

---- UNOFFICIAL TRANSLATION ----

Guidelines for COVID-19 Infection Prevention Measures in the Office

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INTRODUCTION

Companies have achieved results in controlling COVID-19 infection, by deploying various initiatives aimed at preventing infection, protecting the lives and health of related parties, including employees, customers, transaction parties, and local residents. However, considering that it may take a long time until the infection comes to a complete end, the role of expanding contribution to people's lives through business, as well as preventing the spread of COVID-19 by advancing efforts for further infection control, will be expected going forward.

Based on the government's "Basic Policies for Novel Coronavirus Disease Control", analysis and advisory of the Expert Meeting on the Novel Coronavirus Disease, etc., this guideline was compiled as a reference, dealing in basic issues in implementing COVID-19 prevention measures at business operator offices, suited to actual conditions of individual industries and workplaces. ("Office" here refers to the notion of the workplace in the Industrial Safety and Health Act, where employees conduct administrative tasks. Hereinafter, referred to as "office.")

Business operators are requested to take preventive action against COVID-19, based on the "Basic Approach to Infection Prevention" and "Specific Measures to be Taken" outlined in this guideline, as well as the guidelines, etc., indicated by their respective industry groups, etc., by fully understanding the intent and details of the basic policy. To this end, they may incorporate originality and ingenuity with consideration to the manner and type of each office, etc. by holding Health Committees, etc. as necessary.

Furthermore, rather than focusing only on infection control measures at their own workplaces, business operators are requested to proactively contribute to supporting the measures to prevent the infection's spread of other business operators including transaction parties and medical personnel by providing/sharing information, etc.

This guideline is intended to be used for business activities, not only under the State of Emergency Declaration, but even in stages after the Declaration ends, for the duration until a stage is reached wherein the health, safety, and security of the companies' relevant parties can be fully secured due to minimization of the risk of COVID-19 infection, establishment of treatment methods from early diagnosis to severity prevention, development of a vaccine, etc. The contents of this guideline were created by obtaining insight from relevant ministries and experts. The guideline will continue to undergo occasional necessary reviews based on the infection's movements, expert insights, basic policy revisions, etc.

BASIC APPROACH TO INFECTION PREVENTION

Business operators shall assess the risk of infection depending on the characteristics of each workplace and take the appropriate measures by enhancing the framework for measures

with the understanding that efforts for infection control at the workplace and offices will lead to preventing the spread of infection in society overall.

In particular, business operators shall strive to exercise consideration for forms of commute, communicate thorough practice of individual infection prevention measures, enhance measures in the workplace environment, etc.

SPECIFIC MEASURES TO BE TAKEN

Framework for infection prevention measures:

- Executive management shall take the initiative in preparing a framework for examining formulation of and changes to COVID-19 infection prevention measures.
- Fulfill the obligations under related laws and regulations as Infectious Disease Law, Special Measures Law, Act on Special Measures for Pandemic Influenza, etc. and utilize the help of the Health Committee and industrial healthcare workers such as industrial physicians, etc., based on industrial safety and health-related laws and regulations.
- Constantly collect accurate information about COVID-19 through national and local government, industry groups, etc.

Ensure health

- Have employees confirm their body temperature and whether there is no symptom which COVID-19 infection is suspected before they report for work. Recommend those who do not feel well to take various leaves. If any employee gets sick while at work, immediately have him/her go home, if necessary, and standby at home.
- Confirm every day health condition of the employees who are to stay at home for cure due to symptoms such as fever. When such symptoms disappear, and decisions are to be made whether to allow them to report for work, refer to the guidelines of various societies^{3 3}. If there is no improvement in the symptoms, instruct them to consult with doctors or public health centers.
- The above shall also apply to temporary staff and vendor workers within the workplace through the staffing service providers and vendors.

Commuting

- Reduce frequency of commuting to work for relieving the congestion of public transportation by considering various work patterns including telework (working from home or at satellite offices), staggered work hours, working by rotation (by dividing working days and working hours), irregular working hours system, and four-day week system.
- Employees who are able to report for work without using public transportation can be allowed to use their own cars, etc., paying attention to the prevention of commuting accidents, in light of the road conditions and parking availability.

At work

- Review allocation of employees as much as possible in order for them to maintain a certain distance (2 meters if possible) from each other.

