



# Distancing in daily life

Source : Centers for Disease Control & Prevention

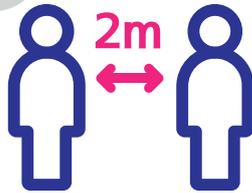
## 5 key steps for personal quarantine

Step 1



Stay home for 3 to 4 days if you're sick

Step 2



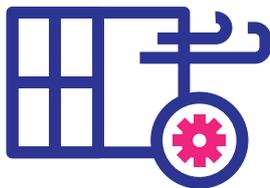
Stay at least 2 arms' length from other people

Step 3



Wash your hands for 30 seconds, cover your cough or sneeze with sleeve or into an elbow

Step 4



Air rooms at least 2 times a day, disinfect touched surfaces frequently

Step 5



Keep in touch with loved ones often, while keep physical distance further

## 4 sub steps for personal quarantine

1



wear a mask

2



sanitize environment

3



provide guideline specialized for those over 65 or high-risk group

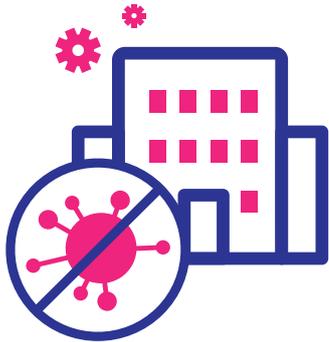
4



Have healthy lifestyle

# 5 key steps for collective quarantine

Step  
1



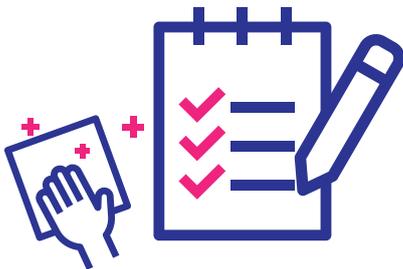
Devote collective efforts  
by community

Step  
2



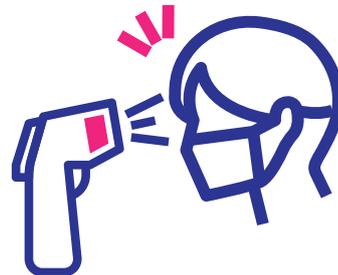
Designate a quarantine  
manager within  
a community

Step  
3



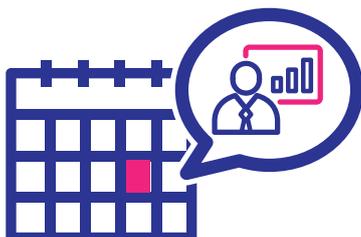
Set and follow community  
quarantine guidelines

Step  
4



The quarantine manager  
should take an active role

Step  
5



The representative and member  
of a community actively assist  
the quarantine manager

## Guidelines for Distancing in daily life



Establish 'A quarantine cooperation system', such as designating a department (manager) in charge of quarantine and securing a communication network for local health workers

- The quarantine manager creates the quarantine guideline in consideration of worker density, ventilation, condition, and work methods.



When two or more suspected cases occur in the same department, the same class, or the same place in close contact with the community within 3–4 days, getting COVID-19 test is strongly recommended. And when additional cases occur, it should be reported to local health center considering the possibility of group infection.



Daily body temperature test using a non-contact thermometer or thermal imaging camera, and checking for respiratory symptoms

- If a worker has fever or respiratory symptoms, let him/her stop working and go home immediately.



Create an atmosphere to offer flexible working hours

(allowing workers to start and finish their workday or to get holidays when they want)



Reduce domestic and overseas business trip as much as possible



If you have fever or respiratory symptoms, or have traveled abroad within the past 14 days, make sure to work from home or use sick leave, annual leave, and so on.

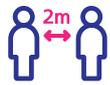


Use online or video for workshop, education, training, meeting, etc. If you have a face-to-face meeting, measure body temperature, wear masks, or provide disinfection supplies

- For the face-to-face meeting, secure a large space for easy ventilation and wide spacing



Avoid small gatherings, club activities or so and return home early after work



Keep space from others more than 2 meters

(at least 1 meter)



Install transparent partition between cafeteria seats or make people sit in a row or zigzag whenever possible



Have facility for hand washing or hand sanitizers  
Post hand washing and coughing etiquette guidelines



Keep the windows open at all time if natural ventilation is possible. If it is difficult due to the use of air conditioners, periodically ventilate at least twice a day taking into account the office/workplace area and number of people working



Disinfect commonly used object (such as door handles) or surface more than once a day



Wear a mask for customers (visitors), at indoor multi-use facilities, or if it is hard to keep 2 meter distance from others even when outside