

Level 1 Activity Guidelines of AORI (Kashiwa campus) from June 15, 2020

From June 15, 2020, “The University of Tokyo's activity restriction guidelines” will be lowered to Level 1. In line with this change, the activity guidelines for AORI (Kashiwa campus) will be set as follows. The main changes from Level 2 to Level 1 are:

- Set the admission time rate for laboratory members to about 30% of the usual (20% for Level 2)
- Business trips and field surveys can be conducted after June 19 with the permission of the director. The proposal is to be sent to kyoka@aori.u-tokyo.ac.jp from the superior of the staff/students.
- Allow entry to the buildings from the entrances that can be opened with your ID card.

1 All members:

- 1.1 Students, faculties and staffs with symptoms suspected of COVID-19, such as fever, cough, and olfactory taste disorder, are prohibited from attending school or going to work. Contact to your superior and the person in charge of safety and health (Chief Akatsuka, [akatsuka \[at\] aori.u-tokyo.ac.jp](mailto:akatsuka[at]aori.u-tokyo.ac.jp)) and report the situation with your body temperature. See a doctor if necessary. Also, stay at home until your symptoms improve. Consult your superior to resume attending school or work.
- 1.2 If the above symptoms occur in a family member or cohabitant, stay at home until the symptoms improved or confirmed negative of COVID infection test.
- 1.3 Stay home if you are noticed that you are a close contact with COVID-19 infected person from a public health center or an administrative authority. Commuting to school or going to work is prohibited. Report it to your superior. Receive a PCR test if you are requested it from the public health center. Consult your superior to resume attending school or work.
- 1.4 In order to reduce the risk of infection, members who use public transportation for commuting should wear a mask and avoid crowded time as much as possible by stagger office hours.
- 1.5 The entrances of the buildings are locked. Please use the ID card to unlock and enter. If you enter the facility, fill in the entry and exit record form of AORI, including the time of entry, the place of stay, and the name of the member who had a conversation/contact with you for more than 15 minutes.
- 1.6 Wear a mask in the buildings. Turn on the ventilation fan in each room and maximize the air flow. Also open the windows and entrance door appropriately.

- 1.7 Avoid the so-called 3密 (san mitsu: three conditions that facilitate the transmission of COVID-19 (closed spaces, crowds, and close contact)) indoors. Lecture rooms (2nd floor) and seminar rooms are open for students.
- 1.8 When entering the building and using the toilet, be sure to wash hands with soap or sterilize your hands with sanitizer.
- 1.9 The use of shower rooms is prohibited.
- 1.10 Do not eat or drink with a large number of people. Eating and drinking in laboratories are prohibited.

2. Business trip and field survey:

- 2.1 Business trips and field surveys are prohibited until June 18.
- 2.2 Business trips and field surveys can be conducted after June 19 with the permission of the director. The proposal is to be sent to kyoka@aori.u-tokyo.ac.jp from the superior of the staff/students. For field survey, submit the application form of field activity.
- 2.3 Business trips and field surveys are possible under the following conditions; 1) no request to avoid visiting the destination from local governments, 2) obtain permission from the institution/university you are going to visit.
- 2.4 Even if permission is given from the director, you must comply with above items 1.1, 1.2, and 1.3.
- 2.5 Please take measures against infection even during business trips and surveys.

3 Students:

- 3.1 Lectures and seminars will be held online. As a general rule, receive online lectures at home. However, students who have difficulty receiving lectures at home will be allowed to go to school with the permission of the supervisor.
- 3.2 Laboratory work in the campus is permitted under the supervision of the supervisor or section chief. The section chief is responsible to formulate a research activity plan of students/staffs at the attendance rate according to the UTokyo activity guidelines.
- 3.3 For research activities at other institutions, obtain permission from the supervisor or section chief.

4 Faculty / Researchers

- 4.1 Research in the Kashiwa campus is possible with keeping attendance rate according to the UTokyo activity guidelines. The section chief is responsible to formulate a research activity plan of students/staffs at the attendance rate according to the UTokyo activity guidelines.

- 4.2 Section chiefs are responsible to instruct students/staffs to avoid 3密, to keep social distance, and to ventilate rooms/laboratories appropriately.
- 4.3 Hold seminars online. If needed, face-to-face seminar is allowed with a small number of people.
- 4.4 If it is necessary to hold face-to-face instruction to student, it is allowed for smaller groups.
- 4.5 If a member of the laboratory is infected to COVID-19, or a close contact person to the patient (see 1.3), the superior is requested to report to the director and the person in charge of health and safety (Mr Akatsuka) immediately.
- 4.6 The section chief should take counter measures against infection by referring to the “Checklist for when Laboratory Activity Restrictions are Relaxed” of UTokyo.

5. Secretary staffs of laboratories

- 5.1 While working mainly from home, AORI allow the staffs to go to work at the direction of the section chief.
- 5.2 Work in the office is limited to what can be done only in the office. Minimize working hours in the office.

6 Technical staffs

- 6.1 Work in the campus is permitted at the attendance rate according to the UTokyo guidelines.
- 6.2 Section chiefs are responsible to formulate the work plan of the staffs in accordance with the UTokyo activity guidelines.

6. Administrative staff

The General Manager will instruct you regarding the work of the Administration Office.