

FAQs Regarding No.4 Travel within Japan (Updated April 26, 2021) For Faculty and Staff Members

Q 1. What is the policy for after returning to Shimane from a Special Alert Infection Area?

A 1. You are required to work from home for 14 days after returning to Shimane. Follow the instructions by the Personnel Labor Division on how to work from home and the applicable procedures. During this period, you are not to come to the university, but work from home. You can give online classes from home.

Q 2. When does the 14-day period start?

A 2. The period starts from the date after having returned to Shimane, and continues for 14 consecutive days. Refrain from coming to the university on the day you return to Shimane.

Q 3. What is the standard to designate Special Alert Infection Area?

A 3. The university designates Special Alert Infection Areas based on the following information.

Special Alert Infection Area: Areas where more than 5 new positive cases per 100,000 people in a week are confirmed, and more than 50% of new cases have an untraceable source of infection.

These areas are selected based on information current as of every Friday and designated as Special Alert Infection Areas from Monday to Sunday for the following week. Special Alert Infection Areas are revised every Monday. Please be vigilant in checking the university website for updates.

However, if an area is designated to be under a state of emergency or stricter containment measures during the applicable period, the area is designated as a Special Alert Infection Area immediately after the designation.

(Example) Aichi was not designated as Special Alert Infection Areas for the period from January 11 to 17. If Aichi is declared a state of emergency of stricter containment measures on January 13, it is designated as Special Alert Infection Areas for the period starting January 13 to 17.

Q 4. Can I request reimbursement of cancellation charges if my business trip or private travel has been cancelled?

A 4. The university will reimburse the cancellation charges in the case your travel has been cancelled after having obtained approval and made all the payments related to the trip. However, no reimbursement shall be given for cancellation charges related to private travel.

Q 5. What happens if my destination is designated as a Special Alert Infection Area during the period of my business trip, even if it was not at the time of departure?

A 5. The judgement is made based on whether you stayed in Special Alert Infection Areas during your business trip or private travel.

Example:

On September 3 Depart from Shimane and arrive in Hyogo, a non-Special Alert Infection Area

On September 7 Hyogo is designated as a Special Alert Infection Area

On September 8 Depart from Hyogo and return to Shimane

In the above case, you are required to work from home for 14 days starting from September 9. Contact the relevant office by phone after returning to Shimane. Even if the designation is withdrawn in the middle of your business trip or private travel, you need to work from home for 14 days after returning to Shimane.

Q 6. Who and how should I inform my travel to a Special Alert Infection Area?

A 6. There is no designated format. Notify the dean/head of your faculty/organization with a “Statement of Reasons” in the case of business trip, or with a document stating your destination, duration and reason in the case of private travel.

Q 7. What is the definition of “staying in a Special Alert Infection Area”? Am I judged to have stayed in the area if I just passed through?

(Example 1: While Tokyo is designated as Special Alert Infection Area

Izumo Airport → Haneda Airport → Take a monorail → Take a JR Yamanote Line → Take a limited express train → Arrive in Gunma, a non-Special Alert Infection Area)

(Example 2: While Osaka is designated as Special Alert Infection Area

Depart from Matsue with your own car → Pass through Osaka → Arrive in Mie, a non-Special Alert Infection Area)

A 7. We do not establish unified standards as we make judgements on a case-by-case basis. The dean/head of your belonged faculty/organization will judge giving comprehensive considerations concerning reason, means and time of travel. For your reference, the above 2 cases are judged as follows.

(Example 1: You are judged to have stayed in Tokyo as you had many opportunities to have contact with people there.)

(Example 2: You are judged not to have stayed in Osaka as you had few chances of having contact with people there.)

However, you are strongly requested to carefully consider your itinerary and avoid travel which may carry a risk of infection.

Q8. When and where can I undergo a PCR or an antigen test when returning to Shimane from a Special Alert Infection Area? Who will pay the test charge?

A8. Please refer to the following.

【Matsue Campus】

Test date: **Take a PCR or an antigen test 7 days (in principle) after returning to Shimane.**

Test facility: Check with the Health Service Center Matsue Campus by phone 0852-32-6568 or email health(at)soc.shimane-u.ac.jp.

Test charge: If you travel for a business trip, the test charge is covered by your belonged faculty/organization. At first, the expense is out of pocket and then you can file a request for reimbursement. For private trips, the charge is at your own expense.

【Izumo Campus】

Contact the General Affairs Division, Faculty of Medicine (Tel 0853-20-2023).

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