

Tokyo Tech Response to COVID-19, January 8, 2021 ver. Excerpt

Revisions to measures and move to a higher alert level
in response to the second state of emergency

1. Basic Policy

Tokyo Tech:

1. Ensures that all faculty, staff, and students understand they are expected to follow social norms that differ from what existed before the spread of COVID-19. Each individual should act in line with the new social norms to the extent possible.
2. Makes efforts to achieve outcomes required as an educational institute while prioritizing the health and safety of its students, faculty, and staff.
3. Aims to ensure that students complete their studies in the originally planned period, regardless of their study environment or financial circumstances.
4. Aims to ensure that research activities are performed while prioritizing the health and safety of students, faculty, staff, and those outside of Tokyo Tech, and the prevention of the spread of COVID-19.

2. Summary of Measures for Each Alert Level

Tokyo Tech sets seven alert levels so that it can adopt measures in a timely and appropriate manner in response to possible changes in the spread of COVID-19 in Japan and overseas.

The chart on page 2–8 summarizes the measures concerning education for each alert level and the necessary requirements to shift from one level to another.

(Note: For information on alert levels 4 to 2.5+, please refer to past publications.)

The alert level may be lowered (toward easing measures) or raised (toward tightening measures). We should be constantly well-prepared to shift to a tightening of measures.

- As shown in the chart, all Tokyo Tech members must ensure that they practice the “new lifestyle,” maintain a safe environment in laboratories, etc., and closely selfmonitor health conditions. We must bear in mind that even after we shift to Level 1 (the “new normal”) and the impact of COVID-19 is sufficiently controlled, circumstances regarding education, research, and administration at Tokyo Tech will not be the same as before the outbreak.

3. The “COVID-19 Contact-Confirming Application (COCOA)”

We strongly recommend the use of this COVID-19 contact tracing app offered by the Ministry of Health, Labour and Welfare, so that we can cope with possible new infections immediately. The app sends notifications when we have been in close contact with persons who have tested positive for COVID-19.

Visit the following link for details on the COCOA app and how to install it.

<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

Summary of Measures under Alert Level 2.5- to Level 1 (January 8, 2021 ver.)

Items marked in grey are subject to change.

| Tokyo Tech Alert Level | Level 2.5- (ver. 2) | Level 2+ | Level 2- | Level 1 |
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| Requirements and conditions at each level | <ul style="list-style-type: none"> ● Observance of the “new lifestyle” guidelines issued by the Japanese government ● Promotion of safety precautions at laboratories, lecture rooms, workplaces, etc. (e.g., physical distancing, ventilating rooms, handwashing, sanitization) ● Avoiding meals with others. In group or congregate settings, safety precautions, such as non-face-to-face seating, refraining from talking while eating, and maintaining an appropriate distance from others (2 meters when possible), must be taken. ● Work and study environment that meets requirements specific to each research field, including implementation of health checks, thorough infection control measures, and cross-monitoring ● Keeping records of physical attendance on campus and other activities ● Recommendation to use COVID-19 Contact-Confirming Application (“COCOA”) offered by the Ministry of Health, Labour and Welfare. In addition, full support for individuals who are notified by the app of potential exposure | | | |
| Classes and academics | <ul style="list-style-type: none"> ● Lectures are delivered online until the end of 4Q in principle. (Certain classes involving experiments, practical training, group work, etc. and prescheduled face-to-face quarter-end exams can be conducted face-to-face.) | <ul style="list-style-type: none"> ● Certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online. | <ul style="list-style-type: none"> ● Certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online. ● Classes are delivered online or face-to-face in a flexible manner to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or remotely from lecture rooms or their own homes. ● It is encouraged that discussions, seminars, etc. attended by students affiliated with laboratories be conducted online. Literature searching, writing, organizing data, etc. should be done at home if possible. | <ul style="list-style-type: none"> ● Classes are delivered online or face-to-face in a flexible manner, to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or remotely from lecture rooms or their own homes. ● Course timetables, instruction modes, etc. are planned in accordance with existing guidelines. |
| Attendance on campus (students) | <ul style="list-style-type: none"> ● Students not affiliated with laboratories are prohibited from coming to campuses, in principle. Those who do not need to attend classes requiring physical presence (experiments, practical training, group work, etc.) or | <ul style="list-style-type: none"> ● Students attend classes requiring physical presence (experiments, practical training, group work, etc.) on campus. ● Students affiliated with laboratories come to campuses for up to three days per week on average to conduct | <ul style="list-style-type: none"> ● Students may come to campuses to attend certain courses involving experiments, practical training, group work, etc., to take classes conducted face-to-face or to attend classes online from lecture rooms on campus, and to visit on-campus | <ul style="list-style-type: none"> ● Attending classes or meetings online is recommended in light of physical distancing and off-peak commuting, while no restrictions are set on coming to campuses. ● For incoming international students, conditions are the same as those at |

