

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

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

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

HU will continually review the precautionary actions and Response Plan in compliance with the requests from the Government of Japan and the Hokkaido Government, and to appropriately respond to the local pandemic situation.

1. 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 inside buildings even when the outside temperature is low.
- Avoid crowded places and times, and gatherings in a large group.
- Avoid dining establishments that do not strictly adhere to preventive measures.
- When you dine with other people, refrain from the following: a) staying long hours; b) heavy drinking; c) talking loud. Do wear a mask whenever engaging in conversation (no talking while eating or drinking).
- 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.
- When traveling to other prefectures, strictly adhere to the basic prevention measures.
- 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 (March 11, 2022)" (in Japanese) on the University website (https://www.hokudai.ac.jp/covid-19/pdf/20220311_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 the 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

- Research activities are not restricted when strict precautionary measures are in place.
- In field research or other research conducted outside of the University, the preventive measures in "1. Basic precautionary action" shall be implemented.
- Refer to the *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>) based on the action plan provided in the *Guidelines to Maintain Research Activities While Observing COVID-19 Preventive Measures* (in Japanese) formulated by the Ministry of Education, Culture, Sports, Science and Technology. (https://www.mext.go.jp/content/20201007_mxt_kouhou01_mext_00028_01.pdf)

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

- In general, classes are conducted in person on the premise that infection prevention measures (mask-wearing, maintaining hand hygiene and proper ventilation in in-person classes, and voluntarily refraining from coming to school when not feeling well) are implemented.
- However, classes may be conducted online when deemed necessary by each school or graduate school. Alternative options will be provided to students who miss classes due to unavoidable circumstances.

Note: The above guidelines may be adjusted as appropriate by each school or graduate school in accordance with their educational objectives and goals.

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

3) Student extracurricular activities

- Indoor or outdoor group training is permitted for a student group upon submission and approval of an activity plan written in accordance with the *Policy on COVID-19 Safety Measures for Student Extracurricular Activities and the Use of Facilities* formulated by HU.
- The use of indoor facilities is permitted when the maximum group size allowed for each facility is maintained.
- At the request of a Faculty Advisor, the following activities may be conducted by permission, when their infection prevention measures are deemed appropriate:
 - ① Participation in sporting events including tournaments
 - ② Practice games
 - ③ Traveling outside of the City of Sapporo or Hokkaido (excluding tournaments or performances)
- Training camps are prohibited for the time being.
- All activities in a student group are suspended when there is a confirmed or probable case of COVID-19

among the members of the group.

- No social gatherings involving food or drinks are permitted for a student group regardless of whether before, during, or after their intended activities.

4) Remote/on-site work

- The standard work arrangement is on-site (in-office) work; working from home is permitted to the minimum extent necessary only when deemed absolutely necessary for the prevention of the spread of infection as well as from the standpoint of safety considerations*. *Please refer to the *Work Arrangements for Faculty and Staff for Prevention of COVID-19 and Operational Continuity* (March 28, 2022; HU/Confid./134) (in Japanese).

- Staggered working hours remain in operation to reduce infection risk on public transport during peak hours.

- We may potentially experience a temporary decrease in the workforce due to the spread of COVID-19 among our 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 minimize the potential external damage in cases where all operations must be ceased.

5) Meetings (including training/briefing/guidance)

- Online meetings and deliberations in a written format via email, etc. are recommended.

- If absolutely necessary to hold a meeting in person, implement thorough preventive actions as below to reduce the risk of infection with COVID-19:

- i) Minimize the number of participants.

- ii) Stream the meeting live for those who are unable to attend in person.

- iii) Allow plenty of room between participants in a spacious meeting venue.

- iv) Ensure regular ventilation.

- v) Provide alcohol-based hand sanitizers at the venue.

6) Campus visits by non-University members

- Entry to the University campuses is permitted by adhering to all preventive measures.

7) Other important reminders

- University libraries are open with adequate preventive measures.

- Academic/social events:

- i) All events are held online to the extent possible using digital tools such as videoconferencing.

- ii) If absolutely necessary to hold an in-person event, take preventive measures including 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 (also comply with the occupancy limit the Hokkaido Government stipulates).

Note: The same restrictions apply when non-HU persons use HU facilities for events.

- iii) Large-scale nationwide events must be canceled or postponed unless adequate risk management measures are put in place.

- iv) 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 services at the Health Care Center:

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