

Hokkaido University Business Continuity Plan During Coronavirus Outbreak: Response Plan at Alert Level 3

Hokkaido University (hereinafter referred to as "HU") moves from Alert Level 2 to Alert Level 3 prescribed in the Hokkaido University Business Continuity Plan During Coronavirus Outbreak (hereinafter "BCP") effective on August 27, 2021.

The below describes a set of basic precautionary actions 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 actions and Response Plan in compliance with the requests from the Government of Japan and the Hokkaido Government and in accordance with the number of cases in the area.

1. Basic precautionary action

- Make sure you practice physical [social] distancing, 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 even when the outside temperature is low.
- Only dine with members of the same household.
- Keep an eye on your general health and any signs of cold. If you have a symptom such as high temperature, do not go to work or classes.
- Carefully weigh the necessity of travel to the areas where the number of new cases is rising.
- Do not go out for non-essential reasons. Avoid traveling to/from other prefectures unless it is absolutely necessary.
- Strictly avoid traveling to/from prefectures in which a state of emergency is declared unless it were an emergency.
- For overseas travel and restriction on entry into Japan, refer to the "Overseas Travel and Restriction on Entry into Japan for Prevention of the Spread of COVID-19 (May 27, 2021)" (in Japanese) on the HU website (https://www.hokudai.ac.jp/covid-19/pdf/20210527_01.pdf).
- Follow advisories to limit travel and activities when requested by the Government of Japan or the Hokkaido Government.
- We encourage the use of COVID-19 Contact App (COCOA), a smartphone app available in Japanese, Chinese and English. The more the app is used, the more effective it will be in preventing the spread of COVID-19.

2. Alert Levels and measures in the Response Plan

1) Research activities

- Only research staff specified in the Level 3 measures in our BCP* are permitted to enter labs or research facilities.

Implement shift work in labs or research facilities as much as possible, and follow the instructions in "Guidance for Conducting Research Safely During COVID-19 Pandemic" on the HU website:

<https://www.global.hokudai.ac.jp/wp-content/uploads/2020/06/Guidance-for-Conducting-Research-Safely-during-COVID-19-Pandemic.pdf>

Refer as guidance to the action plans provided (in Japanese only) in the "Guidelines to Maintain Research Activities While Observing COVID-19 Preventive Measures" released by the Ministry of Education, Culture, Sports, Science and Technology

(https://www.mext.go.jp/content/20201007_mxt_kouhou01_mext_00028_01.pdf). Staff other than those listed above must conduct their research at home.

* 1. Research staff who has been conducting a long-term experiment that may potentially cause grave harm to research findings if interrupted

2. Research staff who perform procedures to end or pause an on-going experiment

3. Research staff who enters a lab or a facility temporarily for management of experimental materials such as caring for animals, supplementing liquid nitrogen or repairing a freezer, or for server maintenance.

2) Classes (lectures/seminars/experiments/practical training)

- As a general rule, classes are conducted online. Head of school/graduate school may authorize face-to-face teaching with adequate prevention measures for part of a course if deemed absolutely necessary for learning purposes (e.g., field study, experiments, applied learning or exams, etc. in which face-to-face interactions are crucial for effective learning). Alternative options are provided to students who miss classes due to unavoidable circumstances.

Note: The above guidelines shall be adjusted as appropriate by schools/graduate schools in accordance with their educational objectives and goals.

- Admissions selection will be carried out as announced in the application guidelines with stringent measures against COVID-19, however its procedures are subject to change due to the pandemic situation. HU will officially and immediately announce any changes to admission policies or selection processes should the necessity arise.

3) Student extracurricular activities

- All student extracurricular activities (excluding online activities) are prohibited. All facilities for extracurricular activities are closed.

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 the Alert Level 3 of the BCP's Response Plan. Meanwhile, one half of all other staff members are expected to work from home at a time to reduce in-person contact. It is allowed to raise the percentage of remote workers as long as it does not hinder the University operations. It is also permitted to have fewer remote workers to take care of important, time-sensitive matters during this period with enforced preventive

measures*. (*Refer to the *Remote Work for Faculty and Staff for Prevention of COVID-19 and Operational Continuity* (April 17, 2020; HU/Confid./222) in Japanese.)

- Staggered working hours remain in operation to reduce infection risk on public transport.
- We may potentially experience a temporary decrease in the workforce due to the spread of COVID-19 among faculty and staff members. List up and prioritize duties and responsibilities, plan ahead to ensure uninterrupted operations in situations where faculty and staff members must stay home and to minimize the potential external damage in cases where all operations must be stopped.

5) Meetings (including training/briefing/guidance)

- In principle, all meetings are postponed or cancelled. Meetings necessary to maintain the University operations are conducted online via videoconferences or written deliberation using email.
- If absolutely necessary to hold a meeting in person, implement thorough preventive actions as below to reduce the risk of infection:
 - Minimize the number of participants.
 - Stream the meeting live for those who are participating remotely.
 - Maintain physical [social] distancing in a spacious meeting room.
 - Ensure regular ventilation.
 - Provide alcohol-based hand sanitizers at the venue.

6) Entry to campus by non-University community members

- In principle, all persons outside of the University community are requested not to enter the campuses.

7) Other important reminders

i) University libraries remain open with limited services available with enforced preventive measures.

ii) Academic/social events

- In principle, all events are held online using tools such as videoconferencing.
- If absolutely necessary to hold an on-site in-person event, take preventive measures such as a seating plan to prevent 3Cs, physical [social] distancing between participants, regular room ventilation, hand washing and sanitization, mask wearing and maintaining a list of attendees. Limit capacity to half of the maximum occupancy of the venue (also comply with the occupancy limit the Hokkaido Government stipulates).

Note: Same restrictions apply when non-HU persons use a HU facility 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 a HU facility.
- Medical check-ups (excluding exams for radioisotope users), optional check-ups and re-examinations scheduled to be held at HU are postponed until the BCP's Alert Level is reduced to Level 1 (dates TBD).

iii) Medical services at the Health Care Center

- For internal medicine, mental health assistance and counseling, services are suspended for those who have symptoms of common cold.

- Internal Medicine: services provided for patients without fever and other symptoms of common cold.
- Mental Health Assistance Service: minimum services available; new appointment availability may be limited.
- Counseling: minimum counseling available; psychological testing is suspended.