

Ritsumeikan University Action Guidelines in Response to COVID-19 (Business Continuity Plan)

Revised: September 16, 2020

| Activity level |   | Class formats   | Research activities<br>(Faculty, researchers, graduate students,<br>undergraduate students)  | Extracurricular and<br>self-directed activities   | Events (on-campus) and<br>rental of facilities to non-university<br>personnel   | Faculty and staff work arrangements,<br>domestic official trips, and internal meetings   | Student entry to the campus  |
|----------------|---|---|--|---|---|--|--|
| 0              | No restrictions   | Normal  | Normal   | Normal  | Normal  | Normal   | Normal   |
| 1              | Bare minimum<br>(partial)<br>restrictions                       | Regular face-to-face classes, seminars, and practicums will be held having enacted measures to prevent infection.   | Normal research activities can be conducted having enacted measures to prevent infection.  | Activities will be held having enacted measures to prevent infection.   | Activities will be held having enacted measures to prevent infection.<br><ul style="list-style-type: none"> <li>Only outside organizations recognized as taking thorough measures to prevent infection will be permitted to rent facilities.</li> </ul>   | <ul style="list-style-type: none"> <li>Normal activities can be conducted having enacted measures to prevent infection. We will allow staff to work staggered hours, and where possible due to the nature of their duties, we will allow staff to work from home.</li> <li>Domestic official trips are permitted.</li> <li>Face-to-face meetings can be held having enacted measures to prevent infection, but online meetings are recommended.</li> </ul>   | Entry to the campus will be permitted having enacted measures to prevent infection.  |
| 2              | Minimal<br>restrictions   | Face-to-face classes, seminars, and practicums will be held having enacted measures to prevent infection, but the use of online classes is recommended to reduce person-to-person contact.  | Research activities can be continued in faculty offices and other facilities having enacted measures to prevent infection; however, researchers are urged to work from home as much as possible to reduce person-to-person contact.  | Activities will be held having enacted measures to prevent infection. However, retreats, bus trips, and other activities where the "Three Cs" cannot be avoided will be postponed or cancelled. | <ul style="list-style-type: none"> <li>Events deemed highly necessary will be held having enacted measures to prevent infection, but we will recommend holding events online where possible.</li> <li>Only outside organizations recognized as taking thorough measures to prevent infection will be permitted to rent facilities when deemed particularly highly necessary.</li> </ul> | <ul style="list-style-type: none"> <li>Normal activities can be conducted having enacted measures to prevent infection. We will allow staff to work staggered hours, and depending on the nature of their duties, we will allow staff to work from home.</li> <li>Domestic official trips are permitted, but to reduce person-to-person contact, online meetings are recommended where possible.</li> <li>Face-to-face meetings can be held having enacted measures to prevent infection, but online meetings will be held as much as possible.</li> </ul> | Entry to the campus will be permitted having enacted measures to prevent infection, but adjustments will be made to the number of users for each facility as needed.                                   |
| 3              | Moderate<br>restrictions  | In principle, online classes will be held, but face-to-face classes, seminars, and practicums that are deemed highly necessary for academic reasons can be held having enacted measures to prevent infection.                         | <ul style="list-style-type: none"> <li>Activities that have been deemed highly necessary for research purposes can be continued in faculty offices and other facilities having enacted measures to prevent infection; however, researchers are urged to limit their time on campus as much as possible and work from home as much as possible to reduce person-to-person contact.</li> </ul> | Only organizations recognized as taking thorough measures to prevent infection will be permitted to conduct activities, and the scope and content of said activities will be limited.           | <ul style="list-style-type: none"> <li>In principle, nonessential, non-urgent events will be postponed or cancelled, but events that are deemed highly necessary can be held having enacted measures to prevent infection. Online events will be permitted.</li> <li>As a rule, facilities will not be rented to non-university personnel.</li> </ul>                                   | <ul style="list-style-type: none"> <li>Normal activities can be conducted having enacted measures to prevent infection. We will allow staff to work staggered hours, and depending on the nature of their duties, we will urge staff to work from home.</li> <li>Domestic official trips that are deemed highly necessary are permitted, but online meetings shall be held as much as possible.</li> <li>The absolute minimum required number of face-to-face meetings will be held, but as a rule, meetings will be shifted online.</li> </ul>            | Entry to the campus will be permitted having enacted measures to prevent infection, but we will control the number of people on campus.  |
| 4              | Severe<br>restrictions  | In principle, online classes will be held, but only those face-to-face classes, seminars, and practicums that are deemed particularly highly necessary for academic reasons can be held having enacted measures to prevent infection. | Entry to offices will be limited to activities that have been deemed highly necessary for research purposes and activities deemed necessary to maintain the minimum level of research functions as long as faculty do not use public transportation.   | Prohibited in principle regardless of location (on or off campus). However, online activities will be permitted.  | <ul style="list-style-type: none"> <li>Events will be postponed or cancelled in principle. Online events will be permitted.</li> <li>Facilities will not be rented to non-university personnel.</li> </ul>  | <ul style="list-style-type: none"> <li>As a rule, staff will work from home, but the necessary staffing framework will be secured for campus security, maintenance, and administration.</li> <li>As a rule, domestic official trips are not permitted.</li> <li>Meetings will be held online in principle.</li> </ul>  | <ul style="list-style-type: none"> <li>In principle, entry to the campus will be prohibited, but some cases deemed essential may be permitted having enacted measures to prevent infection.</li> </ul> |
| 5              | Maximum<br>restrictions<br>(Full<br>suspension in<br>principle) | Classes will only be held online.   | Entry to offices will be limited to activities deemed necessary to maintain the minimum level of research functions having enacted measures to prevent infections; only researchers and faculty members will be permitted entry.   | Restricted regardless of location (on or off campus). However, online activities will be permitted.   | <ul style="list-style-type: none"> <li>All events will be postponed or cancelled. Online events will be permitted.</li> <li>Facilities will not be rented to non-university personnel.</li> </ul>   | <ul style="list-style-type: none"> <li>As a rule, staff will work from home, but the minimum required staffing framework will be secured for campus security, maintenance, and administration.</li> <li>Domestic official trips are not permitted.</li> <li>Meetings will only be held online.</li> </ul>  | Entry will be prohibited.  |

