

August 16th, 2021

To contract employees

LPStaff Co., Ltd.
General Affairs Division, General Affairs Department

Please read the new coronavirus infection manual

We would like to express our gratitude to all contract employees for their daily hard work and for the understanding and cooperation in infection prevention measures.

As you know, the spread of covid-19 in the head office in Tokyo, Shizuoka, and Kumamoto prefectures continues at an unprecedented speed. Considering this situation, we made a manual by case, so if you are infected or suspect an infection, please read, and continue to cooperate with us.

New Coronavirus Infection Manual

[In the case of the person himself]

1. If you have cold-like symptoms that make you suspect an infection

【If any of the following applies, consult your doctor or other medical institution immediately.】

- ① If you have symptoms such as difficult breathing, feeling of fatigue, or high fever
 - ② If you are ease to severe diseases (*) and have mild cold symptoms such as fever or cough
- ※ Those pregnant, elderly, having underlying diseases such as diabetes, heart failure, respiratory diseases (COPD, etc.), receiving dialysis, using immunosuppressants or anticancer drugs

【If you do not have none of the above and continue to have relatively mild cold symptoms such as fever or cough, please consult us.】

- ① If the symptoms last more than 4 days, be sure to consult us.
- ② If you feel that your symptoms are stronger, or do not improve unless you continue to take anti-heating agents, consult immediately. (Don't wait more than 4 days.)

【About the consulting service】

First, please consult your doctor or other medical institution by phone. If you do not have a doctor, or do not know the consultation destination at Saturdays, Sundays, holidays, or at night, please consult the "Consultation • Consultation Center" of the public health center by phone.

(It is available 24hours, but is better to consult during daytime so you can adjust your consultation.)
Never visit a medical institution directly without prior notice.

<If you have symptoms at home>

- ① After contacting the tantosha, please do not go to work, and see the progress at home.
- ② When visiting a medical institution, be sure to consult us by phone first and receive instructions.

<If you have symptoms at work>

- ① Report the tantosha, go home immediately and see the progress at home.
- ② When visiting a medical institution, be sure to consult us by phone first and receive instructions.
- ③ Just in case, please tell the tantosha the places you came into contact.

2. When PRC inspection, etc. is performed

- ① If the doctor of the medical institution you visited determines that is necessary, an examination will be carried out.
- ② Sample collection is performed at the medical institution where you visited or at the PCR Test Center. Please follow the instructions.
- ③ It may take about 1-2 days for the test results to be available. In the meantime, refrain from contacting others, wear a mask and disinfect your hands. At home eat and drink separately.

3. If the infection is confirmed

【What to do if you are infected】

- ① Once the infection is confirmed, please follow the instructions of the public health center (legal hospitalization, work restrictions, etc.) and contact the sales representative as soon as possible.
- ② If the diagnosis is not confirmed, but it is diagnosed as a suspected case please follow the instructions of the public health center. In this case, please contact the tantosha immediately

【What to do if employees at work become infected】

- ① If an employee, etc. at work becomes infected, a workplace survey of the public health center will be conducted to determine who had close contact with the person who developed the disease.
- ② After the person in charge and the tantosha understand your range of action, basically follow the instructions of the public health center.

4. Leave of absence due to infection

- ① The Covid-19 is a designated infectious disease, and you cannot work until you meet the criteria to release restrictions on employment (the same as the discharge standard).
- ② Leave of absence, annual leave, or disability benefits (with application requirements) will be used. (It is the same as the treatment of a normal disease, etc.)
※If you are required to take a leave of absence at the request of your work (the person in charge), you will be eligible for either employment adjustment grants, leave support and benefits, or leave allowance. It varies depending on the situation, so we will let you know from the tantosha.

5. If you become a close contact person

- ① Contact the tantosha immediately and avoid contact with others. If you find out at home, don't go to work.
- ② Contact the public health center and tell the tantosha the instructions they gave.
- ③ Measure your temperature daily and record it with your physical condition.

6. If you suspect that you are a close contact person

[If there is a suspicion of an infection or a close contact person with someone you had contact at work or in daily life, or if you found that an infected person or a close contact person has come out at the place you went]

- ① Organize the confirmed situation and please contact the tantosha immediately.
- ② You may be at home for a certain period of time based on the contact situation of ①. You may also work from home or in a place where you don't interact with other employees.
- ③ Measure your temperature daily and record it with your physical condition.

