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May 29, 2020

Head of the IFS New Coronavirus Infection Control Headquarters

To students and employees of IFS

Re: IFS's Response to the reduction of Business Continuity Plan (BCP) Level 3 to 2  
during COVID19 outbreaks

In response to the President's notice "Lowering the Guideline of Conduct to Level 2" dated May 29, 2020, the Institute of Fluid Science (IFS) will change the actions based on Notice dated May 25, 2020. The changes will be shown by underline below. Contact us at the following e-mail address if you have any inquiries about coronavirus infection.

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

As it is expected to raise or lower BCP Levels in the future, please check the latest information at the websites of Tohoku University and the Institute of Fluid Science.

1. Time period: starting on Monday June 1. Ending TBD.
2. Contents of correspondence
  - 1) Concepts
    - We will continue to make every effort to prevent the spread of infection, and encourage faculty and staff to work staggered hours and work from home.
    - Extracurricular activities by students are completely prohibited. While the students are expected to stay at home as much as possible, we will begin taking steps to resume research activities as described in 2) ④ below.

- If one is not sure if its decision is appropriate, please consult with one's head\* of the group/laboratory in advance. The head concerned should consult with the Director as necessary.
- If a person is admitted to the institute, pay attention to risk management\*\* and the history of the admission should be recorded in the following way 4) and shared with one's head.

\*Heads: The heads of the administrative office, each laboratory (including the cases of research support) and the technical service division. (If supervising professor is not sure if its decision is appropriate, please consult with the Director.)

\*\*Risk management: If you are admitted to the institute in accordance with the above procedure, please give maximum consideration to avoid risk based on the document (i) issued by the Headquarter of Tohoku University. In addition, please check the list of precautions for resuming research activities (Level 2, shown at the end of the document).

(i) "Principles to be followed in carrying out research activities" as an appendix to the Tohoku University Emergency Action Plan (BCP) dated May 11, 2020

## 2) Action guidelines (specific examples)

- All faculty and staff are encouraged to work from home if their work allows. Specifically, the following staff members shall be allowed by the Director to enter to the buildings of IFS.
  - 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.
  - ④ Research staff (including students) who conduct experiment-based research or other research that is significantly affected by long-term interruptions

(subject to the appropriate implementation of the above risk management\*\*)

- Discretionary faculty should continue to keep a "Record of Hours Worked Status" by attendance/telecommuting and history.
- All faculty and staff who need to enter the institute, please consult with the head of the office/laboratory beforehand, thoroughly manage the risk, record and share the history with the head. Please use the following method 4) to keep the history.
- For business trips, please submit your travel plans to the General Affairs Section at least one week in advance. If you wish to travel to the five prefectures (Tokyo, Hokkaido, Saitama, Chiba, and Kanagawa), please consult with the Director before submitting your application.
- Students are asked to continue to refrain from traveling to and from the above five prefectures when traveling and returning home. Also, part-time work in an enclosed, closed, or close environment is prohibited, and you should refrain from participating in meals and meetings.
- In principle, classes are made online. For details, please follow the instructions of your undergraduate/graduate school.
- In principle, students are not allowed to enter the institute except for the above ④. In case of ④ or if there are other special circumstances, please consult with your supervisor in advance. In case of temporary admission, after thorough risk management and information sharing with your supervisor, please keep a history as follows 4).
- In principle, all the meetings should be made online or by email and face-to-face meetings are kept to a minimum.

### 3) Restrictions on the use of facilities

- The entrance of outsiders is completely prohibited. The cleaning of the premises, delivery work by vendors, and security work will continue. The inspection &

acceptance of delivered goods are done in front of the administrative office and the goods are kept in the copy service room next to the administrative office. The supercomputer service and support operations (Fujitsu) will continue, but IFS members are requested to refrain from entering the Supercomputer building.

- The library will be partially reopened. You will be notified of the details by the staff.
- The use of equipment for common use such as table and chair, etc. in the lobby of Building 1 and the exhibition rooms in Building 2 will be suspended, with the exception of the lounge room on each floor of Building 1 for lunch, etc. (Guidelines for use at meals are shown in the lounge room.)
  - ◇ All buildings except Building 1 continue to be locked at all times.
- In case of admission in accordance with 2) ④ above, in the rooms, including the experimental rooms, please plan to avoid the 3 C's with about 50% fewer people than usual.

