How to prevent the spread of the novel coronavirus within NIBB

Please refer to the link below from WHO for more information about how best to protect yourself. https://www.who.int/emergencies/diseases/novel-coronavirus-2019

The key to preventing the spread of coronavirus infection is by making sure that we all adhere to a strategy that ensures that we are not unintentionally infecting each other by any unconscious actions we perform. A way of tackling this in a broader sense is by restricting the amount of time we spend engaged in face to face contact with others. If we do have to meet a colleague or any other NINS member, we should try to wear surgical masks.

Another way of preventing the spread of infection is by doing our best to not pass on any germs to other parties. Said germs can be transferred to others via saliva droplets in the air (i.e. ones that originate from coughing or face to face conversations with others) or from our hands (i.e. contact with a doorknob that has these pathogens on it).

Therefore, we ask you to consider doing the following:
1) Minimize gatherings which involve large numbers of people.
2) Effectively utilize the ‘telework’ system or take vacations when possible.
3) Please consider holding meetings via teleconferencing applications like Skype or Zoom. If you do have to hold a meeting that involves in person contact, be sure to wear a surgical mask.
4) Adhere to the standard etiquette found in Japan if you must cough. also, be sure to disinfect your hands using the ethanol hand cleanser distributed throughout NIBB.

Correct way of disinfecting your hands using alcohol-based disinfectants

An effective way of staving off the coronavirus infection is by disinfecting one’s hands with ethanol hand cleanser (a 70 to 80% ethanol solution). As mentioned earlier in this instruction manual, this has been distributed throughout the NIBB building.

1) Ensure that you regularly wash your hands (up to washing under your fingernails) before you use the aforementioned hand cleanser. Rinse off all soap with sufficient water and make sure that your hands are completely dry upon finishing the process.

2) Progressively dry your hands off while applying the cleanser to both your hands and fingers. This will increase the likelihood of it being effective.

3) If you need to disinfect a surface or object like a handrail or doorknob, use a thicker variety of paper towel with 0.02% solution of sodium hypochlorite. (Caution: Do not use hypochlorous acid, but sodium hypochlorite solution)
As some metallic items can rust by sodium hypochlorite, be sure to remove the disinfectant by wiping it off with a paper towel soaked in clean water 10 minutes after the initial disinfection. You should generate a solution of 0.02% sodium hypochlorite for use every time you do this.

Be aware that preparing this solution in advance can weaken its effect. Also note that should you choose to mix these solutions well before application, please take care that you store them in PET bottles that are clearly marked so as to indicate their contents and make sure they are kept in a place far from the reach of small children. This is to ensure that others do not drink them by accident.

For further reference, please refer to the links below.

Proper etiquette in Japan when sneezing/coughing
https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000187997.html

1. Wear a surgical mask

2. Cover your mouth and nose with a tissue or handkerchief.

3. Try to cough or sneeze into the crook of your elbow or sleeve if you aren’t wearing a mask.

Please make sure that you properly read the instruction manual included with your surgical masks to ensure that you put them on correctly. This should result in the mask cover the area spanning from your nose to your chin with no gaps being present that will allow saliva/pathogens to escape.

Immediately throw out any tissues that you have used to cover your mouth and nose with when sneezing/coughing.

What not to do
Cover your mouth with your hand when coughing or sneezing.

If you try to do this, you will be transferring the germs from your cough or sneeze directly onto your hands. This will then come into contact with items in the area such as doorknobs. This in turn will increase the chance of others catching your illness should they touch the item that is coated with your germs.

Coughing with your mouth facing straight ahead

Your saliva is projected across an area of up to roughly 2 meters when you cough or sneeze. This saliva may contain pathogens which could potentially infect others who come into contact with them.