

To all Joint-Use Researchers

Information about Measure for the Prevention of COVID-19 and Request for Cooperation

It will likely be a long-term effort before the complete end of worldwide pandemic of COVID-19. Attached is a guideline produced in order to promote joint-use/research at IPM while paying ultimate attention to prevent the spread of COVID-19, which has been approved at today's Steering Committee Meeting for Joint Use/Research of IPM.

In accordance to the guideline, acceptance of visitors for domestic joint-use/research (general joint research and joint use of facility) will be resumed from June 19, 2020. International joint research will continue to be suspended for the time being, although for those who are currently staying in Japan, it is possible to follow the guideline for domestic joint-use/research. Please consult with us when necessary. Workshop is recommended to be held online for the time being.

The situation may change and revisions to the guideline may be made from time to time depending on changes in the situation of spread of COVID-19 nationally and worldwide and the policies of the Japanese government, Tottori prefecture and Okayama University. All joint-use researchers should take a look of the latest version and make every effort to prevent the spread of COVID-19 while carrying out research at IPM.

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Guideline for complementing joint use research at the Institute for Planetary Materials
to prevent of spread of the novel corona virus infection (for Joint-use researchers)

Created : June 17, 2020

Purpose

This guideline has been created in order to resume and promote joint use/research at IPM while paying ultimate attention to the prevention of spread of COVID-19. Revisions may be made depending on changes in the situation of spread of COVID-19 nationally and worldwide and the policies of the Japanese government, Tottori prefecture and Okayama University.

All joint-use researchers should take a look at the latest version and make every effort to prevent the spread of COVID-19 at IPM.

Basic condition for accepting visit by joint-use researchers:

We will carefully resume the joint research by carefully monitoring the spread of novel coronavirus infection and the policies of the Japanese government, Tottori prefecture, and Okayama University.

Basically, joint use research is allowed only when the education and research activity restriction level of Okayama University is below level 1. When the restriction level is lifted, joint use research is conducted as usual. Below is the guideline at restriction level 1.

Condition of each category:

◆ Domestic Joint Use Research (General Joint Use ・ Joint Use of Facility)

Joint use researchers are allowed to visit IPM only when the state of emergency declaration is lifted in a prefecture where the joint use researcher's affiliation is located and no request for restraining of travel across the prefecture is made by Tottori Prefecture and Okayama University. However, the following cases will not be allowed to visit the institute.

1 . Health condition at the time of visit

1-1. those who have a fever with body temperature above 37.5°C (or 1°C above normal body temperature)

1-2. those who have difficulty breathing or fatigue.

1-3. those who have difficulty in smell or taste.

2 . Behavior within 14 days from the day of visit

2-1. those who have been in close contact with people infected with COVID-19.

2-2. those who have had symptoms of fever or difficulty breathing or fatigue, or those whose family have had such symptoms.

2-3. those who have travelled to a foreign country.

2-4. those who have traveled to region under state of emergency, or region Tottori prefecture or Okayama University is recommending not to visit.

- Joint Use research could be conducted without visit if both sides agree that the experiment or analysis can be carried out by IPM staff.
- Flexible measures such as postponing to the next fiscal year may be considered, if the accepted joint use research is difficult to conduct in this fiscal year due to the spread of

the corona virus infection and the principle investigator wishes to do so.

◆ International Joint-Use Research

- According to the Okayama University guidelines, visit of the researchers from countries where infectious disease risk level is 2 or above (transit included) is prohibited.
- Joint Use research could be conducted without visit if both sides agree that the experiment or analysis may be carried out by IPM staff.
- Flexible measures such as postponing next fiscal year may be considered, if the accepted joint use research is difficult to conduct in this fiscal year due to the spread of the corona virus infection and the principle investigator wishes to do so.

◆ Workshop

Only online meeting is allowed when the education and research restriction level is over 1.

◆ Internship Type

International call for application will not be done until the corona virus infection is terminated. Domestic call for application will not be done when the education and research restriction level is above 1.

Precautions for Visit by Joint Use Researcher:

- When a joint-use researcher applies to visit IPM, the administration staff in charge will send the applicant “Guideline for complementing joint use research at the Institute for Planetary Materials to prevent of spread of the novel corona virus infection (for Joint-use researchers). The perspective visitor must abide by the guideline.
- When the Joint use researchers visit IPM, the visitor is asked to first go to the administration office for administrative procedure as well as to fill in the required questionnaire form for health condition (currently in Japanese only). Please obtain signature from the host faculty and submit it to the administration office.
- The Joint use researcher is asked to fill in and submit the required questionnaire form for health condition every day. To reduce transmission of COVID-19 via contact, you may submit the filled form to both the administrative staff, Ms. Tani (tani-m@adm.okayama-u.ac.jp) and host faculty via e-mail every day from the second day of your stay at IPM.
- During the stay, measure your body temperature every morning. The joint research must be stopped immediately if symptoms of COVID-19 are found. Please report to the administration office (TEL 0858-43-1215) and host faculty by phone or e-mail (Refrain from visiting the administration office)
- If the joint use researcher is identified as a close contact of an infected person during the stay, report to the administration office (TEL 0858-43-1215) and host faculty by phone or e-mail and follow the instructions of the public health center.
- During the stay, make sure to keep enough physical distancing (2 m), wash hand frequently and wear face masks.
- During the stay, reduce risk of infection out of campus by wearing mask, avoiding going to crowded places, gathering for eat & drink, etc.
- Please contact the IPM administration office and host faculty by phone or e-mail immediately if you are found to be infected within 2 weeks after your stay at IPM.

Precautions at Misasa Guest house (For Users)

- Hand disinfect at entry (Hand sanitizer is prepared)
- Measure a body temperature every morning. (Non-contact thermometer is prepared in a lobby)
- If you have a fever or symptoms of COVID-19, please stay in your room avoiding contact others and call or e-mail the IPM administration office and host faculty to discuss.
- Keep enough physical distancing (2m), wash hand frequently and wear face masks.
- Refrain from face to face eating and chatting in a public space (lobby etc). (Breakfast is not served for the time being)
- Please do not let others enter your room.
- Ventilate your room frequently by keeping the windows open, etc.
- Refrain from simultaneous use of public bath (hot spring) by several persons on 1st floor
- Please contact the IPM administration office and host faculty by phone or e-mail immediately if you are found to be infected within 2 weeks after your stay at IPM.
- If the infected persons who stay in the guesthouse are found, the instruction from the public health center will be followed. If necessary, guest house users who stayed during the same period and relevant IPM staff may be informed while paying attention to the proper handling of personal information.