

Hokkaido University Business Continuity Plan During Coronavirus Outbreak: Response Plan at Alert Level 1

Hokkaido University (HU) moves from Alert Level 2 to Alert Level 1 prescribed in the Hokkaido University Business Continuity Plan During Coronavirus Outbreak (hereinafter referred to as "BCP") on July 10, 2020.

The below describes a set of basic precautionary action against COVID-19 infection and spread, and the measures in the BCP's Response Plan, both of which apply to all HU community members.

HU will continually review the basic precautionary action and Response Plan in compliance with the requests from the central Japanese and Hokkaido governments, and in response to whether the epidemic rises or goes into decline.

1. Basic precautionary action

- Make sure you practice physical [social] distancing, face mask wearing, cough etiquette and hand hygiene including thorough hand washing.
- Avoid high-risk settings with 3Cs (Closed spaces, Crowded places and Close-contact settings), and ensure adequate ventilation inside buildings.
- Avoid dining in a large party with people outside your family.
- Keep an eye on your general health and any signs of cold. If you have one such as high temperature, do not go to work or classes.
- When traveling within Japan, check the latest COVID-19 updates for your destination. Take thorough measures such as reducing conversation on public transport as much as possible and avoiding traveling peak hours to safeguard yourself from infection.
- DO NOT travel abroad to the countries given Level 3 infectious disease advisories by the Ministry of Foreign Affairs; or those given Level 2 (except in special circumstances).
- We encourage the use of COVID-19 Contact App (COCOA), a smartphone app available in Japanese, Chinese and English. An increase in the number of downloads is thought to help prevent infection spread in Japan.

2. Alert Levels and measures in the Response Plan

1) Research activities

Research activities are not restricted when maximum precautionary measures are in place. Hours spent in labs and offices should be reduced to the minimum required.

Follow the instructions in "Guidance for Conducting Research Safely During COVID-19 Pandemic" (<https://www.global.hokudai.ac.jp/wp-content/uploads/2020/06/Guidance-for-Conducting-Research-Safely-during-COVID-19-Pandemic.pdf>) which are based on "Guidelines to Maintain Research Activities While

Observing COVID-19 Preventive Measures" released by the Ministry of Education, Culture, Sports, Science and Technology (hereinafter "MEXT") when engaged in research activities.

2) Classes (lectures/seminars/practical training)

i) The AY2020 first semester

- All classes remain online during the first semester to continue helping prevent COVID-19 spread and maintain the continuity of our education. However, when part of class delivery to conduct seminars, experiments or practical training requires face-to-face teaching, necessary COVID-19 safety measures must be in place including indoor ventilation, physical [social] distancing between students and staggered class hours with a limited number of students at one time. Alternative options must be provided to the students who missed classes due to unavoidable circumstances.

- The end-of-semester exams should be conducted online wherever possible. When absolutely necessary, exams may be carried out on-site using class rooms, provided that the above COVID-19 safety measures are in place and the exam dates are set after the end of semester to avoid conflicts with other online classes.

ii) The AY2020 second semester

In compliance with the requests from the central Japanese and Hokkaido governments, and in response to how the epidemic unfolds, a decision will be made at the end of July after deliberation whether the restrictions can be relaxed to the extent which Alert Level 1 of the BCP's Response Plan prescribes that face-to-face teaching is authorized with preventive measures in place while online education is encouraged.

iii) The above guidelines shall be adjusted as appropriate by schools/graduate schools in accordance with their respective education delivery attributes.

iv) Student intakes

General student admissions policy in HU's student selection guidelines will be released in July which embodies the details provided in the student selection implementation guidelines published by the MEXT. Holistic admissions (formerly known as AO admissions) policy will follow the above upon compilation. This also reflects the details in the above-mentioned MEXT's guidelines.

The student intakes are subject to continual review in accordance with the epidemic transition. We will officially and immediately announce any changes to admission policies and selection processes should the necessity arise.

3) Student extracurricular activities

- Outdoor personal training is allowed. Given the ever-changing situation of COVID-19, safety of indoor training and group training with necessary measures in place shall be examined in light of "COVID-19 Safety Measures for Extracurricular Activities" formulated by HU for resuming extracurricular activities. NO in-person socializing with other groups/communities, training camps or away games are allowed until a decision is made after careful assessment of COVID-19 circumstances.

- Outdoor facilities for extracurricular activities are open for use only for outdoor personal training.

4) Remote/on-site work

- Since the circumstances vary between institutions, faculty members are instructed to work from home up to the level they can maintain the quality of education and research activities under the restrictions provided in Alert Level 1 of the BCP's Response Plan. Meanwhile, one third of all other staff members are expected to

work from home at a time to reduce in-person contact.

- Staggered working hours remain in operation to reduce infection risk on public transport during peak hours.
- We may need to deal with a temporary decrease in the workforce when clusters occur. List up duties and responsibilities of all personnel in your section and prioritize work. Plan ahead to tackle the worst case scenario and to continue core duties/operations without staff on-site. Minimizing external effects is vital under the circumstances where all work is unavoidably suspended.

5) Meetings (including training/briefing/guidance)

- We encourage the conduct of meetings online via videoconferences or written deliberation using email.
- When holding a meeting in person, implement thorough preventive actions as below to reduce the risk of infection with COVID-19.
- Minimize the number of participants.
- Stream the meeting live for those who are unable to attend in person.
- Allow plenty of room between participants in a spacious meeting venue.
- Ensure regular ventilation.
- Provide alcohol-based hand sanitizers at the venue.

6) Other important reminders

i) University libraries open with reduced hours and facilities under COVID-19 considerations.

ii) Academic/social events

- All events should be online using the digital tools like videoconferencing or group video chat wherever possible.
- When holding an on-site event, take preventive measures including a seating plan to prevent 3Cs, physical [social] distancing between participants, regular room ventilation, hand washing and sanitization, face mask wearing and an event participant list. Limit capacity to half of the maximum occupancy of the venue (up to 5,000 participants allowed until July 31).

Note: Same restrictions apply when non-HU staff or students use HU's facilities for events.

- Large-scale nationwide events must be canceled or postponed unless adequate risk management measures are put in place.
- Actively use a contact tracing notification app called "Hokkaido Corona Tsuuchi System (Hokkaido Coronavirus Notification System)" endorsed by the Hokkaido Government if many and unspecified persons come to a planned event or use HU's facilities.