

April 9th, 2020

To all faculty and staff

Measures concerning the new coronavirus (COVID-19)  
(April 9th announcement)

We update and announce information about the measures concerning the new coronavirus (COVID-19) as events develop. The Health Care Center has issued an announcement concerning responses to fever cases on April 2nd, and this announcement is to clarify the measurements to be taken for leaves of absence due to fevers.

○Response in cases of fever

1) In case you or your housemates (family) have fevers below 37.5 ° C:

Basically, you may rest at home and keep yourself isolated. Voluntarily refrain from going to work as much as possible.

For treatment, visit a nearby hospital or the NAIST Health Care Center if necessary.

You may come to laboratory three days after the fever has gone.

**Measure: When you rest at home, you should take annual paid leave or sick leave.**

**Sick leave may only be taken if you have a fever. (The same in all cases below)**

2) In case you or your housemates (family) have fevers of 37.5 ° C or higher for 1-3 days:

You should stay at home. If the fever subsides in 1-3 days, you shouldn't go to work for 5 days from the day the fever started and three days after the fever is gone.

**Measure: You should take annual paid leave or sick leave for the time you are absent.**

3) In case you or your housemates (family) have fevers of 37.5 ° C or higher for more than 4 days or feel severe fatigue:

Please contact the "Nara Coronavirus Returnee and Exposure Call Center " (0742-27-1132) and follow their instructions.

Regardless of the PCR test results, please stay at home for 2 weeks and contact with the Crisis Response Headquarters (somu[at]ad.naist.jp) and the NAIST Health Care Center (nisiyama[at]hcc.naist.jp).

**Measure: You should take annual paid leave or sick leave for the first 4 days and compulsory leave will start from the 5th day. For compulsory leave, you will be able to receive salary for up to 90 days.**

4) In case you are infected with the new coronavirus (COVID-19)

**Please follow the instructions of the public health center, etc. and you will be on compulsory leave until complete recovery. You will be able to receive salary for up to 90 days.**

5) In case you are at a high risk of having had contact with a COVID-19 patient

**You will be on compulsory leave for the period the public health center, etc. has prescribed to you for quarantine. You will be able to received salary for up to 90 days.**

○How to complete procedures

Please contact the following appropriate section or office by E-mail. Please complete the procedures for you leave of absence after you return to work,

○Contact

- Division (of Information Science, Biological Science, Materials Science), Data Science Center → Secretariat Office (each Division)
- Administration Bureau → Working time management sections of each Division
- Gender Equality Promotion Office, Center for Strategy and Planning and IR Office → General Affairs Section, Planning and General Affairs Division
- Division for Educational Development, Division for Career Development → Educational Planning Section, Educational Affairs Division
- Division for Global Education → International Affairs Section, International Affairs Division
- Institute for Research Initiatives (IRI) → Research Promotion Section, Cooperative Research Division
- Information Initiative Center → General Information Affairs Section, Information and Digital Library Services Division
- Health Care Center → General Safety and Health Management Office

For inquiries: Crisis Measures Headquarters

Planning and General Affairs Division ARUGA (Mr.), KAMON (Mr.)

E-mail: somu[at]ad.naist.jp