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<https://www.titech.ac.jp/english/enrolled/health/coronavirus.html>

**Tokyo Tech Response to COVID-19, July 17 ver. Excerpt (updated October 2)**

Exit strategy establishing new standards for different stages of the COVID-19 pandemic

**Message to Tokyo Tech Students and Their Parents/Guardians**

What we can do to realize a safe learning environment

The global impact of the novel coronavirus on humankind has exceeded all normal expectations. With the health and safety of our students, faculty, and staff as our top priority, we are taking steps towards resuming education and research activities. It is imperative that, while teaching and learning online, we adapt to a "new normal" and practice other preventive measures to ensure a safe educational environment. Drawing from our experience gained during this challenging time, we have begun to design a new way of learning that protects our community while supporting students as they strive to achieve their goals.

As such, we have updated our measures against COVID-19 and the expected time frame for the transition of alert levels at Tokyo Tech. Please note that the policy reflects current expectations. The timing of each transition will be determined based on the state of the COVID-19 pandemic domestically and abroad, and requests and instructions made by local authorities.

Sufficient awareness and the behavior of faculty, staff, and students, as well as cooperation by everyone in the community, will help control the spread of COVID-19 and bring about the transitions as expected.

Tokyo Tech calls for continued understanding and cooperation, and participation from students and members of the community in the "new social behavior" in an effort to combat COVID-19.

Kazuya Masu  
President, Tokyo Tech

**1. Basic Policy**

Tokyo Tech:

1. Ensures that all faculty, staff, and students understand they are expected to follow social norms that differ from what existed before the spread of COVID-19. Each individual should act in line with the new social norms to the extent possible.
2. Makes efforts to achieve outcomes required as an educational institute while prioritizing the health and safety of its students, faculty, and staff.
3. Aims to ensure that students complete their studies in the originally planned period, regardless of their study environment or financial circumstances.

4. Aims to ensure that research activities are performed while prioritizing the health and safety of students, faculty, staff, and those outside of Tokyo Tech, and the prevention of the spread of COVID-19.

## **2. Summary of Measures for Each Alert Level and Expected Transition Schedule**

Tokyo Tech sets seven alert levels so that it can adopt measures in a timely and appropriate manner in response to possible changes in the spread of COVID-19 in Japan and overseas.

The chart on page 3~5 summarizes the measures concerning education for each alert level and the necessary requirements to shift from one level to another, as well as the expected duration of each level.

(Note: For information on alert levels 4 to 2.5+, please refer to past publications.)

The alert level may be lowered (toward easing measures) or raised (toward tightening measures). We should be constantly well-prepared to shift to a tightening of measures.

- As shown in the chart, all Tokyo Tech members must ensure that they practice the “new social behavior,” maintain a safe environment in laboratories, etc., and closely self-monitor health conditions. We must bear in mind that even after we shift to Level 1, which is considered the “new normal”, and the impact of COVID-19 is sufficiently controlled, circumstances regarding education, research, and administration at the Tokyo Tech will not be the same as before the outbreak.
- Please note that the “expected time frame” in the chart is subject to change as it shows expected transition periods based on Tokyo Tech’s academic calendar, etc. The actual transition periods will be determined in consideration of the severity of the COVID-19 pandemic and other factors.

## **3. The “COVID-19 Contact-Confirming Application (COCOA)”**

We strongly recommend the use of this COVID-19 contact tracing app offered by the Ministry of Health, Labour and Welfare, so that we can cope with possible new infections immediately. The app sends notifications when we have been in close contact with persons who have tested positive for COVID-19.

Visit the following link for details on the COCOA app and how to install it.

<https://www.mhlw.go.jp/content/10900000/000647649.pdf>

## Summary of Measures during Transition from Alert Level 2.5- to Level 1 (published July 17, updated October 2)

Items marked in grey are subject to change.

