

July 27th, 2020

To all faculty and staff

Measures concerning the new coronavirus (COVID-19)
(July 27th announcement)

Taking into account the changing new coronavirus (COVID-19) situation, NAIST has revised the measures concerning fevers, etc. as follows. Please make sure you are aware of the content changes.

Please disregard the May 14th announcement of new coronavirus (COVID-19) infection prevention measures, etc.

Flowchart for when you, your family or roommate, etc. has a fever or other symptoms

https://ad-info.naist.jp/k-soumu/somu/coronav_flow_E0722.pdf

○Response in cases of fever

1) In cases when you have a fever or other cold symptoms for 3 days or less:

You should stay at home.

You can come to work after 3 days from the day the fever or other symptoms stopped. (when not taking medicine)

If you have any one of the following symptoms, breathing troubles, extreme fatigue, a high fever or other serious symptoms, please consult with the "Nara Coronavirus Returnee and Exposure Call Center" (0742-27-1132) at the Koriyama Health Division immediately and follow their instructions. Please also contact the Crisis Response Headquarters (somu[at]ad.naist.jp) and the NAIST Health Care Center (hcc[at]hcc.naist.jp).

Procedure: Please take the Special Paid Leave when you stay at home.

2) In cases when you have a fever or other cold symptoms for 4 days or longer:

Please contact the "Nara Coronavirus Returnee and Exposure Call Center" (0742-27-1132) at the Koriyama Health Division and take the PCR test. Also, please contact with the Crisis Response Headquarters (somu[at]ad.naist.jp) and the NAIST Health Care Center (hcc[at]hcc.naist.jp).

Please note in cases where the test is not performed or the PCR test results are negative, you can come to work after 3 days from the day the fever or other symptoms stopped.

Procedure: Please take the Special Paid Leave when you stay at home.

3) In cases when you are infected with the new coronavirus (COVID-19):

Procedure: Please follow the instructions of the public health office or medical institution and you will be on Compulsory Leave until complete recovery.

Please note that you will be able to receive salary for up to 90 days on Compulsory Leave.

4) In cases when you or someone you live with has been requested to take the PCR test by the public health office or a medical institution as having a high risk of contact with a COVID-19 patient:

Please follow the instructions of the public health office or medical institution and quarantine yourself at home for the period stipulated.

Procedure: Please take the Special Paid Leave when you are quarantined at home

5) In cases when someone you live with has a fever or other cold-like symptoms:

Regardless of whether you have a fever or other cold-like symptoms, please follow either item 1 or 2 above.

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

YOKOYA Naokazu

Head, Crisis Measures Headquarters

For inquiries: Crisis Measures Headquarters

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

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