

May 11th, 2020

Tohoku University Emergency Action Plan (BCP) from May. 11th

1. Basic policy based on the extension of the government's emergency declaration

- (1) While the emergency declaration is extended, the University's BCP will continue at Level 4. If Miyagi Prefecture is removed from the scope of the declaration, it is assumed to be Level 3. University activities that result in cross-prefecture movement of students, faculty and staff will continue to be suspended.
- (2) To carry out research activities under a strict departmental-led management system.
- (3) In view of the prolonged situation, we will build a system that enables the continuation of various University activities at each the University's BCP Level.

2. Specific measures

- (1) Research activities (including laboratory activities of graduate and undergraduate students)
 - Rather than setting uniform guidelines, each department should take the lead in implementing thorough measures to prevent the spread of infection based on the diversity of departments, and carry out research activities under a strict control system.
 - Specifically, each department may establish a control system based on the principles listed in the attached appendix , “Principles to be followed in the conduct of research activities”, and implement it with the approval of “TU Novel Coronavirus Disease Task Force.” Outstanding efforts will be shared by the entire university.
 - Based on the verification of the results, the criteria will be established and the scope of application will be expanded. Specific procedures will be announced separately.
 - Research activities that are not required by this system will be conducted under the telework system as in the past.
 - TU Library Users must follow the instructions of the person in charge of books and materials when using the library or other University books and materials for the continuation of research activities. The person in charge of books and materials must take appropriate measures to prevent infection.
- (2) Lecture
 - Students must take the lecture at home and online only.
 - The opening of classrooms for students with inadequate Wi-Fi access will be discussed

after observing student tendencies. In addition, under the guidance of “TU Novel Coronavirus Disease Task Force”, we will implement thorough access control and infection prevention measures.

(3) Administrative structure

○The administrative structure shall be based on TU BCP (levels).

○In addition, we will promote the use of VPN, a new electronic decision-making system to be introduced, and free seal impression. We will fundamentally review the way we conduct business to improve the efficiency and sophistication of telecommuting.

3. History and local conditions

○On April 5 and 7, it was discovered that a student of the University was infected with coronavirus (COVID-19). Besides, the government declared a nationwide state of emergency for a coronavirus infection on April 16, and in response, Tohoku University raised the Tohoku University Action Plan (BCP) to Level 4 on April 17 to ensure the health and safety of its faculty and staff and to prevent the spread of infection.

○The government's declaration of a state of emergency on May 4 was extended to May 31, leaving all prefectures covered, however, 34 prefectures, except for those in the designated warning areas, will gradually shift to a "balanced approach" to prevent the spread of infection and maintain socio-economic activities. In response, Miyagi Prefecture cancelled the emergency measures, including the request for closure, as scheduled on May 6. There have been no new cases of infection in Miyagi Prefecture since April 29th.

○On May 7, the government announced, with input from a meeting of government experts, if certain criteria are met at the May 14 stage, the state of emergency will be lifted in a phased manner for each prefecture (including designated warning areas) before the May 31 deadline.

Appendix: Principles to be followed in the conduct of research activities

1. Thoroughly prevent contact and droplet infection.

(1) Prevention of close-contact infection

- Materials and equipment (e.g. phones, computers, desks with a free address, etc.) **should not be shared by more than one person and should be thoroughly disinfected.** Thoroughly disinfect all Human-Touch Surfaces (door knobs, elevator buttons, etc.) at your workplace.
- **Wash hands** thoroughly with soap and use alcohol for hand sanitizing.

(2) Prevention of droplet infection

- **Wear a mask and maintain a sufficient distance (2 meters or more) between people in the laboratory.**
- Attention shall be paid to appropriate time management so as to keep working hours as short as possible.
- Use video conferencing, phone calls, and e-mails to avoid having meetings even in laboratories.

(3) Thorough ventilation, etc.

- If the building in which the workplace is located has mechanical ventilation (air conditioning and mechanical ventilation equipment), the ventilation equipment shall be properly operated and maintained. If the windows can be opened and closed, **windows should be opened at all times to provide ventilation, essentially at all times.**

2. Be sure to take good care of your health.

- Be sure to take care of your health daily, including morning and evening temperature checks, and keep a record.
- Those who have even the slightest symptom must work from home and never come to work.

3. Maintain a roster of all staff and keep a record of their activities, including their entry and exit.

- A record of the individual's history of activities, such as entering and leaving the room, should be kept so that contact can be tracked.
- Establish an emergency contact system for all staff.

4. Ensure that infection prevention actions are taken on the way to work.

- When using public transportation (trains, buses, taxis, etc.), commuters **should use staggered commuting** and actively try to use methods that do not use public transportation (e.g. bicycle commuting, walking).
- When using public transportation, **wear a mask and suppress unnecessary conversation.**
- Wash hands and disinfect hands and fingers with alcohol after going to work and returning home.

5. Take all necessary measures to ensure safety.

- Comply with all relevant laws and regulations and take necessary measures to ensure the safety of the laboratory.
- Avoid working alone.
- Establish an emergency communication and reporting system.