

## Field Survey Guidelines Under Confirmed Case(s) of COVID-19

### 1. General Guidelines in Response to the Confirmation of Positive Case(s)

- The basic response guidelines for field surveys under the **Statistical Production Manuals Under an Emergency and Disaster**.

- ① Proceed survey as usual if a field survey is operable
- ② Survey operation is difficult due to a refusal, non-response, etc.
  - (Survey Method) Changeover to a non-face-to-face mode using electronic- or other communication media-based surveys and to minimize a face-to-face interview
  - (Post-survey Complements) Respond flexibly to an uncooperative participation in or a refusal of surveys, and take an action to enable a supplementary survey in a post-factum manner

- Response guidelines for field surveys for different types of survey targets (until the end of the COVID-19 situation)

| Survey Target   | Operational Guidelines for Field Survey   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Establishments</li> </ul>  | <ul style="list-style-type: none"> <li>1) <u>Identify a preferred survey mode of survey targets, if the targets already use a non-face-to-face mode</u> (interview visit, email, or electronic survey, etc.)</li> <li>▪ <b>(Step 2)</b> Administer surveys <u>using the mode chosen by target establishments</u></li> <li>▪ <b>(Step 3)</b> Administer <u>an interview visit, when necessary</u>, to complement the data collection from an electronic or a tele-survey</li> </ul>  |
| <ul style="list-style-type: none"> <li>▪ Households<br/>(incl. farming and fishing households)</li> </ul> | <ul style="list-style-type: none"> <li>▪ <b>(Step 1)</b> (Affected areas) <u>Identify a preferred survey mode prior to administering a survey</u></li> <li>(Other areas) <u>Use a field survey as a primary mode and use a preferred mode of target households if a field survey is not operable</u></li> <li>▪ (Step 2) Administer surveys using the <u>mode chosen by target households</u> ※<br/>An interview visit can be administered only after pre-arranged scheduling</li> <li>▪ <b>(Step 3)</b> Administer <u>an interview visit, when necessary</u>, to complement the data collection from an electronic or a tele-survey</li> </ul> |

☞ A compulsory use of face masks during the interview visits for all field surveys

## 2. Self-quarantine and Other Work Arrangement Guidelines for Survey Operation Staff

◇ Establish and Implement an on-going response system whereby the staff of RSOs are prepared for an immediate changeover to a teleworking arrangement under a contingency, incl. a shutdown of an office

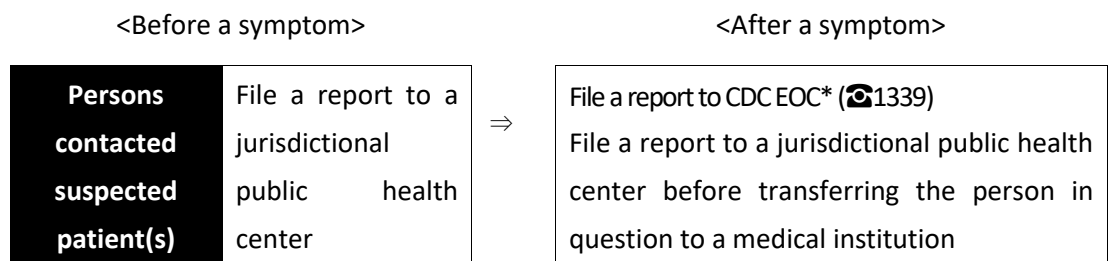
① **(Suspicion of infection)** If one has contacted a confirmed patient of COVID-19, visited medical facilities where a confirmed patient has been reported, or has other reasons for being suspicious of contracting COVID-19

o **(Report & File)** File a report through a CDC's call center (dial 1339) or a public health center followed by a prompt report to the RSO's Survey Assistance Division → Survey Planning Division

o (Self-quarantine) Take an official leave to stay under self-quarantine until receiving a test result

- The rest of the employees belonging to the same office shall **use a medical mask and strictly abide by hygiene protocols** until receiving the test result

### < The Control of Persons in Contact with a Suspected Patient >



\* Centers for Disease Control Emergency Operation Center

② **(Negative test results)** A release of self-quarantine upon receiving a negative test result

- **(Finalizing the relief of quarantine)** Cities·Provinces will finalize the quarantine relief ⇒ Notice the fact to the jurisdictional public health center and the CDC EOC

- **(Reporting)** Report, over the phone, one's feverish/respiratory symptoms or the absence thereof to one's office after being released from self-quarantine (patient ⇒ Survey Assistant Division in the RSOs ⇒ Survey Planning Division in the HQs)

③ **(Positive Test Results)**

- **(Isolation·Medical Treatment of a Confirmed Patient)** A confirmed patient shall remain isolated and medically treated until being completely cured under Article 41 of the 「Infectious Disease Control and Prevention Act」

- The period under an isolation and treatment, during which the person shall not come in the office, is counted as a sick leave (Article 18 of the State Public Officials Service Regulations)
- **(Monitoring persons in contact with a confirmed patient)** The other employees belonging to the same office will be placed self-quarantine and under active monitoring, for 14 days, before a relief
- The jurisdictional public health centers will notify them a relief from monitoring
- **(Confirmed cases within a family)** If one has a family member tested positive for novel coronavirus in his/her household, he/she shall be on an official leave and be under self-quarantine for 14 days starting from the day of the confirmed test
  - He/she is banned from using object, etc. that has been in use of by the family member tested positive for the virus, and shall later **provide the documents of attestation\***
    - \* A medical certificate of infection, issuance of a quarantine order, etc.
- ※ If one has to provide childcare because a school, etc. is closed as a result of an infectious disease, a departmental head may approve him/her to take day off as an annual leave. Days exceeding one's maximum number of annual leave days shall be counted as official leave days
- **(Responses to protect employees)** If a secondary infection is suspected for other employees working in an office where the confirmed patient belongs to, **an action, including a shutdown\* of the office, will be taken**
  - \* An office to which a confirmed patient belongs will be disinfected by the CDC EOC
- The staff members of the affected offices shall **carry with him/her survey respondent lists, survey questionnaires, etc. in preparation for a non-face-to-face survey, and shall be under an active self-quarantine\***.
  - \* The period under self-quarantine shall be counted as an official leave during which the same guidelines will apply as in the case of 'Suspicion of infection'

### 3. Confirmed Case Responses For Field Surveys

#### ① (Survey Method)

- Use a non-face-to-face survey incl. telephone, email, fax, postal mode to continue surveying existing targets
- Consult with the corresponding survey management departments in the HQs for a survey period

**① (Preparing/Organizing/Processing Questionnaires)**

o Prepare/Organize/Process questionnaires at home

o Treatment of uncollected questionnaires

**※ If a respondent has the survey questionnaire**

- The target (respondent) shall send the photocopy of the questionnaire response sheet(s) → A self-quarantined employee shall prepare/organize/process questionnaires at home → The results shall be sent to the executive liaison officer at the RSOs

-Maximize data collection through a telephone, postal, and other non-face-to-face survey mode

**※ If the survey is inoperable due to the absence of a respondent**

- Use telephone survey (in a manner of pre-arranging the survey schedules with respondents) as a primary mode

**② (Data Entry)**

o The responded and prepared/organized/processed questionnaires shall be sent to a nearby branch office or to the executive liaison officer/the head at the RSOs for entering data

- If a secondary infection is suspected, the questionnaires shall be sent via fax, scan, photocopy, etc.