

# Institute for Materials Research Covid-19 Rule Book

Covid-19 Countermeasures Team 2022.12.16Ver.7

## I Introduction - Covid-19 and Required Rules

The global epidemic of the new coronavirus, which began in December 2019, is in its third year, and the cumulative number of confirmed infected people has reached about one fourth of the Japanese population. It is getting more calm than before. The number of face-to-face lectures and academic conferences has increased, and restrictions on travel to and from overseas have almost been lifted, and things are slowly returning to normal. Comparing influenza and COVID-19, there are still no highly effective and widely available treatments, but some changes in the position of COVID-19 among the laws for infectious diseases are also planned. Under these circumstances, we are moving forward by incorporating continuous measures against infectious diseases into our daily activities, assuming that the Covid-19 will continue to spread from time to time. So, what are the rules we should follow now?

### **Rule 1 Maintain good health in your daily life**

The most important thing in dealing with infectious diseases is to maintain your health all time and to do activities so as not to overwork yourself and get sick. Maintaining good health is a prerequisite for effective immunity. Being mentally and physically, relaxed, and not overtired are the foundations of maintaining good health. The importance of health management is a lesson learned anew during the pandemic.

### **Rule 2: Take a break when you feel sick**

Looking back on the pre-corona era, everyone has had the experience of working while feeling a little unwell, or having an illness that spreads to others, such as a cold, and was still active at work. If you have an infectious disease such as influenza or the Covid-19, take a break to avoid infecting others, and do telework if you are feeling unwell even slightly. It is also an important rule to always take a day off when you are not feeling well.

### **Rule 3 Voluntary action management considering risk**

The risk of infection comes in waves. When there is no epidemic peak wave, you will not be infected even if you are not careful, but during an epidemic peak wave, it is necessary to think about the risks of yourself and manage your behavior. In fact, it has been reported that the reason for the epidemic peak out is that more people take cautious and restrict actions during the peak. It is useful and effective to get along well with infectious diseases through such voluntary behavior management.

### **Rule 4 Mutual understanding and tolerance**

Varieties of people live together in our society. For example, the lifetime prevalence of cancer in Japan exceeds 50%, making it a disease that affects many people. Infectious diseases are a major risk for those who live in society while continuing treatment using immunosuppressive drugs. This is the reason why Covid-19 related public health centers are currently focusing on the elderly, pregnant women, and those with chronic illnesses. Also, there are various routes to capture the new corona virus. It is important to understand that there are people with various risks and different ways of thinking, and to maintain mutual understanding and tolerance.

## II Rules for individuals to follow under BCP1 of Tohoku University

### **Rule 1: If you have symptoms that may indicate COVID-19**

- 1) Immediately shift to telework and stay home
- 2) Contact and warn to your close contact persons. The typical close contact persons are, a) one of them talked without a mask, b) spent a long time at a close distance of about 1 m(sitting in office as next neighbors) , in the day before or two days before the symptoms appeared.

- 3) If you have a fever, check with a medical antigen test kit, etc.
- 4) If symptoms are mild, recover at home; if severe, seek medical attention immediately.

**Rule 2: If you become a positive or close contact**

- 1) Report to the IMR COVID-19 team. If you are a student, report to the graduate school office (cc to the IMR COVID-19 team by e-mail)
- 2) Stay at home for the required period according to the university's flow chart  
[https://www.bureau.tohoku.ac.jp/covid19BCP/pdf/condition/flow\\_en.pdf](https://www.bureau.tohoku.ac.jp/covid19BCP/pdf/condition/flow_en.pdf)
- 3) If the self-test is positive or the case is not subject to the notification of the positive from the medical institution, register the positive person via the Internet site of the city or prefecture.

**Rule 3: Prepare in advance for self isolation**

- 1) Prepare thermometers, pulse oximeters, antipyretics, cold medicines, medical antigen test kits, drinks, gel drinks, frozen foods, preserved foods, etc. during an epidemic.



**About inspection**

**1) Medical antigen test kit**

Medical antigen test kits are effective for confirming symptoms when you have a clear symptom such as fever, but they are not suitable for asymptomatic screening due to qualities in sampling due to self-collection and limited sensitivity. It is recommended that you bring it with you in case you have a fever or other symptom. When traveling overseas, please bring it together. It is recommended to keep it in stock at home.

**2) PCR test kit**

PCR tests are highly sensitive and can detect asymptomatic cases. Considering that there will be a certain percentage of positive people at the test site during an epidemic, it is desirable to use mail-in tests.

