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April 20, 2020

Head of the IFS New Coronavirus Infection Control Headquarters

To students and employees of IFS

Re: IFS's Business Continuity Plan (BCP) during COVID19 outbreaks

In response to the President's notice "Raising the Guideline of Conduct to Level 4" dated April 17, 2020, the Institute of Fluid Science (IFS) will take the following actions based on the departmental BCP as shown in the attached sheet, and would appreciate your understanding and cooperation. In the future, please contact us at the following e-mail address if you have any inquiries about coronavirus infection.

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

As a result of this notice, the contents of the Level 3's Notice dated April 13 are no longer valid. In addition, it is expected that more stringent restrictions will be required in the future, so please check the latest information from the website of Tohoku University and the Institute of Fluid Science.

1. Time period: starting on Tuesday, April 21. Ending TBD.
2. Contents of correspondence
 - 1) Concepts
 - In principle, faculty and staff work from home. (The IFS administrative office will work in two shifts, and only 20-30% of the staff will come to work.)
 - Extracurricular activities by students are completely prohibited, and entering the institute is also prohibited except in special cases as described below.
 - If one need to go to work/enter IFS, consult with one's head* of the group/laboratory in advance.
 - If a person is admitted to the institute, the history of the admission should be

recorded and shared with one's head. Pay attention to risk management** during your work in IFS.

*Heads: The heads of the administrative office, each laboratory and the technical office.

**Risk management: If you are admitted to the institute in accordance with the above, please give maximum consideration to risk avoidance, such as keeping your stay as short as possible, avoiding human-to-human contact during work. Avoid the use of public transportation in principle.

2) Action guidelines (examples)

- Research and education staff such as faculty members will work from home, except for those who are allowed by the Director in accordance with Level 4 of the University's BCP. Even so, take turns and avoid contacting each other as much as possible. Specifically, the following staff members shall be allowed by the Director to enter.
 - ① Research staff carrying out experiments that have been ongoing for a long period and that would result in major research losses if they were to stop.
 - ② Research staff involved in completing or interrupting an ongoing experiment
 - ③ Research staff who temporarily come to maintain the supercomputer, etc.
- Discretionary faculty members are required to keep a record of their attendance/telecommuting status on the "Record of Work Hours Status".
- In the case of other IFS researchers and staff who need to maintain or manage (research) facilities, please consult with the head of the office/laboratory beforehand, thoroughly manage the risk, record and share the history with the head.
- In principle, business trips are prohibited. If you need special arrangement, please consult with the director in advance.
- In principle, classes are made online. For details, please follow the instructions of your undergraduate/graduate school.
- Extracurricular activities by students are prohibited.
- Students are not allowed to enter the institute. In the case of truly unavoidable circumstances, please consult with the director through your supervisor in advance. Even if the student is admitted to IFS temporarily, it is essential that the supervisor record and manage the history of the student work in IFS.
- In principle, all the meetings should be made online or by email.

- The administrative office will work in two shifts with the minimum required attendance. Please consider that its working capacity will be noticeably reduced. Please refrain from entering the office as much as possible. Communications with the IFS administrative office are expected to be made through email.

3) Restrictions on the use of facilities

- The entrance of outsiders is completely prohibited. The cleaning of the premises, including delivery work by vendors, will continue. The supercomputer center and support operations (Fujitsu) will continue, but laboratory members are requested to refrain from entering the AFI building.
- The IFS library is closed.
- The use of the lounge rooms on each floor of Building 1, the lobby of Building 1 and the exhibition room in Building 2 are suspended (except for water and vending machines in the lounge room).
- ✧ All buildings except Building 1 will be locked from 9:00 a.m. on Tuesday, April 21.

4) What we wish you to do as a top priority at present

- We have established the above with the primary objective of preventing the spread of new coronavirus infection. In the future, in addition to ensuring that this policy is thoroughly implemented within the institute, we ask that faculty members give the best consideration to the current situation and care for the students they supervise.

Please refer to the April 13 Executive General's Notice "Utilization of Telecommuting Based on the BCP" and other documents on the specific method of implementing telecommuting for faculty and staff in conjunction with this BCP and ensure its implementation.

Action Guidelines for the Prevention of New Coronavirus Infection in the Fluid Science Laboratory (BCP) (Tentative April 13, 2020.)

Level		Research activities (Including student services)	Education (Lectures, exercises, and practical training)	Extracurricular activities of students, etc	Internal meetings	Administrative office	Facility Usage
0	Normal						
1	Partial Restrictions	Conduct research activities while giving the utmost consideration to preventing the spread of infection.	In principle, follow the instructions of the graduate school to which the student belongs.	Allowing some extracurricular activities with maximum consideration to the prevention of the spread of infection.	Face-to-face meetings with sufficient infection control are acceptable, but online meetings are recommended.	Almost normally with the utmost care for the spread of infection.	Disseminate information on infection and BCP level on digital signage, websites, etc.
2	Restrictions- Small	As a general rule, business trips and trips to areas with a risk of infection specified by the government are prohibited.		<ul style="list-style-type: none"> • Total ban • Investigate and understand the actual situations of part-time jobs 	Minimize face-to-face meetings and, in principle, move to online.	Promotion of staggered working hours and telecommuting for those who wish	Cancellation of facility tours
3	Restrictions- medium	Work from home in principle. As a general rule, business and private trips are prohibited. In principle, students are not allowed to enter the institute.		Total ban	Faculty and administrative meetings: minimum number of people in the meeting room on the second floor of Building 1, other attendees are online. In principle, meetings other than the above will be held online or by e-mail, etc.	Implemented a split-team system and other measures to ensure that 50% of all employees work from home	<ul style="list-style-type: none"> • No outsiders are allowed to enter the institute (except for delivery by contractors, cleaning of the facility, and the supercomputer center) • Library, Lounge on each floor of Building 1, Building 1 Lobby and Building 2 Exhibition Room are out of service.
4	Restrictions - Large	Work from home except for those who are allowed by the Director as to meet the permission requirements of Tohoku University BCP Level 4.		Total ban	Faculty meetings and administrative meetings: online or via email	70% of all employees work from home.	In principle, admission is by permission, regardless of whether the person is from inside or outside the university.
5	Prohibition in principle	Only the head of the Disaster Response Headquarters or higher (Dean of the Graduate School, Vice Dean of the Graduate School, and Professor of the Safety and Health Committee) will report to work as necessary.		Total ban	Faculty meetings and management meetings: online or by email only if possible	When necessary, only the head of the Disaster Response Headquarters or higher (Executive Director or Technical Manager) will report to work.	Prohibition of the use of rooms other than the Director's Office, the Office of the Executive Director, and the Administrative Office

※If a vote is required by the Faculty Senate, it will be handled separately.

(Note 1) This action guideline is based on the "Guidelines for Prevention of Spread of New Coronavirus Infection (BCP) at Tohoku University", and defines specific action standards for the Institute of Fluid Science including facility use.

(Note 2) When issuing individual items in these guidelines and specific instructions based on them, restrictions may be imposed at the level of the University-wide BCP and the guidelines for action set forth in this BCP or higher, but in any case, they must not be lower than the level set forth in the University-wide BCP in advance.