### Notes Regarding Decisions on BCP Levels and Emergency Measures

- The decision criteria for BCP levels can be found in Table 1, and decisions will be made by the Ritsumeikan Trust Crisis Response Task Force based on these. Concurrent with this, concrete measures and our response to items not listed in this table will be discussed and decided by the Executive Board of Trustees or another official meeting depending on the content thereof. These BCP activity levels and detailed measures taken in response only aim to serve as guidelines, and we may decide to enact measures not listed in the table after comprehensively assessing the situation.
- Regardless of the matters listed in the BCP, in principle, we will refrain from allowing official trips to regions subject to a state of emergency and regions where requests to refrain from travel have been issued due to the spread of infections.
- As a rule, official trips outside of Japan will be prohibited to those regions for which the Ministry of Foreign Affairs has set the infectious disease risk at Level 2. The handling of work arrangement for the overseas offices will be determined based on the situation in the respective country or region and any requests issued by

#### Infection Risk Level

|         |   |
|---------|---|
| Level 1 | Exercise caution                              |
| Level 2 | Cancel nonessential, non-urgent travel        |
| Level 3 | Cancel all travel (Travel cancellation alert) |
| Level 4 | Cancel all travel (Evacuation alert)          |

- Campus visitors will be handled according to the guidelines for faculty, staff, and students based on their reason for entering the campus and the activities in which they plan to partake.
- If someone on the campus becomes infected, we may need to issue a decision on measures including a temporary ban on campus entry in accordance with a request from the local government.
- The criteria for deciding whether to dispatch students overseas on study abroad programs are those outlined in "Revisions to the Criteria for Deciding Whether to Allow Students to Participate in Study Abroad Programs Organized by the Ritsumeikan University Center for International Education and Partake in Other Overseas Travel (approved by the Center for International Education Meeting on 2018.4.22; reported to the Executive Board of Trustees on 2018.6.13).

