

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

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

| Level | Research Activities                     | Classes (lectures, seminars training)   | Extracurricular activities for students   | On-campus meeting  | Administrative management system   |  |
|-------|---|---|---|--|--|--|
| 0     | Normal operations                       |   |   |  |  |  |
| 1     | Partial restrictions                    | Research activities are allowed with thorough measures taken to prevent the spread of infection.  | Take thorough measures to prevent the spread of infection, restrict face to face lectures, seminars and trainings, classes are offered mostly online. | Some extracurricular activities are allowed, with thorough measures to prevent the spread of infection | In-person meetings can take place with the thorough measures to prevent the spread of infection. Online participation is encouraged. | Usual business can take place with thorough measures to prevent the spread of infection.   |
| 2     | Minor restrictions                      | Research activities can be continued; however, thorough measures must be taken to prevent the spread of infection. Students, researchers and research staff (laboratory staff) must reduce the amount of time they stay on-site and, if possible, consider working from home.   | Online lectures only  | Prohibited   | In-person meetings should be avoided unless necessary. All other meetings should be online.  | Business can take place with thorough measures taken to prevent the spread of infection, such as staggered working hours. Teleworking is recommended where possible.   |
| 3     | Restriction–Moderate restrictions       | Only the minimum number of laboratory staff necessary are permitted to enter the laboratories in order to continue experiments and research in progress. The staff members entering the laboratories must minimize the amount of time they stay on-site, and other staff members should work from home.   | Online lectures only  | Prohibited   | In principle, online conferences only  | Allow delayed or retroactive processing of some work. Minimum number of staff can enter the office, other staff must telework.   |
| 4     | Restrictions Severe restrictions Severe | The following research staff (depending on circumstances, may also apply to graduate students and researchers) are permitted to enter their laboratories.<br>1) Research staff who are currently conducting long-term experiments that would experience a significant loss to their research if it stopped.<br>2) Research staff who are involved with finishing or stopping experiments in progress.<br>3) Research staff who will enter the laboratories briefly to take care of living organisms, replenish liquid nitrogen, conduct maintenance to preserve research materials such as repairing freezers, or conduct server maintenance. | Online lectures only  | Prohibited   | Online conferences only  | Only the minimum number of staff necessary are permitted to enter the offices in order to continue important work. In this case, in principle they must enter offices in shifts. They are prohibited to meet with other persons.     |
| 5     | All campus activities suspended         | In order to maintain a minimum level of university functions, research staff may enter laboratories briefly only for such actions as taking care of living organisms, replenishing liquid nitrogen, repairing freezers or conducting server maintenance with permission from the departmental head or other organizational representative.<br>In the case, in principle they enter laboratories in shifting. Prohibited to meet other person.   | All classes suspended   | Prohibited   | Online conferences only  | In principle, all staff must telework, except in cases of emergencies that require someone to enter the offices. When entering buildings or grounds, staff must get permission and record that they entered the building or grounds. |

\* These restrictions do not apply to coronavirus-related medical staff and researchers.

\* This plan may be revised at any time due to changes in the phase of infection, situation etc.