

May 15, 2020 (amended on May 25, 2020)

Control system for a new coronavirus infection prevention at FRIS

1. Control System for Infectious Disease Prevention

① Name of the organization responsible for managing infectious disease prevention measures: FRIS Task Force for Corona Virus Control

② Members (6)

Toshiyuki Hayase (Institute Director)

Kenji Tsuda (Chairman, Safety Management Committee)

Junji Saida (Professor, Managing and Planning Division)

Keiichi Hashimoto (Office Director)

Ryu Kuwano (Technical Expert)

Nozomi Kusuda (Staff, Administrative Office)

③ Action Plan

1. Currently, all members register their purpose of visit and time of arrival and departure online using Google Form to manage visitors in real time, and this will be continued.

2. The laboratory head should be aware of the on-site activities of the laboratory and the infection prevention behavior of each member, and report regularly to the FRIS Task Force for checking. Specifically, the status of individual efforts by all laboratory members will be reported weekly using the Google Form for each of the items described below in “2. Details of planned measures to prevent infectious diseases”.

3. The FRIS Task Force will share the reports of each laboratory online and review and provide guidance on the content. In addition, good initiatives are shared with the members of FRIS at the faculty and staff meetings.

4. The members of the FRIS Task Force, except for teleworkers, shall make a weekly inspection tour of the premises and visually confirm that the measures to prevent infectious diseases are being implemented in accordance with the content of “1. Prevention of contact and droplet infection” planned in “2. Details of planned measures to prevent infectious diseases” below. If there is a need for improvement, the FRIS Task Force will verbally request it on the spot.

5. The members of the FRIS Task Force constantly share information with Director Hayase, and when necessary, they receive direct instructions from him. We will continue to maintain and strengthen this system.

6. In case of an outbreak of an infected person, the internal response shall be as follows

1) Initial response to an outbreak of an infected person

- If you receive a report from a student/faculty member or an external organization such as a health center that a member (student/faculty member) has been infected with a new type of coronavirus infection,

notify the Office Director immediately

- Communication between University Headquarters and FRIS, including holidays and evenings for these communications, shall be conducted by the Office Director.
- Assistant professors residing in the mentor department should first follow the initial response of the mentor department and then contact the Office Director of FRIS.

2) In-house response system

- In the event of an outbreak of an infected person, the Office Director will notify the Institute Director and the Environment and Safety Promotion Division. In case of a student, the Office Director contact the graduate school as well.
- The FRIS Task Force will inform the FRIS members of the measures.

[Content]

In-House notification of infected person outbreak

Check the route and the extent of the contact

Disinfection and ensuring the safety of employees in the same workplace

Standby at the home of a dense contact

(If a student is infected, the student who lives in the same room will stay at home, etc.)

2. Details of planned measures to prevent infectious diseases

The laboratory head shall be aware of the on-site activities of the laboratory and the infection prevention behaviors of each member and shall report to the FRIS Task Force on a regular basis (every Friday).

1. Prevention of contact and droplet infection

- Avoid sharing goods and equipment, and ensure thorough disinfection.
- Use hand sanitizers or carefully wash hands when entering and leaving the facility.
- Wear a mask and hold the social distance.
- Goods and documents are to be submitted and received indirectly.
- The meeting will be held online using Google Meet, etc.
- Use hand sanitizer and soap in the right places and with the right materials at the entrance, restroom, washroom, and water supply room.
- For areas where multiple people are likely to come into contact with each other, such as elevator panels and doorknobs, ask a cleaning company to clean and disinfect them periodically.
- Make sure that the ventilation equipment is properly operated and operated to ensure adequate ventilation of the room. Ventilate by opening the windows to the full extent possible.

2. Thorough health care

1. Individual infection prevention measure

In addition to taking measures against infectious diseases (thorough hand

washing, hand sanitizing, cough etiquette, proper ventilation, etc.), you should take care your own physical condition and avoid contact with any cold symptoms, fever, or even the slightest abnormality in taste or smell to watch their progress.

2. When you have a fever or other cold symptoms
 - ① Stay at home, avoiding going out and contacting the patient (48 hours after the symptoms have disappeared)
 - ② Restricted access to the campus
 - ③ Take your temperature and check your condition at home (twice in the morning and evening) and submit the check sheet to the FRIS Task Force.
 3. Maintaining a list of related persons and recording the history of activities such as entering and leaving the room
 - Under the BCP Level 4, all members of FRIS record their purpose and time of arrival and departure using Google Forms at each visit, and this will be continued.
 - Conduct daily activity management and record your activities on your own, and improving behavioral habits to prevent infection and helping to track and prevent the spread of contact in the event of an outbreak
 4. Preventing infection on the way to work
 - Avoid using public transportation as much as possible for commuting.
 - When using public transportation, in addition to staggered commuting and wearing masks, take preventive actions that take into account the possibility of contamination from contact while traveling.
 5. Thorough implementation of safety measures
 - In order to ensure both safety and the prevention of infection, the procedures for experiments should be thoroughly reviewed in advance.
 - Experiments will be conducted in shifts so that they can be carried out at different times, so that they do not stay alone while avoiding mutual interviews and contact.
 - Confirm the contact and reporting system in advance.
3. Efforts to ensure the effectiveness of infectious disease prevention measures according to the actual situation of each department
1. The FRIS Task Force instructs the laboratory head of each laboratory to submit weekly reports on the status of implementation, and the reports are shared and reviewed. Provide guidance if necessary. To share information on outstanding initiatives with the members of FRIS at the faculty and staff meetings.
 2. The results of the inspection of the premises will be shared at the faculty and staff meetings.
 3. Provide all members of FRIS with the necessary education at monthly staff meetings.
 4. The laboratory head will hold online meetings in the laboratory as necessary to provide ongoing infection prevention education to laboratory members and new

hires, and to share information on effective initiatives.

5. A system is in place to share information and notifications on the FRIS's own chronological order, in addition to university-wide initiatives, through the "Information on New Coronavirus Infections" page created on the FRIS website. In addition to ensuring the thoroughness of our efforts through this, we will also share information via email.
6. Many of the FRIS members conduct research activities in mentor departments other than FRIS. In doing so, follow the mentor department's policy of action. If necessary, contact the FRIS Task Force.