7. Others

People without symptoms may be tested for PCR by a private inspection organization based on their own will for the purpose of confirming if they have or not the infection. As a result, if the test come out positive, please contact the inspection organization immediately and follow the instructions. Never visit a medical institution directly or come into contact with others carelessly.

See number 3 [in the case of the person himself] for more information.

[In the case of a family member etc. you live with]

1. If you suspect to be a close contact with a member etc. of the family

- ① Please contact the tantosha as soon as you find that you suspect of being a close contact
- ② Follow the guidance of the public health center and carefully check the physical condition and temperature of them. Also, keep minimum contact.
- ③ You may have to be at home, until confirm whether you are a close contact or not. Also, you may have to work from home, or in a place where you do not interact with other employees.
- ④ Measure the temperature daily and record it with the physical condition.

2. If a family member etc. becomes a close contact person

- ① When it is found that a family member etc. you live with is a close contact person, please contact the tantosha immediately and tell them if there are any instructions from the public health center.
- ② Stay home for the same period as the follow-up period for family members living together. In addition, please avoid contact with them.
If the result is negative after receiving PCR examination etc. by the public health center, the stay at home will be canceled, but please avoid contact with them. When returning to work, it is also possible to stay at home or work from home for a certain period or work in a place where you do not interact with other employees after consulting with you.
- ③ Measure the temperature daily and record it with the physical condition.

3. If there are symptoms that cause the family member etc. to suspect infection

- ① If they have cold-like symptoms such as fever, cough, fatigue or breathing difficulties, please inform the tantosha just in case. Keep in mind infection prevention measures at home.
- ② If more than 24 hours have passed since the fever, and respiratory symptoms such as coughing improve, or if it is determined that there is no suspicion of infection as a result of the medical examination, please inform the tantosha.

4. If the infection of the family member etc. is confirmed

If the infection is confirmed, you will become a close contact person.

[In the case of the person himself] See number 5 for more information.

※Sales of antigen test kits

The antigen test kits handled by the Company are listed on the WHO Recommended List, but are not approved under the law on Ensuring the Quality, Efficacy and Safety of Pharmaceuticals, Medical Devices, etc. If you would like to purchase, please understand that, and tell the tantosha the quantity you need. The payment method is only deduced from salary.

※“Close contact person” means a person who has come into contact with the infectable period of the “patient”, who falls within the following

- Has lived with a patient or had long-term contact (including in a car, an aircraft, etc.)
- Has examined, nursed or cared a patient without appropriate infection protection
- Directly touched contaminants such as respiratory tract secretions or body fluids from the patient
- Others: Had more than 15 minutes of contact with the “patient” at a distance that can be touched by hand (approximately 1 meter) without the necessary infection prevention measures (We will determine the patient’s infectivity from individual circumstances, such as the surrounding environment and contact status, etc.)

※Consultation desk for Covid-19 infections only

【Shizuoka Prefecture】

▶Shizuoka Prefecture Fever Consultation Center

- Other than Shizuoka, Hamamatsu City

050-5371-0561 ※24hours
050-5371-0562 ※Weekday 8:30~17:15

- Hamamatsu City

054-249-2221 ※24hours

- Shizuoka City

0120-368-567 ※24hours

▶Covid-19 Multilingual Consultation Hotline (19 languages)

- Entire Shizuoka Prefecture

0120-997-479 ※24hours

▶General consultation if there are no symptoms

- National Call Center

0120-56-5653 ※9:00~21:00

- Dial for prefectural offices consultation

054-221-8560 ※Weekday 8:30~17:15

054-221-3296 ※Weekday 8:30~17:15

【Kumamoto Prefecture】

▶Kumamoto Prefecture Covid-19 Call Center

- For fever patients only

0570-096-567 ※Weekday 9:00~17:00

- Consultation desk only

096-300-5909 ※Other times

▶General consultation if there are no symptoms

- National Call Center

0120-56-5653 ※9:00~21:00

※Contact information for health centers by region

▶Shizuoka Prefectural Western Public Health Center

0538-37-2793

Iwata, Kakegawa, Fukuroi, Omaezaki, Kikugawa, Kosai, Shuchi

▶Hamamatsu City Public Health Center, Shizuoka Prefecture

053-453-6111

All Hamamatsu City

▶Yatsushiro City Public Health Center, Kumamoto Prefecture

0965-32-6121

All Yatsushiro City

Sincerely