

Q&A for New Coronavirus COVID-19 (for Workers)

(March 6th, 2020 version)

1 When you have symptoms of a cold, how to respond when infection is suspected

Q1) I have a fever or cough. What should I do?

2 Leave allowance and annual paid vacation days under the Labor Standards Act

Q1) If I take days off from my company due to being infected with the new coronavirus, will I be paid a leave allowance?

Q2) I am thinking of taking days off from work because I have symptoms such as a fever. Will I be paid a leave allowance?

Q3) Because of a fever, can I use annual paid vacation days and take time off from my company?

Q4) Are part-time, temporary, and fixed-term contract workers eligible for leave allowances and annual paid vacation days?

Q5) Do leave allowances and annual paid vacation days under the Labor Standards Act apply to foreign workers?

3 Flexible workstyles to prevent infection (telework, staggered commuting)

Q1) I want to telework to prevent transmission of the new coronavirus. What should I do?

Q2) I would like to use a staggered commute to prevent transmission of the new coronavirus. What should I do?

4 Other (If nursery schools are temporarily closed, support for parents taking time off due to temporary closure of elementary schools, etc., if employer does not allow time off)

Q1) The nursery school where my children go to was temporarily closed. What should I do?

Q2) What kind of support is available for employees working at companies to take time off to take care of children after the temporary closure of elementary schools, special needs schools, etc. due to the new coronavirus?

Q3) I would like to take time off when I have cold symptoms such as fever, but my employer does not allow time off for this. What should I do?

Q4) Can foreigners also receive the support for parents with the temporary closure of elementary schools, etc. in Q2?

(Reference)

The Small and Medium Business Enterprise Agency provides financing support (loans/guarantees) to businesses including freelancers affected by the spread of the new coronavirus.

Please check [here](#).

URL: <https://www.meti.go.jp/covid-19/index.html>

1 When you have symptoms of a cold, how to respond when infection is suspected

Q1) I have a fever or cough. What should I do?

A1) If you have cold symptoms such as a fever, we are asking companies to have workers not come to work. Resting is good for you, and it is an important action that can help prevent the spread of infection.

For the response to suspected infections, see "Q&A for New Coronavirus (for General Public)"

Q28 "I have a fever or cough. What should I do?"

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/dengue_fever_qa_00001.html#Q28

How to prevent the new coronavirus

<https://www.mhlw.go.jp/content/10900000/000599643.pdf>

With the new coronavirus designated a designated infectious disease on February 1, if it is confirmed that a worker is infected with the new coronavirus, the prefectural government is required to comply with the Infectious Disease Act, and the governor will be able to create employment restrictions and hospitalization recommendations to the relevant workers.

If you are advised by the prefectural governor to be hospitalized based on the Infectious Disease Act, please understand that you will not be able to work due to hospitalization, and that you should not work if employment restrictions are placed by the prefectural governor.

In addition, if you are advised by the prefectural governor based on the Infectious Disease Act to be hospitalized or have employment restrictions placed on you, we ask that you cooperate to share this information with your employer.

2 Leave allowance and annual paid vacation days under the Labor Standards Act

<If you are infected and take time off>

Q1) If I take days off from my company due to being infected with the new coronavirus, will I be paid a leave allowance?

A1) If a worker takes time off due to employment restrictions imposed by the prefectural governor and is infected with the new coronavirus, it is generally considered that this does not fall under "time off due to reasons attributable to the employer". As a result, no leave allowance is paid.

In addition, if you are enrolled in employee insurance, you will receive an injury and sickness allowance if you meet the requirements.

Specifically, you will be compensated two-thirds of average daily standard remunerations for

the last twelve months from the day three days after the day when it is no longer possible to work due to medical treatment.

Check with your insurer for details on specific application procedures.

<Voluntary leave for those with fever>

Q2) I am thinking of taking days off from work because I have symptoms such as a fever. Will I be paid a leave allowance?

