

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 8, 2020)

In response to the release of the emergency state declaration nationwide on May 25 and subsequent developments of infections, the university has decided that action in each activity index will be taken according to the following phase levels from Thursday, September 10.

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 September 10, 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	1	Research activities may be permitted 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.
Index 3 Extracurricular activities	2.5	All are prohibited. Only the members of the Kotosai Campus Festival Executive Committee will prepare for the Campus Festival while taking utmost care to prevent the spread of infection. (Limited to those who have submitted the written pledge of the committee member/letter of consent from their parents.)
Index 4 Entry to campus	1.5	Undergraduate students are requested to refrain from unnecessary and unurgent entry to campus as much as possible. (*Entry to campus for educational research activities is permitted.) Unnecessary and unurgent entry to campus by external persons is restricted. Show your staff ID or student ID to guards when entering the campus.
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> <i>-Off-peak commute is permitted for public transportation riders, upon decisions by manager in order to avoid crowded public transport for preventing COVID-19 infection.</i>
Index 6 Meetings	2	Unnecessary and unurgent meetings are canceled/postponed. Otherwise, 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