

MuroranIT Action Guideline against the spread of COVID-19 (Business Continuity Planning)

Level		Research	Classes	Extracurricular activities	Internal meetings or conferences	Administrative works
0	normal					
1	Partial Restriction	Act with the highest caution against the spread of the virus in mind.	In consideration of the highest caution against the spread of the virus, all the classes should be conducted through face-to-face as a standard, whereas some of the classes should be conducted online. *At MuroranIT, online classes are divided into two; LIVE and VOD. LIVE is a main style and based on bidirectional communication.	In consideration of the highest caution against the spread of the virus, extracurricular activities are partially or completely banned.	In consideration of the highest caution against the spread of the virus, consultation or discussion via document or online meetings are recommended in addition to partial face-to-face meetings.	With the highest caution against the spread of the virus in mind, staff should do normal work.
2	Low Restriction	Research activities may continue, but, with the highest caution against the spread of the virus in mind, those involved in laboratories (faculty, researchers, research staff) should spend less time on the site. For students, a consideration into the possibility of work at home is taken.	In consideration of the highest caution against the spread of the virus, face-to-face classes such as seminar, experiment, practice, and exercise (mostly converted into online classes) should be mostly restricted, and lecture-based classes should be replaced with online classes.	Completely banned.	The number of face-to-face meetings should be reduced to a minimum, and, as a general rule, they should be transferred to consultation or discussion via document or online meetings.	With the highest caution against the spread of the virus in mind, staff should do normal work.
3	Middle Restriction	Only the minimum number of laboratory personnel is allowed to continue experiments and research in laboratories. However, those who work in laboratories should reduce the time on the site. Others should work at home.	All classes should be conducted online (with back-up plans like supplementary classes after the end of the virus, some of practices and experiments may be allowed to be left undone).	Completely banned.	In principle, consultation or discussion via document or online-meeting only.	Reduce work time at office by allowing delays in work and post-handling. Staff work in shifts and at home. Student support at counters is suspended.
4	High Restriction	Only the following laboratory personnel are allowed to enter laboratories. Avoid any face-to-face interactions with each other. 1)Those who have to complete or suspend ongoing experiments. 2)Those who have been conducting experiments for a long time, which may incur significant research loss in case of discontinuation. 3)Those who deal with management of research materials (care for living things, liquid nitrogen supplementation, freezer management, etc.) and maintenance of servers.	All classes should be conducted online (with back-up plans like supplementary classes after the end of the virus, some of practices and experiments may be allowed to be left undone). Faculty members actively conduct online classes from home.	Completely banned.	Consultation or discussion via document or online-meeting only.	Reduce work time at office by allowing delays in work and post-handling. Staff work in shifts and at home. Student support at counters is suspended.
5	Complete Ban (in principle)	For the minimum maintenance of university functions, e.g. management of research materials and maintenance of servers, a temporary entry to the university is allowed under the permission of the course chief. In this case, these activities should be done by professors, and any face-to-face interactions from each other are prohibited. They must keep a record of their entry and exit.	All classes should be conducted online (with back-up plans like supplementary classes after the end of the virus, some of practices and experiments may be allowed to be left undone). As a rule, it is prohibited for professors to give online lessons from university.	Completely banned.	Consultation or discussion via document or online-meeting only.	In order to deal with urgent works, only the minimum number of necessary staff may come to university office, but other staff should work at home as a rule.