

April 27, 2020

To Students

Haruki Imaoka, President of Nara Women's University  
Head of Novel Coronavirus Disease Emergency Management Office

Actions Based on Nara Women's University's Activity Index  
Established to Prevent the Spread of Novel Coronavirus Disease (as of April 27, 2020)

In response to the decision made on April 16 to extend regions applicable to the emergency state declaration to a nationwide level, a "Nara Women's University's Activity Index to Prevent the Spread of Novel Coronavirus Disease" has been prepared as in a separate sheet, and the following phase 4-level actions will be taken during April 21 to May 11.

We ask students to behave in a manner that prioritizes the lives of oneself and also precious others around us.

(as of April 27, 2020)

Index	Phase (6 levels, from 0 to 5)	Guide on Actions
Index 1 Classes	4	Only remote classes are held
Index 2 Researches	4	Entry to campus by all students and researchers is prohibited <i>-However, if this prohibition causes serious disruption to the performance of researches, entry is authorized upon permission from supervising teaching staff</i> All researches within the university are suspended The minimum number of teaching staff necessary to maintain assets are permitted to enter the campus (feeding live animals, filling liquid nitrogen, maintaining freezers, etc.)
Index 3 Extracurricular activities	4	All are prohibited
Index 4 Entry to campus	4	Entry to campus by all students and researchers is prohibited <i>-If students whose dormitories are under construction need to enter the campus to secure a place for online interviews, they may enter the campus upon permission from supervising teaching staff.</i> <i>- If students participating in remote classes need to use school facilities since they cannot secure Internet connection at home, they may enter the campus.</i> Instructors are prohibited from entering the campus unless there is a need to do so to maintain minimum teaching and research-related functions. <i>- However, if instructors need to use research rooms to prepare for remote classes, entry to campus will be authorized upon permission from the heads of the organizations they belong to.</i> Only affiliated people (vendors) with urgent work are permitted to enter the campus.
Index 5 Work	4	Only personnel necessary to maintain and manage the university's functions commute to work As a general rule, business trips are prohibited
Index 6 Meetings	4	Only meetings using remote conference systems are held

## Nara Women's University's Activity Index to Prevent the Spread of Novel Coronavirus Disease

\*This index is subject to review depending on developments in the situation

Phase	Guide on when it will be issued	Level of restriction	Index 1 Classes (lecture, exercise, practical training)	Index 2 Researches	Index 3 Extracurricular activities	Index 4 Entry to campus	Index 5 Work	Index 6 Meetings
0	Normal	None	As usual	As usual	As usual	As usual	As usual	As usual
1	Sporadic occurrences of infections within the commuting area	Partial restriction	In-person classes, exercises, and practical training are held upon taking utmost heed to prevent the spread of infections  Remote classes are proactively used	Research activities may be performed upon taking utmost heed to prevent the spread of infections  Students who can perform research activities at home do not need to enter the campus	Request refraining	Unnecessary and unurgent entry to campus by external persons is restricted	Preparations for crisis management are started	Meetings are held upon examining necessity
2	Linear increase in occurrences within the commuting area	Low restriction level	Only remote classes are held	Entry to campus by undergraduate students is prohibited  Entry to campus by graduate students from regions with high numbers of infected people is avoided as much as possible  Research groups in classroom-style gatherings and study sessions are prohibited  Teaching staff may perform research activities, upon taking utmost heed to prevent the spread of infections	As a general rule, all prohibited	Entry to campus by undergraduate students is prohibited  Entry to campus by graduate students from regions with high number of infected people is prohibited  Entry to campus by external persons is prohibited	Unnecessary and unurgent business trips are avoided	Unnecessary and unurgent meetings are canceled/postponed. Otherwise, meetings are held upon taking measures to avoid the three Cs
3	Rapid increase in occurrences within the commuting area	Medium restriction level	Only remote classes are held	Entry to campus by all students is prohibited (excludes students that perform experiments/research activities that cannot be halted)  Teaching staff may perform research activities at a minimum necessary level to continue ongoing experiments/researches	All prohibited	Entry to campus by all students is prohibited  Entry to campus by external persons is prohibited	Off-peak commute and remote work, for operations that allow it, are implemented, upon decisions by the heads of organizations  As a general rule, business trips are prohibited	Only necessary meetings are held upon taking measures to avoid the three Cs  Remote conference systems used as well
4	Issuance of emergency state declaration within Nara Prefecture	High restriction level	Only remote classes are held	Entry to campus by all students and researchers is prohibited  All researches within the university are suspended  The minimum number of teaching staff necessary to maintain assets may enter the campus (feeding live animals, filling liquid nitrogen, maintaining freezers, etc.)	All prohibited	Entry to campus by all students and researchers is prohibited  Entry to campus by teaching staff is prohibited, unless it is necessary to maintain minimum teaching and research-related functions  Only affiliated persons (vendors) with urgent work may enter the campus	Only personnel necessary to maintain and manage the university's function commute  As a general rule, business trips are prohibited	Only meetings that use remote conference systems are held
5	Infections within university and many close contacts	All prohibited	Only remote classes are held	Entry to campus by all students is prohibited  All researches within the university are suspended  The minimum number of teaching staff necessary to maintain assets may enter the campus (feeding live animals, filling liquid nitrogen, maintaining freezers, etc.)	All prohibited	Only personnel necessary to maintain and manage the university's function enter the campus only when necessary	Only personnel necessary to maintain and manage the university's function commute only when necessary  Business trips are prohibited	Only meetings that use remote conference systems are held