

October 28, 2021

To IFS members

Institute of Fluid Science  
General Manager, Headquarters for Countermeasures against COVID-19

Response to the Tohoku University Emergency Action Plan Level 1  
-Details of operations at the Institute of Fluid Science-

Due to the end of the transition period for rebound prevention at the Institute of Fluid Science, the following changes have been made since the previous document dated October 1, 2021. In addition to continuing to follow the descriptions in Level 1 of the University's Action Plan, the following is a list of the main actions to be taken.

Regardless of whether you have been vaccinated or not, please continue to carefully follow basic infection control measures such as wearing masks correctly, proper ventilation, avoiding close contact, and hand washing.

For those who are not feeling well or are suspected to be in close contact with a COVID-19 patient, please follow the flow chart for dealing with those who are not feeling well.

(DL for various flowcharts of infection control measures, PCR testing, etc., and notification forms, etc. (for IFS members only) ):

[http://www.ifs.tohoku.ac.jp/ifs\\_only/ifs\\_covid\\_files/covid\\_files.html](http://www.ifs.tohoku.ac.jp/ifs_only/ifs_covid_files/covid_files.html)

If you have any other inquiries or internal communications regarding COVID-19, please continue to send them to the following e-mail address.

[ifs-covid-19@grp.tohoku.ac.jp](mailto:ifs-covid-19@grp.tohoku.ac.jp)

1. Implementation period: For the time being, from Monday, November 1, 2021

2. Details of response (other than Action Plan Level 1)

1) Business trips, etc.

Be careful to check the infection status at the destination.

○Domestic business trips

Please submit a travel plan to the General Affairs Section at least one week in advance.

It is not necessary to contact the above address.

○Overseas travel (foreign business trips, private travel, etc.)

The decision on whether or not to travel overseas (overseas business trip, private travel, etc.) will be made by the Headquarters for Countermeasures against COVID-19 of IFS. If

you plan to travel abroad, please complete the "Prior Consultation Form for Overseas Travel (IFS)" and send it to the address above one month before your departure date.

If you plan to re-enter or return to Japan, please report to the General Affairs Section ([ifs-som@grp.tohoku.ac.jp](mailto:ifs-som@grp.tohoku.ac.jp)) using the "Re-entry and Return to Japan Notification Form (IFS)".

## 2) Office system

Telecommuting and staggered work hours will be used, with approximately 70% of the office staff will be at the office.

## 3. Other precautions

1) All members of the Institute are requested to enter the Institute with thorough risk management in mind. All members of the Institute, including outsiders, should continue to record on the admission record form before entering the institute. For the time being, we will continue to accept faculty and staff as entrants.

2) When holding meetings with outsiders, please hold them in the conference room, multipurpose room, or seminar room on the 3rd floor of the GCOE building. We have installed a CO2 analyzer, so please use it as a guide for monitoring ventilation conditions. The maximum number of participants is 12 in the conference room, 5 in the multipurpose room, and 15 in the seminar room on the 3rd floor of the GCOE building. In addition to the above conference rooms, it is also possible to conduct the meeting in a place where ventilation conditions can be checked and sufficient measures against infection are taken. If the number of participants in the room is within the capacity, there is no need to contact the above address.

3) Whenever possible, please wear non-woven masks, which are highly effective in preventing infection.

4) Aerosols containing viruses drift like cigarette smoke, so please provide continuous reminders to reduce exposure.

5) Aim for "Zero C" by avoiding even a single C※, and maintain a sufficient distance between people.

(※Three Cs: ①Closed spaces,②Crowded places,③Close-contact settings)

Keep all buildings locked at all times except for Building 1.