

## **Notes on Business Travel (Updated June 17, 2020)**

### **(1) Domestic Business Trip**

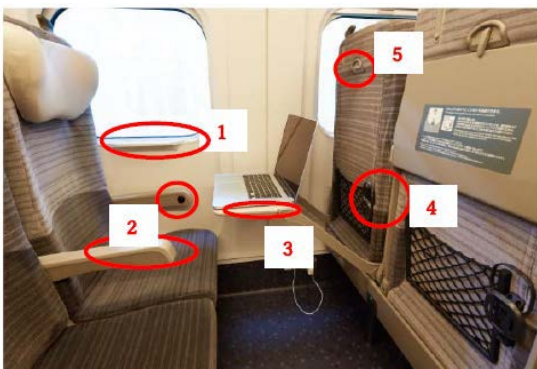
- Refrain from unnecessary business trips that involve cross-county travel in order to reduce contact with people.
- Be aware of the local infection situation in the area(s) that you are traveling to. Do not go if there is a high chance of infection. Do not take unnecessary risks.
- When traveling on business, keep a record of the people you meet, the time, place and route taken so that you can trace your steps if necessary.
- Do not travel if you feel unwell, have a fever, cough, shortness of breath or other symptoms of illness. Postpone your trip.
- Make sure you know in advance what to do if you fall sick during a business trip.
- Have a contingency plan so that you can change or cancel the trip if you have to.
- Do not go downtown on a business trip.
- Do not go out for dinner even if you are invited by someone you are supposed to be meeting with.
- Always act in moderation. (Remember that you are a representative of the university. Avoid behaviors that cannot be explained to your family and/or workplace.)

### **(2) Precautions to take when traveling by bullet train (shinkansen), airplane, bus or other forms of transportation**

- Do not travel if you feel unwell or if you have symptoms such as coughing.
- Try to avoid travelling during peak hours and refrain from talking during the ride.
- Keep in mind travel etiquette. Ensure that you wear a mask and that your mouth is covered when you cough/sneeze.
- Disinfect your hands with an alcohol disinfectant and wash your hands frequently with soap and water.
- When in waiting rooms at airports and train stations, avoid crowded places, wear a mask and refrain from talking.
- When purchasing tickets, waiting for a ride, or moving around, try to keep at least a meter apart from other passengers.
- Avoid touching common surfaces such as handrails.
- Avoid touching your eyes, nose and mouth while moving.
- It is better to refrain from eating/drinking while traveling. If you have to, wash your hands before and after, paying particular attention to your fingers.
- Use cashless payment methods to reduce the need to interact with others and handle money.

### **(3) Example of commonly touched surfaces that you should be careful of:**

#### On a bullet train (Shinkansen)



<https://www.jrhokkaido.co.jp/train/shinkansen.html>

- 1: Window sill
- 2: Armrest
- 3: Table (especially the edge)
- 4: Cup holders
- 5: Table lock

Although the trains are cleaned during the turnaround, the virus can still be spread through the same cloth being used during wipe-down. So be careful of touching these surfaces.

Store-bought food and drinks:



<https://douganow.jp/archives/20200401168266.html>

Please be aware that food and drinks bought in stores are often handled by many people, so try not to let the wrapping touch your mouth.

Touch screens and various machines



<https://www.jreast.co.jp/mv-guide/demo/>

Wash your hands after using touch screens (ticket machines, vending machines etc.) Hospitals have reported infections through PCs because the virus can be transmitted through your fingers if you touch your eyes, nose or mouth before washing your hands (contact infection).

To prevent infection, please wash your hands thoroughly with soap or disinfectant, especially after you get off the train/plane/bus, before you remove your mask.

The risk is never zero, but by being careful and following the preventive guidelines, you can significantly reduce the risk to yourself and those around you.