

# Tohoku University Emergency Action Plan (BCP) for Preventing Spread of COVID-19 Infection (Revised Version)

The decision to move a stage (level) is determined by the task force, taking into account the overall situation of the country, the region and the campus.

This Action Plan applies to all faculties in principle. Each department or area head can set the level deemed appropriate to the situation.

LV	Standard	Research Activities	Classes (lectures, seminars training)	Business Trip	Internal Meetings	Student extracurricular activities	Student Travel	Events (Held by TU)	Administrative management system
0	The outbreak is under control around the world.	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation
1	The infection has been found in the country.	Research activities can be carried out by implementing thorough infection prevention measures through each department's management system.	Lecture courses will be conducted mainly online, and some face-to-face lectures may be incorporated.	Check the status of infection at the place of business trip and take extra care in your activities.	In-person meetings can take place with the thorough measures to prevent the spread of infection. Online meeting is encouraged.	Some extracurricular activities will be allowed in accordance with "Guidelines for Extracurricular Activities" and with maximum consideration for the spread of infection.	We will refrain from unnecessary travel. If you are returning home, you should take care to check the status of the infection in the area you are returning to.	This can be done in accordance with the Guidelines Regarding the Prevention of Coronavirus Infections at Events	Usual business can take place with thorough measures to prevent the spread of infection. Depending on the nature of the work, staggered work hours and 10-30% telecommuting are recommended.
2	Infection is recognized in the country and the country imposes certain restrictions on activities.	Thorough infection prevention measures through departmental control systems can help you conduct your research activities, but we encourage you to spend less time in the workplace and work at home.	In principle, classes are conducted online. Only when face-to-face instruction is essential for practical skills, experiments, and practical training, face-to-face instruction may be conducted with the greatest possible care to prevent the spread of infection.	We will only go to areas where the infection has spread if it is unavoidable in the course of our work and with the permission of the department head.	Face-to-face meetings will be kept to a minimum, and in principle, we recommend online meetings.	Prohibited	We will refrain from going to areas where the infection has spread.	In principle, online. However, for small-scale events (50 participants or less) that require a face-to-face meeting, with the approval of the department head, can be held in accordance with the guidelines at the time of the event.	While giving maximum consideration to the spread of infection, depending on the nature of the work, we recommend staggered workdays for staff and about 30% that is possible due to the nature of the work being done is telecommuting.
3	The government has declared a state of emergency outside of Miyagi Prefecture.	Although research activities can be carried out by thorough infection prevention measures under each department's control system, only laboratory staff who enter the laboratory are allowed to work in the laboratory, and the rest of the laboratory personnel must work at home.	Online lectures only	Only when it is unavoidable in the course of business and with the permission of the department head.	In principle, online conferences only	Prohibited	Prohibited	In principle, online.	Permission is granted to delay some work and to handle it after the fact, and depending on the nature of the work, staggered working hours and about 50% of the work will be done at home.
4	More than one case of infection occurs on Tohoku University's campus, or the government declares a state of emergency in Miyagi Prefecture.	Research activities will be limited to the minimum number of activities, and interviews with other visitors will be avoided by taking turns.	Online lectures only	Principle Prohibition	Online conferences only	Prohibited	Prohibited	Postponement or cancellation	The number of employees will be kept to a minimum to continue important ongoing administrative duties, and the number of employees will be shortened in shifts. All other employees shall, in principle, work from home; 70-80% of them shall work from home.

5	Multiple outbreaks on the University's campus	In order to maintain a minimum level of university functions, laboratory staff may enter laboratories briefly only for such actions with permission from the departmental head or other organizational representative. In the case, in principle they enter laboratories in shifting. Prohibited to meet other person.	Prohibited (Prohibit to do online classed from the university)	Principle Prohibition	Online conferences only	Prohibited	Prohibited	Postponement or cancellation	As a general rule, employees are required to work from home except for urgent tasks that require them to come to work.
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★Warning information for COVID-19

(We'll update the warning information as needed.)

- \* These restrictions do not apply to coronavirus-related medical staff and researchers.
- \* TU BCP may be revised at any time due to changes in the phase of infection, situation etc.
- \* In the event of an overseas business trip, you will be notified separately, depending on the infection situation at the destination.
- \* Please refer to various guidelines;
  - <Research Activities>Management system for infection prevention measures in each department (May 11th)
  - <Classes>Guidelines for handling and responding to face-to-face classes at BCP Level 1 (June 8th)
  - <Entrance Examinations> Guidelines for Face-to-Face Graduate School Entrance Examinations at BCP Level 1 (June 26th)
  - <Student extracurricular activities >Guidelines for Extracurricular Activities (July 3rd)
  - <Dormitory> Guidelines for Residents on Preventing COVID-19 Infection (June 26th)
  - <Events> Guidelines Regarding the Prevention of Coronavirus Infections at Events (June 12th)
  - <Library> Library Service Resumption Roadmap (July 10th) < revised on July 30th >