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| | <p>face-to-face quarter-end exams are prohibited from coming to campuses, in principle. (Those without adequate internet access at home may exceptionally allowed to come to campus to remotely attend classes or exams.)</p> <ul style="list-style-type: none"> ● Students affiliated with laboratories come to campuses if their studies and research activities require them to do so, for a maximum of three days per week on average (certain flexibility should be given regarding the on-campus attendance rate of bachelor's, master's, and professional master's students expected to graduate in AY 2020 and doctoral students, provided that appropriate precautions are taken). <p>A study environment that meets requirements specific to each research field must be ensured beforehand, including thorough infection control measures and cross-monitoring.</p> <ul style="list-style-type: none"> ● If there is a period during which students' on-campus attendance rate exceeds that stated above (regardless of their programs or year of study) as required by their studies or research activities, the relevant deans or directors are responsible for overseeing their health as well as ensuring that safety precautions are put in place. ● Students whose studies and research activities do not require campus access may work at home, as long as they regularly communicate with academic supervisors and receive sufficient instruction. ● Students must take their temperature at home before coming to campuses. If it is clearly | <p>essential on-campus research activities, etc. Supervisors monitor the health of their students. Due consideration is given to students' decisions when requesting on-campus attendance.</p> <ul style="list-style-type: none"> ● For incoming international students, conditions are the same as those at Level 2.5- (ver. 2). | <p>facilities. They may do so as long as they monitor their health and have no signs of illness.</p> <ul style="list-style-type: none"> ● Students affiliated with laboratories come to campuses if their studies and research activities require them to do so. A study environment that meets requirements specific to each research field must be ensured beforehand, including thorough infection control measures and cross-monitoring. ● Students whose studies and research activities do not require campus access may work at home, as long as they regularly communicate with academic supervisors and receive sufficient instruction. ● Students must take their temperature at home before coming to campuses. If it is clearly higher than the normal range, they are not permitted to come to campuses. ● Students should keep a record of their temperature checks (e.g., by taking photos of the temperature displayed on the thermometer with a smartphone). There may be cases in which they are asked to present this record. | <p>Level 2.5- (ver. 2).</p> |
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| | <p>higher than the normal range, they are not permitted to come to campuses.</p> <ul style="list-style-type: none"> ● Students should keep a record of their temperature checks (e.g., by taking photos of the temperature displayed on the thermometer with a smartphone). There may be cases in which they are asked to present this record. ● If a student, a member of his/her family, or a person living with them feels sick or is going to undergo PCR/antigen testing, the student must stay home until instructions are given by a medical doctor, or a negative PCR/antigen test result is obtained and certain requirements are met. The Health Support Center should be contacted for any inquiries. ● Incoming international students may travel to Japan and come to campuses regardless of the level given by the Travel Advice and Warning on Infectious Diseases, as long as the Japanese government permits entry. However, they are required to monitor their health for 14 days before visiting campuses. | | | |
| Attendance on campus (faculty, laboratory staff, researchers, etc.) | <ul style="list-style-type: none"> ● Faculty, laboratory staff, and researchers work on campus for up to four days per week on | <ul style="list-style-type: none"> ● Faculty, laboratory staff, and researchers who are healthy come to campuses for up to four days per | <ul style="list-style-type: none"> ● The guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities” are lifted. ● For incoming international students, conditions are the same as those at Level 2.5- (ver. 2). | <ul style="list-style-type: none"> ● Tokyo Tech resumes normal operations after ensuring that the campus environment as a whole |

