

April 28, 2022

To IFS members,

General Manager, IFS Headquarters for Countermeasures against COVID-19

Actions to be taken when feeling unwell to prevent the spread of new coronavirus infection, etc and the response of IFS

This is a revision of the previous notice dated February 21, 2022 in response to the notice " Actions to be taken when feeling unwell to prevent the spread of new coronavirus infection, etc " dated April 26, 2022. In addition to continuing to follow the descriptions in Level 2 of the University's Action Guidelines, the following are some of the major actions to be taken.

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

For those who are not feeling well or are suspected of being in close contact with infected people, please follow the instructions below and also follow 「Flow Chart of Measures to Combat the New Coronavirus (for those in poor health) 」 for handling those who are not feeling well.

If you have any other questions or concerns about COVID-19, please continue to contact the following e-mail address.

ifs-covid-19@grp.tohoku.ac.jp

1. Implementation period: For the time being, from Thursday, April 28, 2022

2. Responses (other than Action Guidelines Level 2)

1) What to do if you are unwell

If you feel unwell, do not judge yourself, but monitor your health at home and refrain from going to school or work. Also, if you feel sick on Campus, please go home immediately.

If at least one of the following applies, immediately consult your usual doctor or other healthcare providers close to you.

- When there are strong symptoms such as breathlessness (dyspnoea), intense lethargy (malaise) and high fever
- Cold symptoms such as fever and cough (including relatively mild cold symptoms)
- When there is no fever but you are aware of feeling unwell

2) Response to close contacts, etc.

If any IFS members (students, faculty, or staff) are identified as being in any of the following situations, please immediately contact us (ifs-covid-19@grp.tohoku.ac.jp).

- If you tested positive or became a "close contact".
- If a family member living with you tests positive or becomes a "close contact".
- If you or a family member living with you has been in contact with an infected people (Including cases of doubt)

※Please refer to the attached 「Actions to take in an outbreak of positive cases of COVID-19 (IFS)」.

※If you belong to another faculty/graduate school, please also contact the office of the faculty or graduate school to which you belong.

3) Business trip, etc. (including students)

In principle, refrain from unnecessary travel to and from areas where the infection is spreading (e.g., areas where priority measures are being taken to prevent the spread of the disease). If you must go on a business trip, please plan it with the minimum number of people and contact us (ifs-covid-19@grp.tohoku.ac.jp) at least one week in advance.

If you travel to an area where the infection is spreading, you are requested to work from home (stay at home) and monitor your health for 5 days after you return home. (Exceptions may be made for faculty members who have private rooms.)

In addition, when traveling for purposes other than business trips (including dual employment), please take the above into consideration and work from home after you return home.

※The term 'areas where the infection has spread' refers to areas where a state of emergency has been declared, where priority measures to prevent the spread of the disease have been implemented, and where local authorities have requested people to refrain from travelling to and from these areas. For travel to and from areas other than such areas, the measures mentioned in 3) above are not required, provided that continuous health observation is carried out.

We would also like to ask you to monitor the infection situation at your destination, take thorough infection control measures during the period of travel, and if there are any changes in your health condition after returning home, please do not hesitate to stay at home instead of going to school or work.

※If a student belonging to another faculty/graduate school needs to notify his/her faculty/graduate school about their business trip, etc., please also share such notification with us (ifs-covid-19@grp.tohoku.ac.jp).

※As both business and personal travel abroad must be reported to the University Headquarters, please continue to submit the '海外渡航事前相談様式 (流体研) Advance Consultation Form for Overseas Travel (IFS)' from the responsible person in the research area to us (ifs-covid-19@grp.tohoku.ac.jp).

4) Acceptance of external persons

In principle, please refrain from accepting visitors from areas where the infection has been spreading.

Acceptance of visitors from outside areas where infection has spread is possible, as long as the health of the planned visitors is checked and thorough infection control measures are taken, such as creating an environment that avoids situations where there is a risk of intensive contact with IFS members.

If you are unsure about any point, please contact us (ifs-covid-19@grp.tohoku.ac.jp).

5) Attendance patterns at the IFS Administrative office

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

Please refrain from entering the office as much as possible and use the e-mail or mailbox to contact the administrative office.

3. Other precautions

1) All IFS members should consult with the head of the relevant laboratory/section in advance if they need to enter the Institute, and enter the Institute only after thorough risk management. All IFS members, 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.

Admission Record Form

<http://tiny.cc/ifs-covid> (shortened URL)

or

<https://docs.google.com/forms/d/e/1FAIpQLSdLec5rj7FbQdHJ0Kjfcg8sP4xVGHcUPXo9Y1W42pVwKowaMA/viewform>

2) In principle, online meetings are encouraged, but if a face-to-face meeting is necessary, it should be held in a 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 us.

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.

※The above does not prevent more stringent measures being taken in each research field, etc.

【Reference】 IFS Reference materials related to COVID-19

https://www.ifs.tohoku.ac.jp/ifs_only/ifs_covid_files/covid_files.html