Tokyo Tech Alert Level	Level 2.5- (current level)	Level 2+	Level 2-	Level 1
Expected time frame	Until August 16	August 17 to September 8	September 9 to <b>late December</b>	From <b>early January 2021</b>
Requirements and conditions at each level	<ul style="list-style-type: none"> <li>● Observance of the “new lifestyle” guidelines issued by the Japanese government</li> <li>● Promotion of safety precautions at laboratories, lecture rooms, workplaces, etc. (e.g., physical distancing, ventilating rooms, handwashing, sanitization)</li> <li>● Management of on-campus work and attendance of faculty, staff, and students, and close monitoring of their health</li> <li>● Announcement encouraging use of COVID-19 Contact-Confirming Application (“COCOA”) offered by the Ministry of Health, Labour and Welfare</li> </ul>	<p>In addition to the Level 2.5- conditions, the following are included:</p> <ul style="list-style-type: none"> <li>● Sharing knowledge regarding an intended work and study environment that meets requirements specific to each research field. Individuals in the same field must also discuss implementation of health checks and good practices for infection control measures.</li> <li>● Recommendation to use COCOA, in addition to full support for individuals who are notified by the app of potential exposure</li> </ul>	<ul style="list-style-type: none"> <li>● Observance of the “new lifestyle” guidelines</li> <li>● Promotion of safety precautions at laboratories, lecture rooms, workplaces, etc. (e.g., physical distancing, ventilating rooms, handwashing, sanitization)</li> <li>● <b>Avoiding meals with others. In group or congregate settings, safety precautions, such as non-face-to-face seating, refraining from talking while eating, and maintaining an appropriate distance from others (2 meters when possible), must be taken.</b></li> <li>● Work and study environment that meets requirements specific to each research field, including implementation of health checks, thorough infection control measures, and cross-monitoring.</li> <li>● Keeping records of physical attendance on campus and other activities</li> <li>● Recommendation to use COCOA, in addition to full support for individuals who are notified by the app of potential exposure</li> </ul>	
Classes, etc.	<ul style="list-style-type: none"> <li>● All lectures are delivered online until the end of 2Q.</li> <li>● Courses that are planned to be delivered online during the summer period start on August 11.</li> </ul>	<ul style="list-style-type: none"> <li>● From August 19, certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online.</li> </ul>	<ul style="list-style-type: none"> <li>● Until the start of 3Q, certain classes (experiments, practical training, group work, etc.) are conducted face-to-face, under the condition that infection control measures are put in place, while other classes remain online.</li> <li>● From 3Q onwards, classes are delivered online or face-to-face in a flexible manner to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or virtually from lecture rooms or their own homes.</li> <li>● <b>Discussions, seminars, etc. attended by students affiliated with laboratories are conducted online. Literature searching, writing, organizing data, etc. should be done at home. When it is deemed educationally effective, seminars, etc. may be conducted face-to-face on campus.</b></li> </ul>	<ul style="list-style-type: none"> <li>● From 3Q onwards, classes are delivered online or face-to-face in a flexible manner, to ensure physical distancing in lecture rooms, and to facilitate off-peak commuting to campuses. Students physically attend classes on campus, or virtually from lecture rooms or their own homes.</li> </ul>
Attendance on campus (students)	<ul style="list-style-type: none"> <li>● Students not affiliated with laboratories are prohibited from coming to campuses, in principle.</li> <li>● Students affiliated with laboratories come to campuses for up to two days per week on average to conduct essential on-campus research</li> </ul>	<ul style="list-style-type: none"> <li>● Students attend classes requiring physical presence (experiments, practical training, group work, etc.) on campus.</li> <li>● Students affiliated with laboratories come to campuses for up to three days per week on average to conduct</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Students come to campuses to attend certain courses involving experiments, practical training, group work, etc., to take classes conducted face-to-face or to attend classes online from lecture rooms on campus (starting from 3Q</b></li> </ul>	<ul style="list-style-type: none"> <li>● Attending classes or meetings online is recommended in light of physical distancing and off-peak commuting, while no restrictions are set on coming to campuses.</li> </ul>

