

Level 0.5 Activity Guidelines of AORI (Kashiwa campus) from July 13, 2020

From July 13, 2020, “The University of Tokyo's Activity Restriction Guidelines” has been lowered to Level 0.5. In line with this change, the activity guidelines for AORI (Kashiwa campus) will be set as follows. At Level 1, we have set the time rate for members to enter the campus at 30% relative to one in normal condition. At Level 0.5, the time rate is to be 50%. The content of research and work that needs to be done on campus varies greatly depending on sections. In each section, please carry out research and education activities with paying attention to the prevention of the spread of infection. Regarding the staff of the Administration Office and Center for Cooperative Research Promotion, the superiors will give the instruction.

1 All members:

- 1.1 Measure your body temperature daily at home. If you have a symptom of suspected coronavirus infection, such as fever $>37.5^{\circ}$ C, cough, olfactory taste disorder, etc., please contact your superior. If students cannot get a thermometer, please contact the facility and safety management team.
- 1.2 If you face to others on campus, wear a mask and try to prevent the spread of infection. If students cannot get a mask, please contact the facility and safety management team.
- 1.3 If you or your cohabitants are infected with COVID-19, you 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).
- 1.4 If you have 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). See a doctor if necessary. Also, stay at home until your symptoms improve. Consult your superior to resume attending school or work.
- 1.5 If the above symptoms occur in your cohabitant, stay at home until the symptoms improved or confirmed negative of COVID infection test.
- 1.6 Stay home if you are noticed that you are a close contact with COVID-19 infected person from a public health center or smartphone application “COVID-19 Contact Confirming Application (COCOA)”. Commuting to school or going to work is prohibited. Report it to your superior. Receive a PCR test. Consult your superior to resume attending school or work.

- 1.7 When you use public transportation to come to AORI, wear a mask and avoid crowded time as much as possible by stagger office hours.
- 1.8 The entrances of the buildings are locked. Please use the ID card to unlock and enter. When you come to AORI, please fill in the AORI's entry record form with your name, building (Atmosphere and Ocean Research Building, General Research Building), place of stay and names of the member who have conversation/contact with you for more than 15 minutes. This record form is essential to protect the health of the members, such as prohibiting entry into the room where infected person stayed and confirming the members of the close contacted with infected person. Please fill in the record form from the following web site (<https://docs.google.com/forms/d/e/1FAIpQLSf0vjvJpdhgG501onVvBgism9jEVZ001SESt0ETxPVbJ44RLg/viewform>)
- 1.9 Wash or sterilize your hands when you enter the buildings in the campus or after using a rest room.
- 1.10 If you use a shower room, do not forget to fill it in the entry record form (e.g., shower room in the 2nd floor).
- 1.11 Do not eat or drink with a large number of people. Eating and drinking in experimental laboratories are prohibited.

2 Business trip, field survey and meeting:

- 2.1 Business trips and field surveys are permitted under the following condition: 1) no request to avoid visiting the destination from local governments, 2) obtain permission from the organization you are going to visit.
- 2.2 Before conducting business trips or field surveys, obtain permission from your superior and the director. The superior is requested to obtain permission for the travel/survey of the member from the director by sending email to kyoka@ori.u-tokyo.ac.jp with names of researcher/student, destination, permission from the organization to go, purpose. Also, take measures to prevent infection while traveling and in the destination. For field surveys, also submit a field activity proposal.
- 2.3 Even if permission is given from the director, you must comply with above items 1.3-1.6.
- 2.4 On-site meetings can be held with taking measures against infections as "Counter Measures on Campus" (see below). If you accept visitors, please confirm that the above 1.3-1.6 and request to take counter measures to infection while travelling or entering the campus. Please be sure to fill in the entry/exit record at the entrance.

3 Students:

- 3.1 Lectures and seminars will be given online at S1/S terms. As a general rule, attend on-line lectures and seminars at home. However, students who have difficulty receiving lecture/seminar at home or need to carry out experiments on campus before or after the lecture/seminar will be allowed to go to school with the permission of the supervisor.
- 3.2 Laboratory work on campus is permitted under the supervision of the supervisor or section chief.

4 Faculty / Researchers

- 4.1 The section chief is requested to formulate a research activity plan of students/staffs with taking counter measures against infection as described in 4.2.
- 4.2 Section chief should take measures against for infection for the members by referring to the checklist of UTokyo's activity guidelines. Instruct the members to take measures against infection such as ventilate the laboratory, keeping social-distance and avoiding "three Cs" (3-mitsu, 3密) state.
- 4.3 In S1/S2 terms, seminars are basically held online. If needed, face-to-face seminar is allowed with a small number of people.
- 4.4 It is allowed to hold face-to-face instruction to student with small groups.
- 4.5 For research activities at other institutions, obtain permission from the superior. If a member applies for research activities at other institutions, the section chief must confirm that the other institution has approved the visit and instruct the members to take counter measures for infection.
- 4.6 The section chief and the department manager should immediately report to the director and the health and safety manager (Chief Akatsuka) when a member is infected to COVID-19 or is reported to be a close contact with COVID-19 infected person (1.5).

5. Administrative staff in sections

The Section chief should formulate a work plan regarding the Activity Guidelines. If necessary, the staff is allowed work at home with the permission of superior.

Counter Measures on Campus

1. Alcohol sterilizer is prepared at various places. Be sure to sterilize at entering the

building.

2. After using a rest room, wash your hands with soap or sterilize.
3. In the laboratory, ventilate appropriately according to the number of people staying by referring to the estimation results from the ventilation simulator. Use seminar rooms or lounge as necessary.
4. When having a conversation, take measures against infection such as wearing a mask.
5. In the lecture room and the conference room, please design your seating position to keep social distance. The maximum number of people that can be accommodated is as follows: Meeting room: 30 people, Auditorium: 60 people, Lecture room 216: 15 people, Lecture room 217: 25 people, Seminar room (each floor): 10 people.