

April 1, 2021

To Faculty and Staff members,

President

Regarding overseas business trips and dispatches in COVID-19 pandemic

The president's message (the latest one was issued on March 22, 2021) describes the overseas business trips and dispatches of faculty and staff members. However, considering the recent COVID-19 situation and the restrictions on domestic and overseas travel. For the time being, overseas business trips and dispatches will be conducted as follows.

1. Overseas business trips and dispatches etc.

For business trips and dispatches to overseas universities, research institutes, etc., if the work can be done online, switch to online as much as possible.

Based on the "Travel Advice and Warning" and "Travel Advice and Warning on Infectious Diseases" issued by the Ministry of Foreign Affairs, overseas business trips and dispatches are decided as follows.

○ Avoid All Travel

"Travel Advice and Warning" Level 3, "Travel Advice and Warning on Infectious Diseases"
Level 3

"Travel Advice and Warning" Level 3, "Travel Advice and Warning on Infectious Diseases"
Level 2

"Travel Advice and Warning" Level 2, "Travel Advice and Warning on Infectious Diseases"
Level 3

○ Avoid Non-essential Travel

"Travel Advice and Warning" Level 2, "Travel Advice and Warning on Infectious Diseases"
Level 2

"Travel Advice and Warning" Level 2, "Travel Advice and Warning on Infectious Diseases"
Level 1

"Travel Advice and Warning" Level 1, "Travel Advice and Warning on Infectious Diseases"
Level 2

○Exercise caution when travel

"Travel Advice and Warning" Level 1, "Travel Advice and Warning on Infectious Diseases" Level 1

However, even in the above cases where it is stated that "Avoid Non-essential Travel", there are exceptions if there is a special reason, such as conducting researches etc. If you wish to travel, must explain to the Dean and Trustee in charge, and obtain the approval before traveling.

In addition, necessary to meet all of the following condition.

-Institution, etc. of the business trip / dispatch destination accept your arrival.

-The business trip / dispatch destination (country / region) must be Level 2 or lower for both "Travel Advice and Warning" and "Travel

Advice and Warning on Infectious Diseases" on the reference date (90 days before the dispatch start date. In the case of Saturdays, Sundays, and holidays, the previous weekday)

-The destination (country / region) does not restrict travel from Japan. When there are quarantine measures for travelers from Japan, comply with the measures.

When you are on an overseas business trip or dispatched, observe the instructions of the local government. In addition, take preventive measures against infection (avoid crowds, wear masks, wash hands with soap, etc.) and make sure you can contact family members and crisis management personnel (kikikanri@ml.jaist.ac.jp) promptly.

2.Private overseas travels etc.

Regarding private overseas travel, in principal it is same as in 1 above. However, even in the above cases where it is stated that "Avoid Non-essential Travel", there are exceptions if there is a special reason, such as family matters etc. If you wish to travel, must explain to the Dean and President, and obtain the approval before traveling.

Also, the response when traveling is the same as in 1 above.

【Notes】

-If the risk level on both the "Travel Advice and Warning" or "Travel Advice and Warning on Infectious Diseases" decreased to Level 2 or lower after the reference date. New reference date should be set and discussions should be held again.

-If the risk level for either the "Travel Advice and Warning" or "Travel Advice and Warning on Infectious Diseases" of the destination (country / region) becomes Level 3 or higher

after the reference date, the travel will be canceled. When you are already at abroad return to Japan. In that case, JAIST will bear the cost, but if you travel at your own expense, you will be responsible for it

-If the coronavirus situation in Japan worsens while you are overseas and you cannot enter Japan, you will be responsible for the cost of extending your stay there.

-Covid-19 vaccination is highly recommended before travel.