	<p>activities, etc., in accordance with the guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Supervisors monitor the health of their students. Due consideration is given to students’ decisions when requesting on-campus attendance.</p> <p>Students are permitted to come to campuses for up to three days per week on average if their laboratories and workplaces meet the Level 2+ conditions.</p> <ul style="list-style-type: none"> <li>● Incoming international students are requested to suspend travel to Japan if they are from countries categorized as level 2 or higher by the Travel Advice and Warning on Infectious Diseases issued by the Ministry of Foreign Affairs of Japan.</li> </ul>	<p>essential on-campus research activities, etc., in accordance with the guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities.” Supervisors monitor the health of their students. Due consideration is given to students’ decisions when requesting on-campus attendance.</p> <ul style="list-style-type: none"> <li>● Incoming international students may travel to Japan and come to campuses regardless of the level given by the Travel Advice and Warning on Infectious Diseases, as long as the Japanese government permits entry. However, they are required to self-isolate for 14 days before visiting campuses.</li> </ul>	<p>onwards), and to visit on-campus facilities.</p> <ul style="list-style-type: none"> <li>● Students affiliated with laboratories attend classes and conduct research activities by maintaining an attendance rate of approx. 80% on campus. A study environment that meets requirements specific to each research field must be ensured beforehand, including thorough infection control measures and cross-monitoring.</li> <li>● Students must take their temperature at home before coming to campuses. If it is clearly higher than the normal range, they are not permitted to come to campuses.</li> <li>● Students should keep a record of their temperature checks (e.g., by taking photos of the temperature displayed on the thermometer with a smartphone). There may be cases in which they are asked to present this record.</li> <li>● The guidelines on “Coming to Tokyo Tech for Work or Study for Research Activities” are lifted.</li> <li>● In terms of incoming international students, conditions are the same as those at Level 2+.</li> </ul>	<ul style="list-style-type: none"> <li>● In terms of incoming international students, conditions are the same as those at Level 2+.</li> </ul>
<p>Extracurricular activities</p>	<ul style="list-style-type: none"> <li>● Activities involving in-person gatherings are prohibited.</li> <li>● On-campus facilities related to extracurricular activities are closed.</li> <li>● Participation in training camps or similar events should be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>● Activities involving in-person gatherings are prohibited.</li> </ul> <p>Note: Exceptions may be applied if the following conditions are met:</p> <ul style="list-style-type: none"> <li>– Infection control measures and cross-monitoring that meet requirements specific to activities are implemented to the degree that is required for the Level 2-conditions.</li> <li>– The number of participants at any one time is 10 or less, or is limited to the minimum required for certain team sports.</li> <li>– Prior permission from a vice president in charge has been received.</li> </ul> <ul style="list-style-type: none"> <li>● On-campus facilities related to extracurricular activities are closed.</li> </ul>	<ul style="list-style-type: none"> <li>● An appropriate environment that meets requirements specific to activities must be ensured, including implementation of health checks, infection control measures, and cross-monitoring.</li> </ul> <p>Small gatherings of 10 persons or less (or participation in sporting activities with the minimum number of players) at a time are permitted as long as sufficient infection control measures are put in place and approved by a vice president in charge.</p> <ul style="list-style-type: none"> <li>● Outdoor facilities on campus, including multipurpose field, are open. Groups are permitted to use indoor facilities where Tokyo Tech ensures that infection control measures are implemented. Lecture rooms can be used for extracurricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>● An appropriate environment that meets requirements specific to activities must be ensured, including implementation of health checks, infection control measures, and cross-monitoring.</li> <li>● Activities involving in-person gatherings are permitted, as long as sufficient infection control measures are put in place.</li> <li>● On-campus facilities related to extracurricular activities are open.</li> <li>● Participation in training camps or similar events is allowed, as long as sufficient infection control measures are put in place.</li> </ul>

