

Reliable Sources for More Guidance

If you have searched through <https://www.oist.jp/covid-19/guidance> and still feel unclear or uncertain about how OIST's response to COVID-19 applies to your specific situation, the following contacts will hopefully provide the extra information that you seek.

Regarding Entering Special Work Situations in HEART:

For the quarantine period after a personal trip abroad – Please select the "Special leave" option and indicate in Remarks the reason for the leave, such as "Special leave for quarantine after international travel."

For Day 1 of PCR testing after a domestic trip – Please select "Work time" and indicate in Remarks the reason for the leave, such as "Special leave for PCR testing after domestic trip."

If working from home is not suitable in the event of a CDC closure, please select "Special leave," and indicate in Remarks, such as "Special Parental Leave for CDC closure."

For more guidance: please visit <https://groups.oist.jp/hr/post/2020/10/02/working-conditions-and-attendance-management-under-covid-19> and <https://www.oist.jp/covid-19/home-work-leave>.

Regarding the Above and Other Work Policies: Please contact VP HR Tomo Nagase (tomo.nagase@oist.jp).

Regarding PCR Testing and Quarantine Details: Please read through <https://www.oist.jp/covid-19/pcr-test> and <https://groups.oist.jp/pcrtesting/registration> with the attached documents. Direct additional questions to the PCR Team (pcrtest@oist.jp).

Regarding Social Distancing Procedures for Visitors on Campus: Traveling policies are found at <https://www.oist.jp/covid-19/travel-1> and <https://www.oist.jp/covid-19/visitors-and-vendors>. Please direct additional questions to Emergency Response Coordinator Koji Fukuoka (koji.fukuoka@oist.jp) and the Provost Mary Collins (mary.collins@oist.jp).

Regarding Student and Academic Specific Issues: Home quarantine procedures for students are found at <https://groups.oist.jp/grad/quarantine-procedure>. Event considerations are found at <https://www.oist.jp/covid-19/events-1>. Please direct additional questions to Graduate School Dean Ulf Skoglund (ulf.skoglund@oist.jp) and Vice Dean Misaki Takabayashi (misaki.takabayashi@oist.jp).

Regarding Alcohol Spray Refill or Similar Campus Needs: Please contact the Health Center Manager Hiroyuki Tahara (hiroyuki.tahara@oist.jp).

Once again, you are strongly advised to first read through the various gray tabs and communication updates found at <https://www.oist.jp/covid-19/guidance>. We understand, however, that real life often poses exceptional and puzzling scenarios, and encourage you to reach out to the above contacts or corona@oist.jp if needed.