

Revised Activity Guidelines of AORI (Kashiwa campus, Level 1) from January 11, 2021

The national government declared a state of emergency for the Tokyo metropolitan area (Tokyo and the three neighboring prefectures of Saitama, Chiba and Kanagawa) on January 7, 2021. Responding to the state, UTokyo decided to raise the level of [“The University of Tokyo's Activity Restriction Guidelines”](#) to Level 1, from January 11, and AORI revised the Activity Guidelines (Kashiwa Campus) as follows. Please follow the guidelines. 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 When entering the campus, report your health condition to UTokyo Health Management Form in advance (https://forms.office.com/Pages/ResponsePage.aspx?id=T6978HAr10eaAgh1yvIMhF__kSldrNpNvIWhwdsjjRJURUZEVjIiWjM1VjhXMIVaRVJaWVpEVjJZVCQIQCN0PWcu). If you forget to measure your body temperature before entering the campus, please take a thermometer at the entrance of the AORI building, or at the Refresh Corner on the 2nd floor of the General Research Building.
- 1.3 When you leave Kashiwa campus, please fill in the AORI's entry record form (<https://docs.google.com/forms/d/e/1FAIpQLSf0vjvJpdhgG501onVvBgism9jEVZOO1SESt0ETxPVbj44RLg/viewform>). This record form is essential to protect the health of the members, such as to prohibit entry into the room where infected person stayed and to confirm the members of the close contacted with infected person.
- 1.4 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).
- 1.5 Commuting to school or going to work is prohibited if you are noticed that you are a close contact with COVID-19 infected person from a public health center or new corona virus contact confirmation app (COCOA). Report it to your superior. Receive a PCR test responding to the request from health center. Consult your superior to resume attending school or work.

- 1.6 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.
- 1.7 If the above symptoms occur in your cohabitants, stay at home until the symptoms improved or confirmed negative of COVID infection test.
- 1.8 When you use public transportation to come to AORI, wear a mask and avoid crowded time as much as possible by stagger office hours.
- 1.9 The entrances of the buildings are locked. Please use the ID card to unlock and enter.
- 1.10 Wash or sterilize your hands when you enter the buildings on the campus and after using a rest room.
- 1.11 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.
- 1.12 Avoid the status so-called 3密 (san mitsu: three conditions that facilitate the transmission of COVID-19 (closed spaces, crowds, and close contact)) .
- 1.13 If you use a shower room, do not forget to fill it in the entry record form (e.g., shower room on the 2nd floor).
- 1.14 Do not eat or drink with a large number of people. When having lunch, take measures to reduce the risk of infection, such as social distancing. Eating and drinking in experimental laboratories are prohibited.
- 1.15 Regarding entry to other campuses of UTokyo than the Kashiwa Campus, such as Hongo and Komaba, you must submit the Health Management Report Form (1.2) at first and then show the "ENTRY OK" email to the guard at the gate. For details, please check the website below.

<https://www.u-tokyo.ac.jp/ja/general/COVID-19-entry-restrictions.html>

2 Business trip, field survey and meeting:

- 2.1 Business trips and field surveys are permitted by the director only for urgent and important matters.
- 2.2 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.
- 2.3 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@aori.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 Only indispensable business trip/field activity is permitted for remote islands where the medical system is not sufficient. Receive PCR test about 3 business days before the trip. The trip is allowed by the director when negative. Report the negative result to kyoka@aori.u-tokyo.ac.jp and get the permission of the director before leaving. After receiving the PCR test, please stay at home and take actions to reduce the risk of infection.

2.3 Even if permission is given from the director, you must comply with above items 1.4-1.7.

2.4 On-site meetings can be held with taking measures against infections as "Counter Measures on Campus" (see below).

2.5. Those who accept visitors should confirm that they must comply with above items 1.5-1.9. Request to measure body temperature in the morning on the day of visit and take counter measures for infection during movement. Also, ask to fill in the "Admission Notification" at the entrance of AORI building. At the General Research Building, the host prepares an "Admission Notification" and asks the visitor to fill it out. Please submit the Admission Notice to the administration office. Visitors who have forgotten to measure their body temperature should use the thermometer provided. The admission notice can be found at the following site (<https://www.aori.u-tokyo.ac.jp/COVID-19/>).

3 Students:

3.1 Admission for research is permitted under the supervision of the supervisor. The supervisor should formulate a research activity plan with an admission rate that complies with the activity restriction guidelines.

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 Seminars are basically held online. If needed, face-to-face seminar is allowed with a small number of people. When conducting a doctoral dissertation evaluation meeting face-to-face, take measures to prevent infection, such as the size of the venue, take social distancing, and apply for permission in advance to the director (kyoka@aori.u-tokyo.ac.jp).
- 4.4 It is allowed to hold face-to-face instruction to students 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 and technical 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. When having lunch, take measures to reduce the risk of infection, such as social distancing.
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.