		<p>Note: In cases where the exceptional conditions above are met, groups are permitted to use outdoor facilities, including the multipurpose field, and separately specified lecture rooms.</p> <ul style="list-style-type: none"> <li>● Participation in training camps, events, etc. should be avoided.</li> <li>● Groups must discuss with its members and identify an appropriate environment that meets requirements specific to their activities. Implementation of health checks and infection control measures must also be considered.</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in training camps or similar events attended by 10 persons or less is permitted as long as planned infection control measures and records of activities are presented to a vice president in charge for prior approval.</li> </ul>	
Travel by faculty, students, etc. other than business trips (including for private purposes)	<ul style="list-style-type: none"> <li>● Following the recent increase in new infections in Tokyo and nearby prefectures, inter-prefectural travel is prohibited in principle for the time being, except for inter-campus travel and travel between campuses and home. Travel that is deemed essential is possible by obtaining approval from the relevant deans and directors.</li> <li>● Tokyo Tech requests to avoid international private trips in general in accordance with the Japanese government's directive but does not restrict truly essential trips.</li> <li>● A travel record must be prepared and retained.</li> <li>● Those planning a trip should carefully consider the possible impact on their work or study of the compulsory self-isolation period after returning to Japan and other factors arising from traveling.</li> </ul>	<ul style="list-style-type: none"> <li>● Inter-prefectural travel is allowed. Due consideration should be given to the circumstances of the parties visited.</li> <li>● Tokyo Tech requests to avoid international private trips in general in accordance with the Japanese government's directive, but does not restrict truly essential trips.</li> <li>● A travel record must be prepared and retained.</li> <li>● Those planning a trip should carefully consider the possible impact on their work or study of the compulsory self-isolation period after returning to Japan and other factors arising from traveling.</li> </ul>		
Business travel by faculty, students, etc.	<ul style="list-style-type: none"> <li>● Domestic business travel that is deemed essential is allowed but limited to day trips in principle. The relevant travel approver must apply to the COVID-19 Task Force and gain approval by the executive vice president in charge in advance. Due consideration should be given to the circumstances of the parties visited.</li> <li>● International business travel is prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>● Domestic day trips for business purposes are allowed if approved by the relevant travel approver. Due consideration should be given to the circumstances of the parties visited.</li> <li>● Domestic overnight trips for business purposes are allowed only if the relevant travel approver applies to the COVID-19 Task Force and gains approval by the executive vice president in charge in advance.</li> </ul>	<ul style="list-style-type: none"> <li>● Domestic business travel, including day and overnight trips, is allowed if approved by the relevant travel approver. Due consideration should be given to the circumstances of the parties visited.</li> <li>● Policy on international business travel is determined in accordance with the Japanese government's directive.</li> </ul>	

		<ul style="list-style-type: none"> <li>● International business travel is prohibited in principle, in accordance with the Japanese government's directive.</li> </ul>	
Attendance on campus (student assistants)	<ul style="list-style-type: none"> <li>● Student assistants work from home in principle.</li> </ul>	<ul style="list-style-type: none"> <li>● Teaching assistants (TAs) working for certain courses involving experiments, practical training, group work, etc. come to campuses when their classes are conducted on campus during the summer period. No attendance rate is set for those students.</li> <li>● Teaching assistants working for courses other than the above and research assistants (RAs) working for research activities are permitted to work from home.</li> </ul>	<ul style="list-style-type: none"> <li>● Student assistants (TA/RAs) work on campus in principle. Teaching assistants are permitted to work from home if courses they work for are conducted online.</li> </ul>
On-campus libraries	<ul style="list-style-type: none"> <li>● Libraries reopen for minimal operations (lending books solely to Tokyo Tech faculty and students).</li> <li>● Learning commons functions remain suspended.</li> </ul>	<ul style="list-style-type: none"> <li>● In addition to lending books to Tokyo Tech faculty and students, learning commons functions resume for minimal services limited to Tokyo Tech members. Appropriate infection control measures must be put in place.</li> </ul>	<ul style="list-style-type: none"> <li>● In addition to lending operations, learning commons functions resume in stages while taking appropriate precautions to prevent infections.</li> </ul>

Note: International students staying outside Japan should be contacted individually regarding their coursework.