### Additional Information

○ "Measures to prevent infection" as indicated in the BCP refer to the basic measures to prevent infection recommended by the Ministry of Health, Labour and Welfare and avoidance of the "Three Cs" (closed spaces, crowded places, and close-contact settings) in accordance with the "New Lifestyle" proposed by the Novel Coronavirus Expert Meeting. However, people who have a justifiable reason for not wearing a mask will not be asked to wear one. Furthermore, when implementing actual measures to prevent infection, schools should refer to the "COVID-10 Pandemic Public Health Management Manual for Schools" (MEXT; 2020.9.3, Ver. 4).

*Excerpt from the Ministry of Health, Labour and Welfare homepage*

- Basic measures to prevent infection refer to the following three items: 1. Ensuring social distance (2m whenever possible), 2. Wearing a mask, and 3. Washing your hands.
- In addition to these measures, it is effective to avoid the "Three Cs," ventilate rooms regularly, and keep a close eye on one's temperature and health condition. (For effective ventilation, open windows or doors on opposite sides of the room and ventilate for several minutes twice an hour. Temperature and health checks

*Manual for Avoiding the Three Cs*

<https://www.kantei.go.jp/jp/headline/kansensho/coronavirus.html#c5>

Table 1: Decision Criteria for Setting the Activity Level to Prevent the Spread of COVID-19

| Activity Level |   | Status of Infections and Level of Government Requests  |
|----------------|---|--|
| 0              | No restrictions                                     | <u>Status of infections:</u> The WHO or the government declares COVID-19 stamped out or no infected persons have been recorded in the prefecture where the campus is located for at least two weeks.<br><u>Request level:</u> The national and/or local government has issued no closure requests for universities and schools and no requests to refrain from various activities.   |
| 1              | Bare minimum (partial) restrictions                 | <u>Status of infections:</u> With regard to the stages and indicators set by the national government, figures for the prefecture where the campus is located are significantly lower than the targets for Stage III for almost all of the six indicators.<br><u>Request level:</u> Although the national and/or local government has not issued closure requests for universities and schools or requests to refrain from various activities, partial restrictions on activities are expected.   |
| 2              | Minimal restrictions                                | <u>Status of infections:</u> With regard to the stages and indicators set by the national government, figures for the prefecture where the campus is located are lower than the targets for Stage III for at least half (three or more) of the six indicators.<br><u>Request level:</u> Although the national and/or local government has not issued closure requests for universities and schools or requests to refrain from various activities, some degree of restriction on activities is expected.   |
| 3              | Moderate restrictions                               | <u>Status of infections:</u> With regard to the stages and indicators set by the national government, figures for the prefecture where the campus is located are higher than the targets for Stage III for at least two-thirds (four or more) of the six indicators.<br><u>Request level:</u> The national and/or local government has issued some requests, such as closure requests for universities and schools or requests to refrain from various activities.   |
| 4              | Severe restrictions                                 | <u>Status of infections:</u> With regard to the stages and indicators set by the national government, figures for the prefecture where the campus is located are higher than the targets for Stage IV for at least two-thirds (four or more) of the six indicators.<br><u>Request level:</u> The national government has declared a state of emergency and the prefecture in which the campus is located is subject to said declaration, or the local government in the prefecture in which the campus is located has issued its own state of emergency and closure requests for universities and schools and requests to refrain from various activities.   |
| 5              | Maximum restrictions (Full suspension in principle) | <u>Status of infections:</u> With regard to the stages and indicators set by the national government, figures for the prefecture where the campus is located are higher than the targets for Stage IV for almost all of the six indicators the disease is spreading explosively with the number of total infections nationwide doubling every two to three days, or there is a high risk that such a situation is imminent.<br><u>Request level:</u> The national government has declared a state of emergency and the prefecture in which the campus is located is subject to said declaration. In addition, closure requests have been issued for universities and schools and strong requests to stay at home and refrain from travel have been issued. |

1. The government's stages and indicators are taken from the document entitled "Indicators and Targets for Measures To be Taken in Response to Changes in the Status of Infections Going Forward" (2020.8.7).

2. Because the actual number of infections changes daily, we will verify the status of infections on a more or less weekly basis.