

March 2nd, 2020

To all faculty and staff

Measures concerning the new coronavirus (COVID-19)  
(March 2nd announcement)

We update and announce information about the measures concerning the new coronavirus (COVID-19) as events develop. The Ministry of Education, Culture, Sports, Science and Technology has issued an announcement to local Boards of Education, etc. concerning the simultaneous closing of all Japanese elementary, junior high, and high schools as a measure to prevent the spreading of the new coronavirus (COVID-19).

Related to this measure, NAIST will respond as follows.

1. Release from employment obligations during the school closing

Eligibility and period of release from employment obligations: For those employees with elementary children currently in the 1st to 3rd grades or children attending special support schools who have no other person to take care of them, the release from employment obligations will be during the entire school closing

How to apply: Please submit the Release from Obligation of Undivided Attention to Duties form to the office in charge of your affiliated section, division, etc. In the Additional comments box of the form, please write "School closing for the area where I live."

Note: The period of release from employment obligations will be deemed as 'paid holidays' for both full-time employees and limited-contract employees.

Sections in charge of applying:

Three divisions and the Data Science Center: Division Secretariat Offices

Administration offices: Section managing employment hours for each administrative division or office

Gender Equality Office, Center for Strategy and Planning, and Institutional Research Office: General Affairs Section, Planning and General Affairs Division

Division for Educational Development and Division of Career Development (Institute for Educational Initiatives): Educational Planning Section, Educational Affairs Division

Division for Global Education (Institute for Educational Initiatives): International Affairs Section, International Affairs Division

Institute for Research Initiatives: 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

## 2. Temporary childcare during the school closing

Childcare details and eligibility: In principle, NAIST will offer free childcare with a babysitter at the temporary childcare room “Takuji-shitsu Sentan” during the school closing for employees’ children who are currently in the 1st to 3rd grades of elementary children or are attending special support schools who have no other person to take care of them, the release from employment obligations will be during the entire school closing

Note: Both full-time and limited-contract employees are eligible.

How to apply: For those who wish to use this service, contact the Gender Equality Office at the email address below at least two days before you would like to use the service.

Gender Equality Office: [sankaku-jimu@ad.naist.jp](mailto:sankaku-jimu@ad.naist.jp)

Note: Inquiries and applications are accepted 9:00 to 15:00. (Not including weekends, national holidays and other institutionally recognized holidays)

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