**III Workplace measures under BCP1**

**Rule 1 - Thorough ventilation measures**

- 1) Ventilate the room regularly.
- 2) The meeting room and crowded office should be monitored with a CO2 monitor, etc., ventilated, and kept clean.
- 3) Wear a non-woven mask to prevent infection.
- 4) Use an air purifier.
- 5) Be careful not to overcrowd your work area.

**Rule 2—Strict Hygiene**

- 1) Thorough daily hygiene management
- 2) Wash your hands at appropriate times. Have the items ready for that.
- 3) Clean the workplace on a daily basis and maintain a good environment.

## **IV Business travel under IV BCP1**

### **Rule 1 Rules for domestic business trips**

- 1) Submit a business trip plan. Google form registration is not required for BCP1
- 2) In preparation for poor physical condition, keep information on your health insurance card, bring your regular medicines, etc.
- 3) If you feel unwell, immediately stop business trips and seek medical attention if necessary.
- 4) Comply with the rules of the business trip destination.
- 5) Modify your action according to the level of risks.

### **Rule 2 Rules for international business trips**

- 1) Submit a business trip plan.
- 2) You will continue to be required to report to the university, so please pre-register with the Google form from the COVID-19 team portal.
- 3) If you are going on a business trip to an area with an infectious disease risk information level of 3 or higher, consult with the COVID-19 countermeasures team in advance.
- 4) Bring a thermometer, an antigen test kit, and regular medicines for case you feel unwell.
- 5) Obtain appropriate travel insurance and know the contact information of a support desk that can receive hospital referrals.
- 6) Seek medical attention if you feel unwell in the field.
- 7) If you test positive, check with the airline about the conditions for boarding the return flight.
- 8) Modify your action according to the level of risks.

### **Rule 3 Post-business trip rules**

- 1) There will be no waiting period after business trips, either domestically or internationally, but elf health observations must be strengthened.
- 2) If you feel unwell, immediately shift to telework or stay at home.
- 3) Conduct tests if novel coronavirus is suspected.

## **V Visitors, Joint Research, Visitor Acceptance**

### **Rule 1 Visitors other than joint use must register using the google form.**

- 1) Visitor registration: Please register with the google form before coming to IMR.
- 2) It is also possible to enter using the contractor's QR code for pre-registered persons.
- 3) Those who are unwell, those who have been in close contact, or those who have tested positive cannot come to IMR.

### **Rule 2 Joint users must register in advance with joint research notification**

- 1) Register in advance, including those on campus.
- 2) Those who are not feeling well, those who have been in close contact, or those who have tested positive cannot come.
- 3) If you test positive or become a close contact person, please register again after confirming that you are in good health after the finish of the waiting period. Pre-registration in anticipation of the end date before the end of the waiting period is not permitted.
- 4) Visitors conducting experiments and field work are required to have insurance for injuries and accidents, liability insurance, and receive appropriate safety education.

## **VI Holding an event**

### **Rule 1 Pre-registration for events with more than 50 people**

If you plan to use the IMR conference room or facilities for an event with more than 50 people, please register in advance to use the conference room spreadsheet or contact the COVID-19 countermeasures team.

### **Rule 2 Observance of Tohoku University Event Guidelines**

Comply with Tohoku University's guidelines for holding events.

[https://www.bureau.tohoku.ac.jp/covid19BCP/pdf/campus/event\\_guideline\\_en.pdf](https://www.bureau.tohoku.ac.jp/covid19BCP/pdf/campus/event_guideline_en.pdf)

## **VII In the event of an earthquake, fire, or other disaster**

**Rule 1 In the event of an earthquake, fire, or other disaster, evacuation and ensuring safety take top priority, so prevention of infection will not be prioritized until evacuation is completed and safety is confirmed.**

- 1) Evacuation sites will be designated as planned, but after gathering, keep distance between groups as much as possible and keep quiet without unnecessary conversation.
- 2) Immediately put on the mask attached to the helmet to prevent smoke and infection.
- 3) After confirming safety, if you continue to wait outside the station, the command and control team will instruct you to disperse the evacuation sites.
- 4) In the event of a large-scale earthquake, etc., prevent infection by sending unnecessary personnel home to reduce the density.
- 5) Even when opening evacuation sites and command and control centers, reduce the density in consideration of infection prevention.

## **VIII When BCP rises**

If the BCP rises, the COVID-19 countermeasures team will issue a response policy.