

January 28, 2021

Dear FRIS members,

Subject: Raising of Tohoku University Emergency Action Plan (BCP) to Level 2

In response to the raising of Tohoku University Emergency Action Plan from Level 1 to Level 2 on January 8, FRIS also operates in accordance with the Action Plan.

We request that you take appropriate measures based on the Action Plan Level 2 and its implementation, as well as thorough infection prevention measures for future activities.

Sincerely,

Toshiyuki Hayase
Director of FRIS

[Contact]

FRIS Task Force for Corona Virus Control

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【Brief summary of Tohoku University Emergency Action Plan (BCP) for COVID-19】

Level	Research Activities	Business Trip	Internal Meetings	Events (Held by TU)	
2	Government has declared a state of emergency outside of Miyagi Prefecture, and certain restrictions have been imposed.	Thorough infection prevention measures through departmental control systems can help you conduct your research activities, but we encourage you to spend less time in the workplace and work at home.	Refrain from unnecessary business trips to areas where the infection is spreading.	Face-to-face meetings will be kept to a minimum, and in principle, we recommend online meetings.	In principle, online. However, if the nature of the event requires a face-to-face session and permission has been obtained from the head of the department, the session can be conducted face-to-face in accordance with the guidelines for holding events.

[The concept of operation at Level 2]

* The red parts are changes in the concept of operation from Level 1.

○ **Research activities**

Permission is still required based on an application to the Headquarters for New Coronavirus Infectious Diseases at TU. Based on the premise of diversity in each department, each department will take the initiative to implement thorough infection prevention measures and conduct research activities under a strict control system.

FRIS implements the following policy.

- 1) Research activities can be conducted by taking thorough measures to prevent infection, but the time spent at the site should be reduced and work at home is recommended when possible. (However, FRIS members who are engaged in research activities at a mentor department other than FRIS should follow the policy of the mentor department.)
- 2) Using Google Forms, FRIS members can register online the purpose of their visit and the date of entry and exit for FRIS members and related persons such as vendors and others, and manage their entry and exit in real time.
Registration URL: <https://forms.gle/SoKsHQABE7EyxMnq8>
- 3) The head of the FRIS Laboratory will keep track of the laboratory's onsite activities and each person's infection prevention behaviors, and provide regular weekly reports to the FRIS Task Force using the Google form.
Report URL: <https://forms.gle/U9QAxEKwvBAemYfQ7>
- 4) The FRIS Task Force shall share and review the contents of the report in 3) above and provide guidance if necessary. The results shall be shared with the FRIS members at the Faculty Meeting and the Staff Meeting.

- 5) The FRIS Task Force will conduct weekly inspection of the institute.
- 6) **FRIS members who are engaged in research activities in a mentor department other than FRIS should follow their mentor department's policy on measures.** Contact the FRIS Task Force if necessary. However, the "registration of information on out-of-prefecture travel" and "registration of information on events" applies to all FRIS members, regardless of the department where the member works.

○ Classes

In principle, classes should be conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, face-to-face sessions must be conducted with sufficient infection prevention measures in place.

○ Students

- Travel and Homecoming: Travel across the border between the prefectures is allowed, but please be sure to check the infection situation and countermeasures at the destination and take extra care in your activities.
- Extracurricular activities: **Prohibited in principle.**
- Part-time job: Do not engage in a part-time job in a "Three Cs (Closed spaces, Crowded places, Close-contact settings)" environment.
- Party, Meeting, etc.: For the time being, we refrain from participating in meetings, conversations, and events that involve multiple people eating and drinking.

○ Faculty and Staff

- Business trip: Travel across prefecture borders is permitted, but please be sure to check the status of infection and countermeasures at the place of business trip and take extra care in your activities.
- **Refrain from unnecessary business trips to areas where the infection is spreading.**
- Party, Meeting, etc.: Please refrain from meetings and conversations that create a "Three Cs (Closed spaces, Crowded places, Close-contact settings)" environment.

New items in the control system of FRIS due to the downgrade to Level I of the Action Plan [Registration of information on out-of-prefecture transfers]

All FRIS members, regardless of the department where they work, such as the mentor's department, are requested to register their out-of-prefecture travel information at the URL below when they travel out of the prefecture for business or when they have visitors from outside the prefecture for joint research or meetings.

Registration URL: <https://forms.gle/ILCR9d3NSbSsL9xe9>

- Events: **As a general rule, events should be conducted online. However, if the nature of the event requires a face-to-face meeting and permission has been obtained from the head of the department, a face-to-face meeting may be conducted in accordance with the attached "Guidelines Regarding the Prevention of Coronavirus Infections at Events".**

[Event information registration]

All FRIS members, regardless of the department where they work, such as the mentor's department, are requested to register for the event in advance at the URL below.

Registration URL: <https://forms.gle/jtm7ttvKYqeWYHpz8>

Others

- Library: The library will inform you of borrowing of library materials separately.