

Guidance for Conducting Research Safely during COVID-19 Pandemic

June 1, 2020

Research Promotion Department

In order to prevent the spread of the coronavirus, please follow the guidelines below when conducting research:

General Guidelines

- Remote working and rotation of schedules are encouraged to minimize time spent in labs or research facilities.
- Always keep lab safety in mind. Maintain a distance of 2 meters whenever possible (at least 1 meter) between each person present in the lab including students, researchers, and research staff.
- For meetings, video conferencing is strongly encouraged when safety measures are in place to maintain information security. Data analysis and other work that can be done remotely should be done at home.
- It is strongly recommended to keep a log to record names, entry and exit times for labs and research facilities.

Safety Guidelines

- Create operational plans and schedules for labs and facilities in order to avoid '3 Cs'. (i.e. reduce time spent in labs while avoiding crowding)
- Disinfect 'high-touch surfaces' that are handled frequently by numerous people such as display screens of lab equipment, light switches, doorknobs in labs. If possible, minimize contact with high-touch surfaces by keeping doors open, etc.
- Wearing a face mask and gloves is mandatory in labs and research facilities where multiple people must work at the same time. The use of face shields, acrylic boards, and transparent vinyl curtains, etc. to create barriers is also recommended.
- A faculty member must be present when an experiment is conducted in lab or a facility is in use. As a precaution, safety measures should be taken such as informing at the start and end of a facility use, keeping a record of them, and confirming ways to contact in case of emergency, etc.

Other

- A research that involves animal experiments, genetically modified organisms (including microbes, plants and animals), pathogenic microorganisms, and radioactive substances must be conducted in strict compliance with all applicable laws and regulations.