University operations however can be held via videoconferencing or written deliberation using email.
<b>Level 4</b>	Prohibition - high level	University and off-campus facilities closed.	Brief entry to labs permitted only to the below research staff when authorized by the head of their department. Lab personnel should be on different shifts to enter whenever possible.  - Those who are engaged in supplying research materials or maintaining computer servers e.g. animal caring, filling up liquid nitrogen, refrigerator maintenance etc.	All classes canceled.	All activities canceled.	University facilities off-limits to all staff excluding the authorized personnel engaged in facilities maintenance.	All meetings postponed or canceled. Meetings to maintain the minimum required level of University operations however can be held via videoconferencing or written deliberation using email.