

# 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.

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