

Daily Action Guidelines to Control Infection Risk

April 2020
GSAIS

Until May 8th (tentative) 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. [KS1]
- 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)

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.

5. Lectures and Jukugi

-Conduct online using Zoom.

- For the time being, no face-to-face contact.

6. Combined Research Groups and Seminars

-Conduct online using Zoom.

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

7. Interviews, Office hours

- A maximum of three people can meet at one time.
- Avoid sitting face to face.

8. Dinners

- Prohibited.
- Use an online system such as Skype to exchange information between multiple people.

9. 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.

[KS1]Please act in anticipation that you may (asymptotically) transmit the virus to others.