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| | <p>average. A work environment that meets requirements specific to each research field must be ensured beforehand, including implementation of health checks, thorough infection control measures, and cross-monitoring.</p> <ul style="list-style-type: none"> ● When on-campus attendance is not required, working from home is encouraged. ● When students affiliated with laboratories work on their studies and research at home, faculty are responsible for paying attention to their mental health, as well as their academic progress, and providing them with advice and instruction appropriately. ● For students affiliated with laboratories and conducting on-campus research activities, etc., their academic supervisors must prepare a contact network for safety reasons. ● If a faculty or academic staff member (laboratory staff, researcher, etc.), a member of his/her family, or a person living with them feels sick or is going to undergo PCR/antigen testing, the faculty or academic staff member must stay home until instructions are given by a medical doctor, or until a negative PCR/antigen test result is obtained and certain requirements are met. The Health Support Center should be contacted for any inquiries. ● Regarding the entry of non-Japanese faculty members to Japan, Tokyo Tech basically follows government directives, regardless of whether or not they are employed by Tokyo Tech, or whether they are existing or newly hired Tokyo Tech members. However, Tokyo Tech does not adopt, for the time being, the | <p>week on average to perform essential on-campus work, in accordance with the guidelines on "Coming to Tokyo Tech for Work or Study for Research Activities." Due consideration is given to their decisions when requesting on-campus attendance.</p> <ul style="list-style-type: none"> ● Academic supervisors' presence on campus is required for safety reasons when students affiliated with laboratories conduct on-campus research activities, etc. ● Faculty are permitted to come to campuses to deliver lectures online. | <p>requirements specific to each research field must be ensured beforehand, including implementation of health checks, thorough infection control measures, and cross-monitoring.</p> <ul style="list-style-type: none"> ● When on-campus attendance is not required, working from home is encouraged. ● When students affiliated with laboratories work on their studies and research at home, faculty are responsible for paying attention to their mental health, as well as their academic progress, and providing them with advice and instruction appropriately. | <p>meets requirements at each level, and health checks and thorough infection control measures are implemented.</p> |
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| | <p>government's "Business Track**" framework or the "Framework which enables business persons residing in Japan to conduct limited business activities upon their return/re-entry into Japan after short-term business trips."</p> <p>* A framework that enables business travelers from designated countries/regions to immediately conduct limited business activities during the 14-day stay-at-home period in Japan (and vice versa for designated countries/regions), on condition that they accept additional quarantine measures.</p> | | <ul style="list-style-type: none"> ● The guidelines on "Coming to Tokyo Tech for Work or Study for Research Activities" are lifted. ● Regarding the entry of non-Japanese faculty members to Japan, Tokyo Tech basically follows government directives, regardless of whether or not they are employed by Tokyo Tech, or whether they are existing or newly hired Tokyo Tech members. However, Tokyo Tech does not adopt, for the time being, the government's "Business Track" framework or the "Framework which enables business persons residing in Japan to conduct limited business activities upon their return/re-entry into Japan after short-term business trips." | |
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| Visitors to Tokyo Tech campuses | <ul style="list-style-type: none"> ● Tokyo Tech requests to avoid visits to campuses. ● Acceptance of visitors for essential purposes is allowed for a maximum of three individuals visiting from the greater Tokyo area and three neighboring prefectures. Due consideration should be given to the circumstances of the parties visiting ● Visitors must be asked to monitor their health. ● A record of visitors must be prepared and retained. ● Acceptance of visitors who come to campuses to see admission exam venues is allowed (except for entry to buildings), as long as sufficient infection control measures are put in place. | <ul style="list-style-type: none"> ● Acceptance of visitors for essential purposes is allowed for up to ten or so individuals. Due consideration should be given to the circumstances of the parties visiting. ● Visitors must be asked to monitor their health. ● A record of visitors must be prepared and retained. ● Acceptance of overseas visitors follows the Japanese government's directive. | <ul style="list-style-type: none"> ● Acceptance of visitors for essential purposes is allowed except for particularly large numbers of individuals. Due consideration should be given to the circumstances of the parties visiting. ● Visitors must be asked to monitor their health. ● A record of visitors must be prepared and retained. ● Acceptance of visitors who come to campuses to see admission exam venues is allowed (except for entry to buildings), as long as sufficient infection control measures are put in place. ● Acceptance of overseas visitors basically follows the Japanese government's directive. However, Tokyo Tech does not adopt, for the time being, the government's "Business Track" framework or the "Framework which enables business persons residing in Japan to conduct limited business activities upon their return/re-entry into Japan after short-term business trips." | <ul style="list-style-type: none"> ● Visitors are accepted except for particularly large numbers of individuals. ● A record of visitors must be prepared and retained. ● Acceptance of overseas visitors is determined in accordance with the Japanese government's directive. |
| Administrative operations | <ul style="list-style-type: none"> ● It must be ensured that teleworking is permitted when on-campus attendance is not essential. ● Lending of Tokyo Tech facilities is suspended. ● Special work arrangements as part of measures to prevent infection remain in place. ● If an administrative staff, a member of his/her family, or a person living with them feels sick or is going to undergo PCR/antigen testing, the administrative staff must stay home until instructions are given by a medical doctor, or a negative PCR/antigen test result is obtained and certain requirements are met. The Health Support | <ul style="list-style-type: none"> ● Staff work on campus in principle. ● However, special work arrangements as part of measures to prevent infection remain in place. ● At the same time, deliberation is necessary on whether to introduce teleworking and other new work rules. ● Lending of Tokyo Tech facilities remains suspended. | <ul style="list-style-type: none"> ● Staff work on campus in principle. ● However, special work arrangements as part of measures to prevent infection remain in place. ● At the same time, deliberation is necessary on whether to introduce teleworking and other new work rules. ● Lending of Tokyo Tech facilities resumes, but priority is given to use for lectures, etc. | <ul style="list-style-type: none"> ● Full operations resume ● Special work arrangements as part of measures to prevent infection are lifted. ● A (new) teleworking program, etc. is introduced to increase work efficiency. |

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| | Center should be contacted for any inquiries. | | |
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