

Research Guidelines Aimed at Preventing the COVID-19 Outbreaks Within the National Institutes for Natural Sciences (NIBB, NIPS, IMS, and ExCELLS) (3rd Version)

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 can be conducted while you paying most careful attention to prevent the spread of COVID-19 infection. <b>If possible, working from home is recommended.</b>	Research activities can be conducted while you paying most careful attention to prevent the spread of COVID-19 infection.	It is recommended to hold meetings online. If it is unavoidable to hold face-to-face gatherings, pay close most careful attention to prevent the spread of COVID-19 infection. Holding a social gathering is not permitted.	It is recommended to hold meetings online. If it is unavoidable to hold face-to-face meetings, pay close attention to prevent the spread of COVID-19 infection.	
1	Minimum Range Restrictions	Research activities can be conducted. However, you need to take special care to prevent the spread of infection when doing research activities. In addition, it is necessary to consider reducing the time spent in the laboratory by employees in the research department, and working from home if possible.	Research activities can be conducted while you paying most careful attention to prevent the spread of COVID-19 infection. However, except for online research activities, we may stop accepting joint researchers from universities and other research institutes located in areas where the infection has spread or is spreading.	Non-essential or non-urgent gatherings will be prohibited. It is recommended to hold gatherings online.	The frequency and number of meetings held should be reduced to the bare minimum, and moved to an online format if possible.	
2	Medium Range Restrictions	Only the minimum number of staff members required to continue ongoing research activities will be allowed to enter the laboratory. This judgment is made by the head of the laboratory or facility (PI). Staff members who enter the laboratory reduce the time spent in the laboratory, and other staff members work from home.	Joint research can be continued only if it pertains to ongoing experiments/research. In addition, it is necessary to obtain permission from the relevant PI. However, the system of joint research 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.	
3	Maximum Range Restrictions	Entry into laboratories or facilities will be prohibited in all cases except those listed below. To enter laboratories or facilities, it is necessary to obtain permission from the institute's director <b>general</b> (or the <b>ExCELLS director</b> ) via the 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 involved in 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 be stopped. 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.	
4	In Principle Cessation of All Institute's 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) for the minimum maintenance of laboratories.	Joint research will be stopped. 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.	

○The level transition will be decided at a meeting of the heads of the three Okazaki institutes.

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

○People who have returned to Japan or entered Japan from abroad will be permitted to enter the Institutes after completing quarantine procedures and following the instructions given at the time of entry into Japan.