

## COVID-19 Infection Risk Reduction Business Continuity Plan (BCP)

Akita International University

Level		Courses (Lectures, etc.)	On-Campus Meetings	Use of Facilities (Dorms/Apartments)	Use of Facilities (Other than Housing)	Student Extracurricular Activities	Administrative Office
<b>0</b>	<b>Normal Operations</b>						
<b>1</b>	<b>Partial Operations Restriction</b> (Infections confirmed within prefecture, but limited in number with no risk of expansion)	Primarily continue with in-person teaching while giving full consideration to minimizing infection risk and conduct courses online as necessary.	Primarily continue with in-person meetings while giving full consideration to minimizing infection risk and promote online participation as necessary.	Permit housing on campus as usual while giving full consideration to minimizing infection risk and recommend returning home as necessary.	Give full consideration to minimizing infection risk and partially limit facility use.	In principle, permit activities while giving full consideration to minimizing infection risk and recommend restrictions to activities as necessary.	Maintain near-normal operations while giving full consideration to minimizing infection risk.
<b>2</b>	<b>Restricted Operations (Low)</b> (Confirmed infections in prefecture and risk of further expansion)	Online classes only	Conduct online meetings to the maximum degree possible and limit in-person meetings to the minimum number necessary.	Direct all students to move off campus, in principle.	Partially limit facility use	Prohibited (Online activities permitted)	Recommend working from alternate locations on campus and telework. (Target: 1/3 of staff each in alternate office and telework)
<b>3</b>	<b>Restricted Operations (Medium)</b> (Increase of infections cases within prefecture and a high risk of further expansion)	Online classes only	In general, only online meetings will be permitted.	Direct all student to move off campus, in principle.	Prohibited	Prohibited (Online activities permitted)	Require working from alternate locations on campus and telework. (1/3 of staff each in alternate office and telework)
<b>4</b>	<b>Restricted Operations (High)</b> (Dramatic, rapid increase of infections within prefecture and extremely high risk of further expansion)	Online classes only (Faculty members recommended to conduct online classes from off-campus)	Only online meetings permitted	Direct all students to move off campus. (Close dorm and apartments)	Prohibited	Prohibited (Online activities permitted)	In principle, move to telework for all staff, but permit only the minimum number of staff required to maintain essential operations.
<b>5</b>	<b>Cease Operations in Principle</b> (infection confirmed on campus with risk of further spread)	Online classes only (Faculty members prohibited from conducting online courses from on-campus)	Only online meetings permitted (All members participate from home)	Direct all students to move off campus. (Close dorm and apartments)	Prohibited	Prohibited (Online activities permitted)	Telework for all staff and permit working from campus online when necessary for emergency response.

※This BCP may be revised as necessary in response to changing conditions.