

Business Continuity Plan in Response to COVID-19 Infection

Revised on June 4 2021

Level	Situation	Students' education and research activities (Lectures, seminars, experiments, practical work, graduation research, and research guidance)	Extracurricular activities	Students' entry into the campus	Faculty members' research activities	University operations	
						University meetings	Administrative system
0	Ordinary times (Situation where the infection has subsided on a nationwide basis)	As usual (Countermeasures are to be taken depending on the circumstances.)	As usual (Countermeasures are to be taken depending on the circumstances.)	As usual (Countermeasures are to be taken depending on the circumstances.)	As usual (Countermeasures are to be taken depending on the circumstances.)	As usual (Countermeasures are to be taken depending on the circumstances.)	As usual (Countermeasures are to be taken depending on the circumstances.)
1	Situation where the Tokushima Alert "infection observation" or "infection observation (caution)" is issued	Students may carry out educational and research activities, while taking thorough measures to prevent the spread of infection.	Extracurricular activities are permitted on the condition of paying the utmost care and attention to prevent the spread of infection.	Students may come to the university with the utmost care and attention to prevent the spread of infection.	Students may carry out research activities as usual with the utmost care and attention to prevent the spread of infection.	Meetings are convened with the utmost care and attention to prevent the spread of infection, but web meetings and email meetings are recommended.	Staff perform duties as usual with the utmost care and attention to prevent the spread of infection.
2	Situation where the Tokushima Alert "infection observation (reinforced)" or "Infection spread caution (gradual increase)" is issued	<ul style="list-style-type: none"> <li>Remote classes, etc.<sup>1)</sup> are recommended. However, students can take face-to-face classes<sup>2)</sup> or carry out research or other activities for a degree based on the judgement of each department, etc.</li> <li>For students who do not have a web environment at home to take remote classes, etc., university facilities are offered while taking thorough measures to prevent infection.</li> </ul>	Extracurricular activities are totally prohibited, in principle. However, part of them are permitted on the condition of paying the utmost care and attention to prevent the spread of infection.	Refrain from coming to the university to the extent possible. However, students are permitted to come to the university in the following cases: <ul style="list-style-type: none"> <li>(i) When a student intends to take a face-to-face class or carry out research or other activities for a degree</li> <li>(ii) When a student who does not have a web environment at home to take remote classes, etc. needs to use a university facility to take them</li> <li>(iii) When a student intends to carry out certain permitted extracurricular activities</li> <li>(iv) When using the school cafeteria / shop at the minimum necessary</li> <li>(v) When entry into the campus is permitted by the dean of each department</li> </ul>	<ul style="list-style-type: none"> <li>Research activities may be continued, but pay the utmost care and attention to prevent the spread of infection. Research staff (faculty members and other staff) should reduce the amount of time spent in places with multiple people.</li> <li>Seminars, etc. should be conducted online, in principle, and the frequency of face-to-face ones should be limited to the minimum necessary while avoiding the 3Cs<sup>3)</sup> and taking appropriate measures to prevent the spread of infection.</li> </ul>	Only minimum necessary meetings are to be convened. Meetings should be replaced with web meetings or email meetings from those easiest to replace.	Staff perform duties with the utmost care and attention to prevent the spread of infection. Shift working and teleworking are recommended as needed.
3	A Situation where the Tokushima Alert "infection spread caution (rapid increase)" is issued or There is no risk of the spread of infection although some have become infected	<ul style="list-style-type: none"> <li>Students should only take remote classes, etc. at home, in principle. However, face-to-face classes or research or other activities for a degree approved by the respective department chairs are permitted (limited to those pertaining to the requirements for graduation or promotion and research or other activities for a degree that cannot be postponed)</li> <li>Faculty members provide remote classes, etc. from home or from a single room in the university or other isolated space.</li> </ul>	Extracurricular activities are totally prohibited.	Students must not come to the university, in principle. However, students are permitted to come to the university in the following cases: <ul style="list-style-type: none"> <li>(i) When a student intends to take a face-to-face class or carry out research for a degree as approved by the department chair</li> <li>(ii) When a student who does not have a web environment at home to take remote classes, etc. needs to use a university facility to take them</li> <li>(iii) When a student intends to carry out certain permitted extracurricular activities</li> <li>(iv) When using the school cafeteria / shop at the minimum necessary</li> <li>(v) When entry into the campus is permitted by the dean of each department</li> </ul>	<ul style="list-style-type: none"> <li>The minimum necessary research staff (faculty members and other staff) are permitted to enter.</li> <li>Research staff (faculty members and other staff) who come to the university should reduce the time spent there.</li> <li>Stop holding face-to-face seminars, etc.</li> </ul>	Only minimum necessary meetings are to be convened. Meetings should be replaced with web meetings or email meetings from those easiest to replace.	Shift working and teleworking are recommended wherever possible.
