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**Tokyo Tech Response to COVID-19, January 8, 2021 ver. Excerpt**  
Revisions to measures and move to a higher alert level  
in response to the second state of emergency

**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 by introducing online teaching and learning, adapting to the "new lifestyle," and implementing preventive measures.

Unfortunately, the spread of infections in Tokyo and three neighboring prefectures has yet to see its peak, forcing the Japanese government to declare a state of emergency in the area on January 7, 2021. As such, we have revised our measures and decided to move to the higher alert level 2.5- (ver. 2) in order to ensure the continuation of education and research activities to the extent possible, while taking precautions to protect the well-being of Tokyo Tech members.

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 transition to a lower alert level.

Tokyo Tech calls for continued understanding and cooperation, and participation from students and members of the community in the "new lifestyle" 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**

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.

(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 lifestyle,” 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 (the “new normal”) and the impact of COVID-19 is sufficiently controlled, circumstances regarding education, research, and administration at Tokyo Tech will not be the same as before the outbreak.

## **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 under Alert Level 2.5- to Level 1 (January 8, 2021 ver.)

Items marked in grey are subject to change.

Tokyo Tech Alert Level	Level 2.5- (ver. 2)	Level 2+	Level 2-	Level 1
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>● 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.</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 COVID-19 Contact-Confirming Application (“COCOA”) offered by the Ministry of Health, Labour and Welfare. In addition, full support for individuals who are notified by the app of potential exposure</li> </ul>			
Classes and academics	<ul style="list-style-type: none"> <li>● Lectures are delivered online until the end of 4Q in principle. (Certain classes involving experiments, practical training, group work, etc. and prescheduled face-to-face quarter-end exams can be conducted face-to-face.)</li> </ul>	<ul style="list-style-type: none"> <li>● 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>● 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>● 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 remotely from lecture rooms or their own homes.</li> <li>● It is encouraged that discussions, seminars, etc. attended by students affiliated with laboratories be conducted online. Literature searching, writing, organizing data, etc. should be done at home if possible.</li> </ul>	<ul style="list-style-type: none"> <li>● 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 remotely 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. Those who do not need to attend classes requiring physical presence (experiments, practical training, group work, etc.) or face-to-face quarter-end exams are prohibited from coming to campuses, in principle. (Those without adequate internet access at home may exceptionally allowed to come to campus to remotely attend classes or exams.)</li> <li>● Students affiliated with laboratories come to campuses if their studies and research activities require them to do so, for a maximum of three days per</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 essential on-campus research activities, etc. Supervisors monitor the health of their students. Due consideration is given to students’ decisions when requesting on-campus attendance.</li> <li>● For incoming international students, conditions are the same as those at Level 2.5- (ver. 2).</li> </ul>	<ul style="list-style-type: none"> <li>● Students may 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, and to visit on-campus facilities. They may do so as long as they monitor their health and have no signs of illness.</li> <li>● Students affiliated with laboratories come to campuses if their studies and research activities require them to do so. A study environment that meets requirements specific to each research field must be ensured beforehand,</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> <li>● For incoming international students, conditions are the same as those at Level 2.5- (ver. 2).</li> </ul>

	<p>week on average (certain flexibility should be given regarding the on-campus attendance rate of bachelor's, master's, and professional master's students expected to graduate in AY 2020 and doctoral students, provided that appropriate precautions are taken).</p> <p>A study environment that meets requirements specific to each research field must be ensured beforehand, including thorough infection control measures and cross-monitoring.</p> <ul style="list-style-type: none"> <li>● If there is a period during which students' on-campus attendance rate exceeds that stated above (regardless of their programs or year of study) as required by their studies or research activities, the relevant deans or directors are responsible for overseeing health as well as ensuring that safety precautions are put in place.</li> <li>● Students whose studies and research activities do not require campus access may work at home, as long as they regularly communicate with academic supervisors and receive sufficient instruction.</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>● If a student, a member of his/her family, or a person living with them feels sick or is going to undergo PCR/antigen testing, the student must stay home until instructions are given by a medical doctor, or a negative PCR/antigen test result is obtained and certain requirements are met. The</li> </ul>		<p>including thorough infection control measures and cross-monitoring.</p> <ul style="list-style-type: none"> <li>● Students whose studies and research activities do not require campus access may work at home, as long as they regularly communicate with academic supervisors and receive sufficient instruction.</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>● For incoming international students, conditions are the same as those at Level 2.5- (ver. 2).</li> </ul>	
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	<p>Health Support Center should be contacted for any inquiries.</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 monitor their health for 14 days before visiting campuses.</li> </ul>			
Extracurricular activities	<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 is prohibited.</li> </ul>	<ul style="list-style-type: none"> <li>● Activities involving in-person gatherings are prohibited. Note: Exceptions may be applied if the following conditions are met: <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> </li> <li>● On-campus facilities related to extracurricular activities are closed. 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.</li> <li>● Participation in training camps, events, etc. is prohibited.</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>● 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>● 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.</li> <li>● Outdoor facilities on campus, including the multipurpose field, are open. Groups are permitted to use indoor facilities where infection control measures are implemented.</li> <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>	<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>
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 three neighboring prefectures, inter-prefectural travel is prohibited in principle for the time being, except</li> </ul>	<ul style="list-style-type: none"> <li>● Inter-prefectural travel is allowed, on the basis that appropriate precautions are taken. 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> </ul>		

	<p>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. Appropriate precautions to prevent infections must be taken. In addition, due consideration should be given to the circumstances of the parties visited.</p> <ul style="list-style-type: none"> <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-monitoring period after returning to Japan and other factors arising from travel.</li> </ul>	<ul style="list-style-type: none"> <li>● Those planning a trip should carefully consider the possible impact on their work or study of the compulsory self-monitoring period after returning to Japan and other factors arising from travel.</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. Appropriate precautions to prevent infections must be taken. In addition, 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. Appropriate precautions to prevent infections must be taken. In addition, 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> <li>● International business travel is prohibited in principle, in accordance with the Japanese government's directive.</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. Appropriate precautions to prevent infections must be taken. In addition, due consideration should be given to the circumstances of the parties visited.</li> <li>● Policy on international business travel is basically determined in accordance with the Japanese government's directive. However, Tokyo Tech does not adopt, for the time being, the government's "Business Track*" framework or the "Framework which enables business persons residing in Japan to conduct limited business activities upon their return/re-entry into Japan after short-term business trips."</li> </ul> <p>* A framework that enables business travelers from designated countries/regions to immediately conduct limited business activities during the 14-day stay-at-home period in Japan (and vice versa for designated countries/regions), on condition that they accept additional quarantine measures.</p>
Attendance on campus (student assistants)	<ul style="list-style-type: none"> <li>● Student assistants are permitted to work from home.</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. 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 and providing spaces for literature searching and studying, 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</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>

		Tech members. Appropriate infection control measures must be put in place.	
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Note: International students staying outside Japan should be contacted individually regarding their coursework.