

Levels of Action employed by Okinawa Christian Institute			Level						
			0	1	2	2.5	3	4	
State of Warning from Prefecture Okinawa				Phase1	Phase2	Phase3	Phase3	Phase4	
				Early Stage Outbreak	Some spreading - State of Vigilance	Infection spreading	Infection spreading	Pandemic Level	
Entering the campus	Department of English Communication		Students can enter the campus as usual.	<ul style="list-style-type: none"> If any infection is found on campus, the school will be temporarily closed. If there is no infection found on campus, everyone can come to school as usual, being careful to avoid the "Three Cs." 	<ul style="list-style-type: none"> If any infection is found on campus, the school will be temporarily closed. If there is no infection found on campus, everyone can come to school as usual, being careful to avoid the "Three Cs." 	<ul style="list-style-type: none"> Students taking practical skills classes, such as Oral English, can enter the campus. Students who need to use the school's PCs or WiFi can enter the campus. 	<ul style="list-style-type: none"> Students who need to use the school's PCs or WiFi can enter the campus but they need to submit an application form beforehand and check their body temperature before entering the campus. 	<ul style="list-style-type: none"> No one is allowed to come to the campus apart from the below exception. Students who need to use the school's PCs or WiFi can enter the campus but they need to submit an application form beforehand and check their body temperature before coming on the campus. 	
	Graduate School								
Department of English									
Department of Early Childhood Care and Education									
All teachers (including p/t teachers)			Teachers can enter the campus as usual.	Teachers can enter the campus as usual.	Teachers can enter the campus as usual.	Teachers can only enter the campus to teach classes - they should not be on campus before or after their classes.	Teachers can enter the campus to teach online classes - they should not be on campus before or after these classes. Prior to teaching they need to check their body temperature while on the campus.	Teachers can only enter the campus to teach online lessons but prior to teaching they need to submit an application form and check their body temperature while on the campus.	
Class	Types of class	Lecture style class	Face-to-face	○	○	○	× All classes are closed except for ones that designated by the relevant department (See*2)	×	×
			On demand	×	○ If you want to teach on demand classes, you must submit an application beforehand.	○ If you want to teach on demand classes, you must submit an application beforehand.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.
			Interactive and Online	×	○ If you want to teach interactively, you must submit an application beforehand.	○ If you want to teach interactively, you must submit an application beforehand.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.
	Classes teaching practical skills	Face-to-face	○	○	○	△ Only permissible when the class schedule allows, and when an appropriate classroom is available.	×	×	
		On demand	×	○ If you want to teach on demand, you must submit an application beforehand.	○ If you want to teach on demand, you must submit an application beforehand.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	
		Interactive and Online	×	○ If you want to teach interactively online, you must submit an application beforehand.	○ If you want to teach interactively online, you must submit an application beforehand.	○ A Report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	○ A report detailing how the class was carried out must be submitted after teaching online.	
	Class Capacity Percentage			100%	60%~70%	60%~70%	Under 50%	Closed	Closed

Levels of Action employed by Okinawa Christian Institute			Level					
			0	1	2	2.5	3	4
State of Warning from Prefecture Okinawa				Phase1	Phase2	Phase3	Phase3	Phase4
				Early Stage Outbreak	Some spreading - State of Vigilance	Infection spreading	Infection spreading	Pandemic Level
Research and Study	Entering the campus	Graduate School		○	○	△	×	×
		Faculty		○	○	△	△	△
	Activity	Seminar		○	△	×	×	×
		Field Work		○	△	×	×	×
		Business Trips		△	×	×	×	×
Extracurricular Activities of students				Permission will be granted if infection prevention measures are taken. (Students must submit an application beforehand)	Under the supervision of the dean of the student council office, when special permission is granted by the school, such activities will be allowed. (Students must submit an application beforehand)	× (These are prohibited as a general rule)	× (They are prohibited)	× (They are prohibited)
Part-time jobs for students (Ex:at the library and as tutors)				Permission will be granted if infection prevention measures are taken.	Permission will be granted if infection prevention measures are taken.	× (They are prohibited as a general rule)	× (They are prohibited)	× (They are prohibited)
Conferences - Events	On-campus		×	×	×	×	×	
	Off-Campus		×	×	×	×	×	
Library				Students and teachers can use the library while avoiding the "Three Cs."	Students and teachers can use the library while avoiding the "Three Cs."	Students and teachers can use the library while avoiding the "Three Cs" only in circumstances where face-to-face lessons are allowed at this warning level. Depending on the situation, only students (including those accessing from off-campus), can use the library. They can reserve books via the internet and pick them up from outside the library.	Only students, can use the library. They can reserve the books via the internet and pick them up from outside the library.	Only students, can use the library. They can reserve the books via the internet and pick them up from outside the library.
Office Work				Staff work as usual while taking infection prevention measures.	Staff work as usual while taking infection prevention measures.	Staff work as usual while taking infection prevention measures.	If business closure is ordered by Okinawa Prefecture or the national government, the school will ask staff to work from home. Some staff will be asked to work in school on a rotation basis. In principle, meetings will be switched to online if more than 9 people are involved.	If business closure is ordered by Okinawa Prefecture or the national government, the school will ask staff to work from home. Some staff will be asked to work at school on a rotation basis. In principle, meetings will be switched to online if more than 10 people are involved.

Levels of Action employed by Okinawa Christian Institute	Level					
	0	1	2	2.5	3	4
State of Warning from Prefecture Okinawa		Phase1	Phase2	Phase3	Phase3	Phase4
		Early Stage Outbreak	Some spreading - State of Vigilance	Infection spreading	Infection spreading	Pandemic Level
Business Trip - Trip			School requests students and teachers to refrain from unnecessary traveling or busienss trips to remote islands or other prefectures.	School requests students and teachers to refrain from unnecessary traveling or busienss trips to remote islands or other prefectures.	Business trips related to school affairs are prohibited in all circumstances. The school also strongly requests students and teachers to refrain from unneccessary traveling or business trips to remote islands or other prefectures during the State of Emergency.	Business trip related to school affairs are prohibited in all circumstances. The school also strongly requests students and teachers to refrain from unneccessary traveling or business trips to remote islands or other prefectures during the State of Emergency.
Entry of unauthorised persons onto campus		The school requests unauthorised visitors to refrain from entering the campus	The school requests unauthorised visitors to refrain from entering the campus	The school requests unauthorised visitors to refrain from entering the campus	The school requests unauthorised visitors to refrain from entering the campus	In exceptional cases, the school allows unauthorised visitors to enter the campus to conduct essential business.

*1 Levels of action employed by Okinawa Christian Institute will be decided by the school's overall evaluation as well as taking into consideration the level of warning declared by Okinawa Prefecture.

*2 We need to take into consideration the number of infections on US Military Bases.

*3 Even under the supervision of the dean of the student affairs office, extracurricular activities may be canceled by the school, if COVID-19 is spreading in Okinawa.