

## Revised Activity Guidelines of AORI (Kashiwa campus, Level A) from July 6, 2022

### 1 All members:

- 1.1 If you or cohabitant are infected with COVID-19, you are prohibited from going to school or work. Report to your superior and the person in charge of safety and health (Chief Akatsuka, akatsuka [at] aori.u-tokyo.ac.jp ). Follow the instructions from the public health center / hospital to resume to go to school or work.
- 1.2 If you are noticed as a close contact with a COVID-19 patient from a public health center or hospital, you are prohibited from going to school or work. Report to your superior and the person in charge of safety and health (Chief Akatsuka, akatsuka [at] aori.u-tokyo.ac.jp ). Follow the instructions of the public health center / hospital to resume to go to school or work.
- 1.3 If your cohabitant is noticed as a close contact with a COVID-19 patient, refrain from going to school or work. Report to your superior. Follow if you are requested to have a PCR test from a public health center or hospital. Consult your superior to resume to go to school or work.
- 1.4 If you have symptoms suspected of COVID-19, such as fever, cough, and olfactory taste disorder, refrain from going to school or work. See a doctor if necessary. Consult your superior to resume to go to school or work after your symptoms have improved.
- 1.5 Take counter measures against COVID-19 infection such as sterilize your hands. Wear a mask according to the mask wearing standards of the Ministry of Health, Labor and Welfare. <https://www.mhlw.go.jp/content/000942601.pdf>

### 2 Business trip and field survey:

- 2.1 For overseas business trips, permission from the director is required. After obtaining the permission of your superior, apply for permission using the business trip application form (<https://forms.gle/oPxxYdc2CMpNT5gj8>).
- 2.2 For domestic business trips to remote islands, permission from the director is required. After obtaining the permission of your superior, apply for permission using the business trip application form (<https://forms.gle/oPxxYdc2CMpNT5gj8>). Before departure, it is necessary to confirm negative by PCR test or antigen test (available only for tests with "in vitro diagnostic tools", unacceptable the result by tools of "for research"). When you apply through the application form, you will receive an e-mail regarding the PCR/antigen test. Reply to the e-mail on the test result to AORI's accounting team. Upon receiving a negative result, the accounting team will proceed

the business trip procedure.

### 3 Visitors and meetings:

- 3.1 When you accept visitors (outside from UTokyo) to AORI building, ask visitors to fill the entry / exit record at the entrance. To Kashiwa Research Complex, the record is at refresh corner on the 2<sup>nd</sup> floor.
- 3.2 When holding meetings or symposiums with 10 or more visitors, permission from the director is required. Apply in advance through the conference / event permission form (<https://forms.gle/4ge4FPAdEt2hDTNt5>). For visitors, ask to fill in the entry / exit record. Within one day after the event, the applicant is requested to report the conference report including conference name, applicant name, date and time, meeting room, and all participants' names and affiliations to the International and Research Promotion Team (Chief Kanai). In case of the infection of participant, report the incident to the person in charge of safety and health (Chief Akatsuka, akatsuka [at] aori.u-tokyo.ac.jp ) and to Deputy General Manager (Mr. Komatsu). Notice the incident to the participants, and ask the close contacts to receive a proper inspection.
- 3.3 At holding meetings or symposiums, follow the guideline for the maximum capacity of a room to keep social distance. For other event holding requirements, follow UTokyo's event holding guidelines.  
<https://www.u-tokyo.ac.jp/content/400200495.pdf>

### 4 Director of department, group leader, office head

- 4.1 Director of department, group leader, or office head should take counter measure of COVID-19 infection in laboratories, student rooms, etc. Instruct the members to ventilate the rooms/laboratories and maintain social distance between members.
- 4.2 When a member applies for research activity outside of UTokyo, director of department, group leader, or office head should confirm that the visiting institution approves the activity. For business trips to remote islands and overseas, apply for permission from the director.
- 4.3 If the director of department, group leader, or office head is noticed that the member is infected with COVID-19 or a close contact with COVID-19 patient, report immediately to the person in charge of health and safety (Mr. Akatsuka).

The superior of the Otsuchi Campus, the Administration Office, and the Center for Cooperative Research Promotion will give separate instructions to the staff.

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## Counter Measures on Campus

1. Alcohol sterilizer is prepared at various places. Be sure to sterilize at entering the building. After using a rest room, wash your hands with soap or sterilize.
2. In the room or laboratory, ventilate appropriately according to the number of people in the room. Use seminar rooms or lounge as necessary.
3. 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.
4. 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.