

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 (Guide on Actions from June 1, 2020)

In response to the release of the emergency state declaration nationwide on May 25, the university has decided that action in each activity index will be taken according to the following phase levels. In order to secure safety for Nara Women's University and the society, please take action that complies with the phase levels of each activity index.

The one week from June 1 will be a preparation period, and from June 8, we plan to ease the restriction and shift to the phase level 1 in the "Index 2 Researches" and "Index 4 Entry to campus."

Although the emergency state declaration was released, we ask that all staff and students continue engaging in basic infection prevention measures and taking actions in light of a "new lifestyle" (requested by the Japanese government) designed to prevent the spread of infections. Not only restrictions on activities at the university but also self-restraint in activities in everyday life and revision of lifestyles are being requested. Please behave in a manner that complies with the requests, such as avoiding outings to places with "three Cs" and refraining from unnecessary and non-urgent business trips or travel.

The chart below shows basic principle guidelines on action, as specified by phase levels of each activity index, as of this point, and the writing in italic describes specifics on the guidelines. Please comply with them.

(as of June 1, 2020)

Index	Phase (6 levels, from 0 to 5)	Guide on Actions
Index 1 Classes	2	Only remote classes are held <i>- Some classes limited to exercises, experiments, and study sessions will be offered in classroom style, upon taking utmost heed to prevent the spread of infection (such classes will be notified separately)</i>
Index 2 Researches	2	Entry to campus by undergraduate students <i>- Entry to campus by undergraduate students is prohibited. However, only in cases where such restriction will significantly hinder the progress of their senior research or thesis, undergraduate students may enter the campus, upon receiving permission from supervising teaching staff and taking utmost heed to prevent the spread of infection.</i>  Entry to campus by graduate students <i>-Entry to campus by graduate students from regions with high numbers of infected people is prohibited. However, if such restriction will significantly hinder the progress of their researches, such graduate students may enter the campus, upon receiving permission from supervising teaching staff and taking utmost heed to prevent the spread of infection.</i> <i>-Entry to campus by graduate students from regions with low numbers of infected people is permitted, upon receiving permission from supervising teaching staff.</i>  Research groups in classroom-style gatherings and study sessions are prohibited <i>- Some are permitted if permission from supervising teaching staff is obtained and utmost heed to prevent the spread of infection is taken.</i>  Teaching staff may perform research activities, upon taking utmost heed to prevent the spread of infections
Index 3 Extracurricular activities	3	All are prohibited
Index 4 Entry to campus	2	Entry to campus by both undergraduate and graduate students <i>- Students are permitted to enter the campus for partial exercises, experiments, and study sessions offered in classroom style, upon taking utmost heed to prevent the spread of infection.</i> <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> <i>-If students want to purchase lunches at the University Co-op (11a.m.-2 p.m. on weekdays) with the store-entry application forms shown at the guard room in advance, they may enter the campus.</i>  Entry to campus by undergraduate students <i>- Entry to campus by undergraduate students is prohibited. However, only in cases where such restriction will significantly hinder the progress of their senior research or thesis, undergraduate students may enter the campus, upon receiving permission from supervising teaching staff and taking utmost heed to prevent the spread of infection.</i>  Entry to campus by graduate students <i>-Entry to campus by graduate students from regions with high numbers of infected people is prohibited. However, if such restriction will significantly hinder the progress of their researches, such graduate students may enter the campus, upon receiving permission from supervising teaching staff and taking utmost heed to prevent the spread of infection.</i> <i>-Entry to campus by graduate students from regions with low numbers of infected people is permitted, upon receiving permission from supervising teaching staff.</i>  Entry to campus by external persons is prohibited <i>-Entry to campus by affiliated persons (vendors) is permitted.</i>

Index 5 Work	2	Unnecessary and unurgent business trips are avoided <i>-Remote work will be allowed for those who reside in or those whose commuting route passes through regions where local governments continue to request for remote work, even after the release of emergency state declarations, if proper working and security environments are secured at home and managers deem that their performance level can be maintained (as compared to when working on-location).</i>
Index 6 Meetings	3	Only necessary meetings are held upon taking measures to avoid the three Cs  Remote conference systems used as well.

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 prohibited.  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