	B Situation where any student, faculty or other staff member of Tokushima University is found to have been infected and the infection is likely to spread within the campus	<ul style="list-style-type: none"> <li>Students should only take remote classes, etc. at home. However, face-to-face classes or research or other activities for a degree approved by President is permitted (limited to those pertaining to the requirements for graduation or promotion, research activities for a degree and national qualification that cannot be postponed)</li> <li>Faculty members provide remote classes, etc. from home or from a single room in the university or other isolated space.</li> </ul>	Extracurricular activities are totally prohibited.	Students must not come to the university, in principle. However, students are permitted to come to the university when a student intends to take a face-to-face class or carry out research for a degree as approved by president.	<ul style="list-style-type: none"> <li>Only in the case where the head of the relevant department or division considers it possible, the minimum necessary research staff (faculty members and other staff) for continuing ongoing experiments or research are permitted to enter.</li> <li>Research staff (faculty members and other staff) who come to the university should reduce the time spent there, and other people should work from home.</li> <li>Stop holding face-to-face seminars, etc.</li> </ul>	Only minimum necessary meetings are to be convened. Meetings should be replaced with web meetings or email meetings from those easiest to replace.	Shift working and teleworking are recommended wherever possible.
4	Situation where multiple students and faculty members and other staff of Tokushima University become infected and the spread of infection is spread	<ul style="list-style-type: none"> <li>Students should only take remote classes, etc. at home. However, alternatives will be prepared for students who do not have a sufficient environment to take remote classes, etc.</li> <li>Research activities within the campus are prohibited.</li> </ul>	Extracurricular activities are totally prohibited.	Students must not come to the university.	<ul style="list-style-type: none"> <li>Research other than that directly relating to measures against COVID-19 infection should be suspended.</li> <li>With regard to laboratories for other types of research, only the minimum necessary research staff (faculty members and other staff) are permitted to enter, only in the following cases:                             <ul style="list-style-type: none"> <li>(A) For the maintenance and management of organisms to be used for research</li> <li>(B) For the maintenance and management of equipment, etc. for supplying liquid nitrogen and liquid helium</li> <li>(C) For the maintenance and management of poisonous materials or other chemicals to be used for research</li> <li>(D) For the operation, maintenance and management of critical infrastructure necessary for research (experiment facilities and equipment, and information system, etc.)</li> <li>(E) For various measures to secure safety for continuing research activities</li> <li>(F) Other cases necessary for observing obligations under laws and regulations</li> </ul> </li> </ul>	Only web meetings and email meetings are held.	The minimum necessary staff for maintaining administrative functions come to the university, and shift working, working hour reduction, and teleworking should be actively adopted.
5	Situation where the Tokushima Alert "specific caution" is issued and the university receives a request for closure from the prefectural governor	<ul style="list-style-type: none"> <li>Students should only take remote classes, etc. at home. However, alternatives will be prepared for students who do not have a sufficient environment to take remote classes, etc.</li> <li>Research activities within the campus are prohibited.</li> </ul>	Extracurricular activities are totally prohibited.	Students must not come to the university.	In order to maintain the university functions (research assets) to the minimum necessary extent, temporary entry is allowed only for (A) to (F) above, with permission of the Director of the Crisis Response Headquarters.	Only web meetings and email meetings are held.	Only staff for responding to the emergency or maintaining university facilities come to the university and other staff should work from home.

i) BCP levels are to be applied uniformly to the entirety of the university, in principle, but applicable levels may be decided by each campus or department in accordance with the status of the spread of infection within the university.  
 ii) 3A and 3B, if students, faculty members or other staffs of the university become infected and there is no contact with the university members, they will not be included in the infected persons on campus.  
 iii) Measures prescribed for each level merely show the minimum principles. Countermeasures specified by respective departments depending on the surrounding circumstances should be followed, if any.  
 iv) Medical services are based on the hospital's BCP.  
 v) Matters concerning animal tests are separately compiled.  
 vi) This BCP may be reviewed as necessary depending on future developments.

<sup>1)</sup> "Remote classes, etc." refers to all forms of classes other than face-to-face ones, such as the delivery of teaching materials and the submission of assignments via Teams, Zoom, a live broadcasting system, manaba, etc. using a web environment.  
<sup>2)</sup> "Face-to-face classes" include drills, experiments, practical work and graduate research, in addition to general classes held in lecture rooms (including regular exams).  
<sup>3)</sup> The 3Cs refers to (i) Closed spaces (closed spaces with poor ventilation), (ii) Crowded places (crowded with many people), and (iii) Close-contact settings (conversation and speech at a distance at which people can touch one another)