

Prevention Measures against COVID-19 at KEK Tsukuba Campus

We at KEK Tsukuba Campus set the following measures and take actions to prevent COVID-19 infection.

◇ **Releasing general information on the prevention measures**

【Buildings】

- Lay out and present general infection prevention measures
 - Enough physical distancing from other people
 - Strict practice of handwashing/disinfecting hands (Put disinfectant dispensers in multiple locations)
 - Mask wearing
 - Ventilation of rooms
 - Placing posters
- Lay out and present precaution checklist for holding conferences and meetings
 - Re-evaluate the necessity of holding face-to-face conferences or meetings with more than 10 attendees
 - Encourage to use virtual meetings/video conferencing
 - In principle, mask wearing and physical distancing among attendees around 1 to 2 meters are required during conferences or meetings
 - Ventilate the venue and require handwashing/hand sanitizing when entering and exiting the venue

◇ **Information and Security Facilities**

【Information Center】

- Collect and check pledge submitted by visitors (Check health conditions of contractors and KEK users)
- Put up posters/notices promoting awareness of avoiding 3Cs—Closed spaces, Crowded places, Close-contact settings
- Disinfect pens/office supplies used to fill out entry records
- Install vinyl shields at reception counter to prevent droplets transmission
- Install a signboard calling to attention

◇ **Welfare Facilities (Cafeteria, Café, Grocery Store, Barber Shop, Sports Facilities, Employee's Center)**

【Cafeteria, Café, Grocery Store】

- Install vinyl shields to prevent droplet infection at food counters and cashiers
- Mark the floor with tapes to help keep social distance around ticket vending machines and

cashiers

- Decrease the number of chairs to keep space between customers
- Put additional outside tables
- Put disinfectant dispensers for hands
- Put up posters encouraging handwashing, social distancing, and “New Lifestyle”
- Planning to install acrylic plates for tables to prevent droplets transmission

【Barber Shop】

- Disinfect seats and other things for each customer visit
- Regular ventilation of the room

【Sports Facilities · Employee’s Center 】

- Create and notify guidelines for facility usage for users
- Put disinfectant dispensers for hands
- Put disinfectant dispensers for equipment
- Collect forms regarding COVID-19 infection from users who are not KEK employees

◇ **Accommodation facilities for KEK users (Dormitory and apartment)**

【Common areas】

- Install vinyl shields at reception counter to prevent droplets transmission
- Regular disinfection of frequently touched objects and surfaces in common areas such as reception counter or lobby
- Regular disinfection of shared restrooms in Common Building, Building #1, and #2.
- Regular ventilation of common rooms such as lounge and kitchenette areas
- Additional installation of disinfectant dispensers for hands
- Place “New Lifestyle” poster

【Guest Rooms】

- Disinfect frequently touched objects and surfaces (doorknobs, beds, desks, chairs, bathrooms, switches)
- Regular ventilation of rooms

【Facility operation staff (front desk and cleaning staff)】

- Health condition and temperature check before work (staff who has symptoms such as fever is refrained from working)
- Frequent handwashing and wearing a face mask while working

【Making payment for accommodation fee】

- There are four ways to make payments for accommodation fees (dormitory only). To minimize the risks of the infection, please use the payment methods that does not require face-to-face

contact such as 2. and 3. listed below:

1. Pay at Users Office by cash or credit card
2. Online payment via portal-site (Available for dormitory stay only) ※
3. Offsetting accommodation fee against travel expense paid by KEK (Available only for those whose travel expenses are covered by KEK)※
4. Bank transfer

※Available only for those who stay in the dormitory and not the apartment.

◇ **Visitors Facilities**

【Communication Plaza】

- Collect names from visitors and check for their health conditions
- Install vinyl shields at reception counter to prevent droplets transmission
- Mark the floor with tapes to keep social distance at the reception counter
- Regular cleaning and disinfection of frequently touched objects and surfaces such as switches for displayed items and handrail
- Regular ventilation of the building
- Keep enough spacing between seats in the “theater corner”
- Place “New Lifestyle” poster