

April 8, 2022

To Faculty and Staff members,

President

Overseas business trips and dispatches during COVID-19

Information on overseas business trips and dispatches of faculty and staff members is also included in the "President's Message". However, in consideration of the recent COVID-19 situation and travel restrictions in Japan and abroad, for the time being, overseas business trips and dispatches will be conducted as follows.

1. Overseas business trips and dispatches

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.

The following guidelines will be applied to business trips and dispatches, based on the "Travel Advice and Warning" and "Travel Advice and Waring on Infectious Diseases" issued by the Ministry of Foreign Affairs of Japan.

○ Avoid all travel

"Travel Advice and Warning" or "Travel Advice and Waring on Infectious Diseases" is Level 3 or higher

○ Avoid non-essential travel

"Travel Advice and Warning" or "Travel Advice and Waring on Infectious Diseases" is Level 2 or lower

○ Exercise caution when travel

"Travel Advice and Warning" or "Travel Advice and Waring on Infectious Diseases" is Level 1 or lower

However, even in cases where "Avoid non-essential travel" applies, exceptions may be made for special reasons for research purposes, etc. If you wish to travel, please read [Notes] carefully, explain the situation to the Dean/Director and the Trustee in charge, and obtain their permission to travel.

All of the following conditions must also be met

- The institution, etc. to which you are traveling approves 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 Waring on Infectious Diseases" on the date of travel.
- The destination (country / region) does not restrict travel from Japan. If there are quarantine measures for travelers from Japan, comply with the measures.

When abroad, comply with instructions and regulations from the local government. Also, take preventive measures against infection (avoid crowds, wear masks, wash hands with soap, etc.) and make sure that you can contact your family and crisis management (kikikanri@ml.jaist.ac.jp) promptly.

- If either the "Travel Advice and Warning" or "Travel Advice and Waring on Infectious Diseases" of the destination (country/region) becomes Level 3 or higher on the date of travel, the travel must be cancelled.

2. Private overseas travel

In principle, the same guidelines as in 1. apply to private overseas travel. However, exceptions may be made for special reasons such as family circumstances. If you wish to travel, please read [Notes] carefully, explain the situation to the Dean/Director and the President, and obtain their permission to travel.

【Notes】

- If the COVID-19 situation in the destination worsens, etc. during your travel, JAIST will place the safety of faculty and staff members first, and will instruct you to cancel your travel or return to Japan. In such cases, please follow the instructions of JAIST immediately. JAIST will pay for expenses incurred for cancellation of travel or return to Japan (except in the case of travel at your own expense) in accordance with JAIST rules.
- If you become infected with coronavirus during your trip and require quarantine or hospitalization, you will be responsible for the cost of quarantine and treatment.
- If the COVID-19 situation in Japan worsens while you are abroad and you are unable to return to Japan, you will, in principle, be responsible for the costs of extending your stay.
- COVID-19 vaccination is strongly recommended prior to travel.
- When planning your trip, check the quarantine period for your destination (country/region) and for your return to Japan, and you will be responsible for any expenses incurred during the quarantine period.
- When returning to Japan, you must comply with government policies and regulations.
- Must be in good health and able to complete the trip.
- Must have travel insurance that provides coverage for the entire length of your trip.
- For any other matters that are unclear or not stipulated above, please follow the instructions of JAIST.