

May 28, 2020

Dear FRIS members:

Subject: About correspondence when new type coronavirus infection is suspected

If you are a report target person, please contact FRIS COVID19 headquarters for the following matters.

**FRIS COVID19 headquarters:** [fris-covid19@grp.tohoku.ac.jp](mailto:fris-covid19@grp.tohoku.ac.jp)

1. Report target person

(1) Person who is suspected of being infected

- ① Those who cohabitants were affected
- ② Those who contacted the call center in Sendai or Miyagi Prefecture and received instructions
- ③ Those who have been examined by a medical institution as instructed by the call center

(2) Person who is considered to be a close contact (specified by the public health center)

(3) PCR test taker

(4) Person who is furloughed

- In case of suspected close contact with the infected person (if you talk for more than 2 minutes within 2 meters)
- When the infected person stays in the same space (in the same room) where he / she was born for a long time (more than 2 minutes) on the day of the stay (in a sealed space, even a short time is not possible)
- If the building where the infected person has been living is staying for a short time on the day when the infected person is staying and using shared items (PC, table, sofa, pot, refrigerator, remote control, etc.)
- When the infected person has stayed for a short time and is using a shared article after the day when the infected person stayed in the same room (in the same room).

2. Report items

- Name
- Job title
- Contents of report
  - Received instructions from the call center
  - Visited a medical institution under the direction of the call center
  - Results of PCR test revealed
  - COVID-19 cured
  - It was made a close contact by the public health center
  - A cohabitant suffered from COVID-19

Subject: Response to a new type of coronavirus infection at FRIS

In the event of an outbreak of an infected person, we ask that you take appropriate measures as follows

1. Initial response to an outbreak of an infected person
  - 1) 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, or staff member) has been infected with a new type of coronavirus infection, contact the Office Director\* immediately.
  - 2) Communication between Headquarters and FRIS, including holidays and evenings for these communications, shall be conducted by the Office Director.  
\*Weekday contact phone: (92) 4400 ext.  
Email: k-hashii@tohoku.ac.jp  
Holiday and evening contact 022-795-5761 (FRIS common phone: forwarded to Office Director)  
(If you can't get through, please call 090-8922-9971 (Technical Staff))
  - 3) Assistant professors residing in a mentor department should first follow the initial response of the mentor department, and then contact the above contact of FRIS.
2. Internal response system
  - 1) In the event of an outbreak of an infected person, the Office Director of the FRIS Office will notify the Institute Director and the Environment and Safety Promotion Division of Headquarters.  
In case of students, the Office Director contacts his/her graduate school as well.
  - 2) Establishment of an internal task force (Members: Institute Director, Chairman of the Safety Management Committee, Professor of the Planning Division, Technical Expert, Office Director, Person in charge of General Affairs of the Office)
  - 3) Make the measures known to all members  
Examples:
    - Internal notification of an outbreak of an infected person
    - Check the route and the range of the contact person
    - Disinfection and ensuring the safety of employees in the same workplace
    - Standby at the home of the person with the thickest contact  
(If a student is infected, the student who lives in the same room will stay at home, etc.)

The latest information is also posted on the following websites of the University and FRIS, so please check them periodically.

[University Website (Infectious Disease Information)]

<https://www.tohoku.ac.jp/japanese/disaster/outbreak/01/outbreak0101/>

[FRIS Website (Infectious Disease Information)]

[http://www.fris.tohoku.ac.jp/about/information\\_of\\_covid2019/](http://www.fris.tohoku.ac.jp/about/information_of_covid2019/)

Sincerely,

Kenji Tsuda

Chairman of the Safety Management Committee at FRIS

FRIS COVID19 headquarters

[fris-covid19@grp.tohoku.ac.jp](mailto:fris-covid19@grp.tohoku.ac.jp)