

Daily Action Guidelines to Control Infection Risk

April 9th 2020

Revised April 20th 2020

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GSAIS

Until September 30th (Friday) these guidelines will explain what you should be aware of in your daily activities.

1. General Advice

- Think about how your actions affect others without giving priority to your own convenience.
- Please act in anticipation that you may (asymptomatically) transmit the virus to others.
- Avoid places with a high risk of infection (crowds, commuting to other cities).
- Wash your hands frequently. Wash your fingertips, between your fingers, your thumbs, the back of your hands and wrists. (It is not enough to scrub your palms)
- When meeting and talking with people, wear a mask as frequently as possible and keep a safe distance.
- In order to maintain your mental health, develop a stress relief plan for yourself.
- Measure and record your body temperature at the same time each day. (Twice, in the morning and in the evening)
- **Following in-person activities, take a shower immediately after you arrive home.**

2. In the Rooms (Student Rooms in the Residential Colleges, Staff Rooms)

- Use a sodium hypochlorite solution (Note 1) to periodically (daily) disinfect things that are often touched, such as door knobs.
 - Provide sufficient ventilation.
- Rooms should be ventilated (Note 2) at least twice per hour (at least once every 30 minutes, for several minutes, with the windows fully open).
- Please clean more carefully than usual.

3. Residential Colleges and Higashi Ichijo-kan Restrooms

- When cleaning the restrooms in the residential colleges, disinfect using a sodium hypochlorite solution (Note 1).
- When cleaning the shared toilets on the first floor of Hiroshibo and Funatsubo, disinfect using a sodium hypochlorite solution (Note 1).

4. Learning Commons and Main Office

- Use sodium hypochlorite solution (Note 1) to periodically (daily) disinfect things that are often touched, such as door knobs.
- Keep the windows open at all times or at least periodically open them.

-Rooms should be ventilated (Note 2) at least twice per hour (at least once every 30 minutes, for several minutes, with the windows fully open).

- Do not use other worker's stationery.
- In addition to the Learning Commons, the rooms of the residential colleges are places of research.
- **Until further noticed, the Learning Commons is for limited use from 9:00 to 18:30 on weekdays. Users must record their name and hours of entering/leaving.**

5. Lectures and Jukugi

-Conduct online using Zoom.

- For the time being, no face-to-face contact.
- **Face-to-face lectures can be held by application only, and if permitted, the classes should be few students held in a large room. Students and faculty must wear a mask or face shield. Also, the microphone should not be passed around.**

6. Combined Research Groups and Seminars

-Conduct online using Zoom.

- Students will be notified of the schedule by GSAIS wiki.

- Face-to-face seminars can be held by application only, and if permitted, there should be few people in a large room. Everyone must wear a mask or face shield. Also, the microphone should not be passed around.

7. Interviews, Office hours

- A maximum of three people can meet at one time.
- Avoid sitting face to face, sit diagonal from each other.

8. Dinners

- Dinners and drinking parties are prohibited.
- If it is unavoidable, (1) apply to the Crisis Management Committee (2) avoid face-to-face contact, sit diagonally from each other, and have a conversation after eating with face masks.
- Please use a video conference system such as ZOOM.

9. Face-to-face off-campus activities and business trips to areas with frequent infections

- Please apply using the designated form “Application form for off-campus activities” (Note 3) and obtain permission in advance.

10. Creating personal activity records

- Each person shall record and submit when requested a Condition/Activity Record.
- Record who you meet (date, time, place, person).
- Record your physical condition (body temperature, cough, headache).
- It will be determined separately if you or someone you live with has been in close contact with an infected person. In that case, please record and submit the attached document 2-2 “Physical Follow-up (Heavy Contact, etc.)” instead of the “Condition/Activity Record.”

(Note 1)

A sodium hypochlorite solution will be installed on the first floor of the Hiroshibo and Funatsubo, and on each floor of the Higashi Ichijo-kan.

(Note 2)

Ventilation frequency is the number of times that all room air is replaced with outside air. If there are multiple windows, open both to create two-way airflow. If there is only one window, open the door.

(Note 3)

Use a separate application form for the Crisis Management Committee. (Since the Crisis Management Committee meeting is held every Thursday morning please apply before then)
