

Research Guidelines Aimed at Preventing the COVID-19 Outbreaks Within the National Institute for Natural Sciences (NIBB, NIPS, IMS, and EXCELLS)

Level	Stage	General Research Activities	Joint Research	Research Activities Involving Face to Face Gatherings Involving Multiple People	Meetings Within the Institute	Notes
0	No Restrictions					
0.5	Partial Restrictions	Research activities may still be conducted. However, the highest priority needs to be given to preventing further COVID-19 outbreaks when doing so.	Research activities may still be conducted. However, the highest priority needs to be given to preventing further COVID-19 outbreaks when doing so.	Non-essential or non-urgent gatherings will be prohibited. It is recommended that any unavoidable engagements that researchers may have be moved to an online format.	Meetings may still be conducted while giving the highest priority to preventing further COVID-19 outbreaks when doing so. Online meetings are recommended under this scenario.	
1	Minimum Range Restrictions	Research activities may still be conducted with the highest priority being given to preventing further COVID-19 outbreaks when doing so. All employees should endeavor to reduce the amount of time they spend in the institute, while also attempting to conduct their work at home when possible.	Joint research can still be conducted with the highest priority being given to preventing further COVID-19 outbreaks when doing so. However, researchers living in areas of boasting high infection rates may no longer be able to visit the 3 institutes. Online collaboration is still possible. (※)	Non-essential or non-urgent gatherings will be prohibited. It is recommended that any events of this type that researchers may have be moved to an online format.	The frequency and number of meetings held should be reduced to the bare minimum, and moved to an online format when possible.	※Researchers from overseas will be able to visit the institute after a period of 2 weeks having elapsed. Said researcher should also not show symptoms such as a cough or fever.
2	Medium Range Restrictions	Only employees conducting ongoing research will be allowed to enter any relevant labs or facilities. This is to ensure the continuation of any experiments/research being conducted. Please note that entry can only be authorized by the head of the relevant lab/facility (i.e. the PI). Lab members should also endeavor to reduce the amount of time they spend in the institute, while each division needs to discuss the possibility of conducting work at home whenever possible.	Joint research can be continued if it pertains to ongoing experiments/research. This will be contingent on the research/experiment itself, its contents as well as whether these factors are sufficient to gain permission from the relevant PI. However, the overall manner joint research is conducted will be based on the guidelines provided on the left.	Face to face gatherings will be prohibited. All gatherings will need to be conducted online.	The number of meetings to be held should be reduced to a bare minimum, and conducted exclusively online.	These guidelines are in keeping with the emergency declaration issued by the Aichi Prefectural government on April 10 th , 2020
3	Maximum Range Restrictions	Entry into laboratories or facilities will be prohibited in all cases except those listed below. Permission to enter will need to be attained from said institute's director general (or the director general of EXCELLS) through the relevant PI. 1) Staff members engaged in ongoing research conducted over a long period of time or research which will take considerable damage should it be stopped. 2) Staff members tasked with suspending or stopping ongoing tasks. 3) Staff members tasked with intermittent work such as those upkeeping research materials (i.e. tending to animals, replenishment of liquid nitrogen, refrigeration repair) or server maintenance.	Joint research will cease under these restrictions. However, this will not apply to joint research conducted online.	Face to face gatherings will be prohibited. All gatherings will need to be conducted online.	The number of meetings to be held should be reduced to a bare minimum, and conducted exclusively online.	Transition to level 3 restrictions will be decided at a meeting attended by the heads of the three research institutions in Okazaki.
4	In Principle Cessation of All Institute Activities	Only staff members tasked with intermittent work such as those involved in research material upkeep (i.e. tending to animals, replenishing of liquid nitrogen, refrigeration repair) or server maintenance can enter laboratories to perform these tasks. This can be performed upon permission being attained from the institute's director general (or the EXCELLS director general) and should be performed to the extent that research can be conducted at a bare minimum.	Joint research will cease under these restrictions. However, this will not apply to joint research conducted online.	Face to face gatherings will be prohibited. All gatherings will need to be conducted online.	The number of meetings to be held should be reduced to a bare minimum, and conducted exclusively online.	Transition to level 4 restrictions will be decided at a meeting attended by the heads of the three research institutions in Okazaki.

* Research activities that fall under level 2, 3 and 4 restrictions but can be conducted in an online capacity will not have restrictions applied to them.

* Please take care that contact between staff members who have arrived via areas subject to the declaration of emergency issued by the Japanese government is avoided to the highest degree possible.