#### 4) Information sharing and precautions at the time of admission

- In principle, we will maintain the action guidelines in 2) above.
- After consulting with the head in advance, please reconfirm the list of precautions for resuming research activities before entering the institute.
- Please post your information on the "Google form for the record of admission to IFS" using the Tohoku University Gsuite address. This is applied also for faculty members for whom a private room is available.
- The above "Google form for the record of admission to IFS" will be managed by the IFS New Coronavirus Infection Control Headquarters, but the rooms may be visited by mainly online means such as online videos and photographic records. For this reason, you will be asked to share your contact information during your stay.

Reference: In the " Google form for the record of admission to IFS," you will be asked to report the following information: your name, date and time (start to end), place of stay in the institute, purpose of entry, and emergency contact information. In addition, in order to respond to online patrols, etc., we ask for your cooperation in ensuring that your mobile phone or other devices are always ready to be called.

3. What we request you as a top priority at present

- We have established the above with the primary objective of preventing the spread of new coronavirus infection. From now on, in addition to ensuring that this policy is thoroughly implemented in the institute, we ask faculty members to 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, and ensure its implementation.

May 29, 2020.

List of precautions for resuming research activities (IFS BCP Level 2)

IFS New Coronavirus Infection Control Headquarters

- 1) Work from home is encouraged whenever possible, but in case of entering IFS buildings, follow 2) below.
- 2) Research activities at the Institute (avoidance of 3 C's, thorough hand washing, coughing etiquette, etc.)
  - One must consult with the head\* in advance and obtain permission before entering the institute.
  - The head of the group/laboratory of the admitted person should fill the Google form with the admitted person's name, date, time, place, emergency contact information, etc. This information is managed by the IFS New Coronavirus Infection Control Headquarters, which may conduct online surveillance and other inspections.
  - The head\* shall prepare an admission plan and ensure an appropriate environment, taking into account the number of residents, their placement (social distance), and length of period of stay in accordance with the environment in which they will be staying. Doorknobs and common equipment shall be disinfected once a day (for example, when leaving for the last time), recorded and maintained under the responsibility of the head.
  - A person admitted should observe the basics such as cough etiquette (wearing a mask), avoiding loud conversations, and encouraging ventilation. If more than one person is staying in the same room at the same time, be sure to wear a mask.

- If a person admitted is concerned about his/her physical condition, take his/her temperature and record and share it with the head.
- Avoid using public transportation to commute to IFS as much as possible, and if a person does use it, be sure to manage the risk.
- When a person has a meal in the building, he/she may use the lounges on each floor of Building 1 or laboratory rooms. For the time being, it is recommended that he/she takes home any garbage such as leftover food. When eating, sit side-by-side, not face-to-face, limit the number of people using the room at the same time, and keep conversations to a minimum.

### 3) Handling of business trips, etc.

- In principle, overseas travel is prohibited in accordance with BCP Level 2. For domestic business trips, a travel plan must be submitted to the General Affairs Section at least one week in advance. For business trips to the five prefectures (Tokyo, Hokkaido, Saitama, Chiba, and Kanagawa), please consult with the director before submitting your report.

### 4) If one feels unwell and/or suspects infection

- Take appropriate action in accordance with the Tohoku University HP [https://www.tohoku.ac.jp/en/news/university\\_news/information\\_of\\_covid\\_19.html#linkunwell](https://www.tohoku.ac.jp/en/news/university_news/information_of_covid_19.html#linkunwell)
- If you suspect infection (either of the strongest symptoms such as breathlessness, lethargy or high fever), or if you have an underlying disease with relatively mild symptoms such as a fever or cough, consult quickly.
- If the symptoms last more than 4 days or you think they are strong, consult the call center.
- Contact

- Telephone consultation service for new coronavirus infection (common to Miyagi Prefecture and Sendai City)
  - ✧ TEL: 022-211-3883 / 022-211-2882 (24 hours)
- IFS New Coronavirus Infection Control Headquarters
  - ✧ [ifs-covid-19@grp.tohoku.ac.jp](mailto:ifs-covid-19@grp.tohoku.ac.jp)