

Nagoya University of Foreign Studies Activity Guidelines

2021.08.27

◦In order to respond appropriately to requests from the government (the national government or Aichi Prefecture) for countermeasures against the novel coronavirus, Nagoya University of Foreign Studies shall establish guidelines for its activities.

◦The decision on the level of activity will be made by the Nagoya University of Foreign Studies coronavirus Task Force Committee, and will be reviewed as appropriate based on the content of the request from the administrative body and the infection situation inside and outside the university.

I Level

Level	Judgement Guidelines for Activities (Applicable to cases where at least one item applies)
Level 0 Normal	There is little risk of infection in the community.
Level 1 – Caution	Low risk of infection in the community
Level 2 – Alert	<ul style="list-style-type: none"> ◦There is an increased risk of infection in the local community. ◦There have been sporadic cases of infection within the university, but not to the extent of affecting all university activities. ◦The national or local government has issued infection prevention measures, requiring universities to further strengthen their infection prevention measures.
Level 3 – High Alert	<ul style="list-style-type: none"> ◦The number of infected people is rapidly increasing in the local community. ◦The number of infected people on campus is increasing rapidly, and effective measures to prevent the spread of infection need to be taken immediately. ◦The national or local government has issued infection-prevention measures, requiring the university to further strengthen infection-prevention measures.
Level 4 – Emergency	<ul style="list-style-type: none"> ◦The number of infected people in the community is increasing rapidly. ◦The number of infected people has spread rapidly in the campus and drastic measures to control the infection need to be taken. ◦Requested to close by the government or local authorities due to the emergency declaration.

Level after August 27, 2021	Colored level
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II Activities

Level	Activity			Administrative staff and Assistants' duties	Meetings and business trips	Admission of students	Events (Symposiums, conferences, etc.)	Campus Visitors
	Education (lectures, classes)	Faculty and research activities	Extracurricular Activities					
Level 0 Normal	Normal activities	Normal activities	Normal activities	Normal activities	Normal activities	Normal activities	Normal activities	Normal activities
Level 1 Caution	Face-to-face classes with infection prevention measures in place ◦Some online classes (within about 20%) ◦Number of students attending school (about 80%)	Almost normal education and research activities will be conducted with infection prevention measures.	Take measures to prevent infection before conducting activities. For details, refer to the Extracurricular Activities Guide.	In order to prevent infections, it is necessary to maintain a normal work schedule. Some telecommuting is possible.	Face-to-face meetings should be conducted with infection prevention measures in place. Online meetings are recommended. Refrain from business trips to areas where infection is spreading (except for business trips for school work)	Refrain from attending school unless absolutely necessary	Event can be held face-to-face with infection prevention measures. Online (including high-flex) is recommended.	Refrain from entering the campus unnecessarily.
Level 2 Alert	Combination of face-to-face and online classes (including High Flex) with infection prevention measures. ◦Online classes (within about 50%) ◦Classroom capacity (within about 50%) ◦Number of students attending school (within 50%)	Teachers may enter campus buildings for classes. Research activities at home are encouraged.	To prevent infection, only some activities are allowed. For details, please refer to the Extracurricular Activities Guide.	In order to prevent infection, a combination of regular work and telecommuting is allowed. (Instructions from supervisor) Staggered commuting is recommended.	In principle, all meetings should be conducted online. Limited face-to-face meetings Refrain from business trips (except for school business trips)	Admission to campus permitted in the following cases: ◦Face-to-face classes ◦Other cases with prior permission (Online courses, various procedures, examinations, student counseling, library use, medical examinations, etc.)	Online events are recommended (including High Flex)	Refrain from entering the campus unless absolutely necessary.
Level 3 High Alert	Mainly conducted online classes ◦Online classes (80% or more) ◦Limited number of classes requiring face-to-face instruction	Teachers may enter campus buildings for classes. Research activities at home are encouraged.	In principle, activities are not allowed (Except for cases in which the University gives special permission.)	In order to prevent infection, a combination of regular work and telecommuting is allowed. (Instructions from supervisor) Staggered commuting is recommended.	In principle, all meetings should be conducted online. Face-to-face meetings are limited. Business trips are not allowed (except for school business trips)	Admission to campus permitted in the following cases: ◦Face-to-face classes ◦Other cases with prior permission (Online courses, various procedures, examinations, student counseling, library use, medical examinations, etc.)	Events are conducted online.	Please refrain from entering the premises unless absolutely necessary.
Level 4 Emergency	Online classes only.	In principle, no entry is permitted on campus. Education and research activities should be conducted at home.	All activities are prohibited.	Limited to the minimum number of employees to maintain the functioning of the university Other employees should work from home.	Online meetings only. No business trips (including school business trips)	In principle, entry to campus is prohibited.	Events are not allowed.	In principle, entry to campus is prohibited.