- Ensure employees periodically wash their hands, including at the start of the work or after the break. Provide water supply facilities and soaps required for this. In an environment where water supply cannot be used, provide hand disinfection agent.
- Prompt employees to wear masks while at work.
- Allow ample space among seats to prevent droplet infection. Avoid face-to-face seating arrangements without partitions. Arrange seats diagonally or side by side as much as possible (even in such cases, take measures such as providing at least 1m distance from each other).
- Open windows, if possible, at least 2 times per hour for ventilation. Try to ventilate the entire building and individual working spaces. Opening windows is not necessary if ventilation is provided mechanically.
- Take measures to minimize goods shared with others or places frequently touched by hands.
- Shield places where people frequently meet face-to-face with acrylic boards or transparent plastic curtains.
- When working outside the office, keep distance from crowds by avoiding using public transportation during rush hours, etc.
- When traveling for business, beware of the infection status of the destination and cancel nonurgent business trips.
- Record the person(s) who the employee visits, visiting hours, routes taken, and location visited when working outside the office or going for business trips.
- Consider holding meetings and events on-line.
- Consider holding Shareholders Meeting without shareholders visiting the location by promoting execution of voting rights in advance.
- When holding face-to-face meetings, wear masks and provide ventilation. Take measures as to not have people sit close to or facing each other by reducing the number of seats or placing marks on desks that should not be used.
- Carefully examine the necessity of participating face-to-face meetings and events outside the office. When participating, limit the number of participants to the minimum and have them wear masks.
- Consider holding recruitment briefings and interviews on-line.
- When teleworking, refer to the guidelines of the Ministry of Health, Labor and Welfare 4 4 and give consideration to appropriately grasping work hours and providing appropriate work environment.

Staff lounge/breakrooms

- Regularly sanitize/disinfect commonly used furniture (tables, chairs, etc.)
- Make sure to wash hands before and after using the rest area.
- When resting including taking a short cigarette break, take measures in maintaining a 2-meter distance as much as possible, such as by avoiding the rest area if it reaches a certain number of people, creating more rest areas or taking a break during off-peak hours.
- Thoroughly observe the prevention of the 3 C's such by maintaining space, regular ventilation, etc. especially in indoor rest areas.
- Make sure to maintain a 2-meter distance as much possible when eating at places such as dining areas, etc. by eating during non-peak hours or sitting one chair apart.

If these cannot be done due to the limitations of the facility, try to sit without facing each other.

Washrooms

- Regular cleaning of the toilets and urinals should suffice, but toilets and urinals in places used by an unspecified large number of people need to be thoroughly wiped clean.
- For toilets with lids, place signs indicating to put the lid back on the toilet seat before flushing.
- Disable the hand dryers, prohibit the use of shared towels, and either set up a paper towel dispenser or have employees bring their own towels.

Facilities and equipment

- Frequently clean and disinfect commonly used items such as doorknobs, light switch, handles/handrails, elevator buttons, trash bins, telephones, commonly used tables and chairs.
- Collect trash frequently, wrap any trash with mucus or spit in plastic bags. Employees who have cleaning duties such as taking out the trash must wear masks and gloves and wash their hands after cleaning up.

*Use the most effective disinfectants such as sodium hypochlorite solution or ethanol alcohol, etc. for cleaning facilities and equipment.

Entering the office premises

- Consider the necessity, etc. of having external parties such as clients come to the office. If the entry of such parties is approved, require them to take infection prevention measures in the same manner as the internal staff.
- Explain to companies where these external parties belong, etc. about the internal infection prevention measures to gain their understanding and cooperation in enforcing these measures.
- Consider exchanging business cards online.
- Increasing employees' awareness of infection prevention measures, etc.
- Ensure employees understand the importance of the infection prevention measures, and encourage transformation of their behaviors including those in daily life. For these reasons, make efforts such as informing employees the announcements made so far by the Novel Coronavirus Expert Meeting including "10 Tips to Reduce Person-to-person Contact by 80%"⁵ and "Practical Examples of 'New Mode of Daily Life' "⁶.
- With regard to employees who use public transportations and public facilities (libraries, etc.), make sure they wear masks, follow "cough etiquette," and refrain from talking in a vehicle or any other closed spaces.
- Respect human rights of patients, infected persons, medical workers, people returned from abroad, their families, children, etc.
- Give careful consideration for smooth "return to work" of employees recovered from COVID19 and persons related to them. Inform employees and increase their awareness so that those returned will not be discriminated at workplaces.
- Encourage employees to use various leave programs or work from home if they have any health concerns of having symptoms such as fever or taste/smell disorders,

including symptoms other than those observed in COVID-19, if they are likely to have had close contacts, or if their family members living together became infected.

- Instruct employees to stay home if in the past 14 days they traveled to countries, regions, etc. where entry to Japan is restricted by the government or those subject to the observation period after entering Japan, or they had close contacts with those who reside there.
- It is desirable to encourage the transaction parties, etc. to make the same efforts.

RESPONDING TO CASES WHERE INFECTED PERSONS WERE CONFIRMED

Cases where employees were confirmed to have been infected

- Follow the instructions given by the public healthcare center and medical institutions
- Disinfect the workplaces of infected persons based on their areas of activities. Consider instructing employees at the same workplaces to stay home.
- Respect human rights of infected persons, and pay attention to ensure individual names will not be identified. Moreover, appropriately handle the personal data [obtained] for the purpose of preventing the further spread of COVID-19 infection, considering personal information protection.
- In cases where infected persons have been confirmed in offices, whether to publicize it and the method of publication shall be considered in accordance with the situation, considering personal information protection as mentioned above and also based on public health demand.

Cases where employees of other companies in the same multi-tenant building were confirmed to have been infected

- Follow the instructions given by the public healthcare center, medical institutions, and the lessor of the building.

OTHER

- Establish a contact system between the General Safety Health Manager / Health and Safety Promoter and the public healthcare center to cooperate with the public healthcare center in its interviews, etc.