A2) While we are calling for companies to allow time off, if workers voluntarily take time off due to symptoms such as a fever without knowing if they have the new coronavirus, they will not be eligible to receive a leave allowance. In this case, if the company has an optional paid sick leave system, you should check rules such as the work rules and utilize that.

<Handling of annual paid vacation days and sick leave>

Q3) Because of a fever, can I use annual paid vacations days and take time off from my company?

A3) Annual paid vacation days must be given during the season requested by workers in principle, so they can be taken for any reason. If the company has optional sick leave, you should check the workplace regulations and other rules and use it.

<Application to part-time workers>

Q4) Are part-time, temporary, and fixed-term contract workers eligible for leave allowances and annual paid vacation days?

A4) For workers under the Labor Standards Act, payment of leave allowances and annual paid vacation days is required, including those who work in a variety of work forms, such as part-time workers, temporary workers, and fixed-term contract workers.

We are asking companies to have a full discussion between labor and management so that workers can take time off without worry.

<Application of the Labor Standards Act to foreign workers>

Q5) Do leave allowances and annual paid vacation days under the Labor Standards Act apply to foreign workers?

A5) The Labor Standards Act applies whether you are a foreigner or not. Even if you are a foreign worker, if you are a worker affected by the Labor Standards Act, if you meet certain requirements, you will be eligible for payment of the leave allowance under the Labor Standards Act and can take annual paid vacation days.

3 Flexible workstyles to prevent infection (telework, staggered commuting)

<Application of telework>

Q1) I want to telework to prevent transmission of the new coronavirus. What should I do?

A1) If your company has a telework system, you can conduct telework within the scope of that system.

For this reason, first check rules such as the work rules of the company and talk with your company.

The Ministry of Health, Labour and Welfare has established a telework portal site that centralizes information related to telework, and provides various information for the introduction and utilization of telework, such as a consultation desk for telework and Q&A about telework. Please refer to it.

Telework portal site

<https://telework.mhlw.go.jp/>

<Utilization of staggered commuting>

Q2) I would like to use a staggered commute to prevent transmission of the new coronavirus. What should I do?

A2) Workers and employers can agree to change the work start and end times, we ask for to have sufficient discussions between labor and management regarding the details of staggered commutes.

In addition, there is a flextime system in which the start and end times are left to the worker's discretion. This system divides the working hours of the day into a time period when you must work (core time) and a time period when you can come to or leave the office (flexible time) during that period. Note that a core time is not always required, so it is possible to it completely flexible. For details on the flextime system and introduction procedures, refer to the following URL.

Easy-to-understand explanation of flextime system & introduction guide

<https://www.mhlw.go.jp/content/000476042.pdf>

4 Other (If nursery schools are temporarily closed, support for parents taking time off due to temporary closure of elementary schools, etc., if employer does not allow time off)

<Childcare>

Q1) The nursery school where my children go to was temporarily closed. What should I do?

A1) From the perspective of preventing transmission to children and preventing the spread of infection in the community, we ask for your understanding and for you to consult with your employer and ask for their understanding so that you can telework or take time off.

In addition, if you are in a job with strong social demands such as a medical occupation and need to provide childcare for your child, please consult with municipalities about the possibility of utilizing childcare.

<Support for parents to take days off due to temporary closure of elementary schools, etc.>

Q2) What kind of support is available for employees working at companies to take time off to take care of children after the temporary closure of elementary schools, special needs schools, etc. due to the new coronavirus?

A2) There are plans to provide a subsidy (up to 8,330 yen per day) of all wages paid during the leave to companies that provided paid leave (excluding statutory annual paid vacation days) for employees (regular and non-regular) to take care of children who go to elementary schools, special support schools, kindergartens, nursery schools, certified centers for early childhood education and care, etc. that are temporarily closed. Details will be promptly reviewed and announced again.

Click here for details → https://www.mhlw.go.jp/stf/newpage_09869.html

Leaflet “Subsidy to address temporary closure of elementary schools, etc. due to new coronavirus”
<https://www.mhlw.go.jp/content/000604068.pdf>

In addition, the following support is available in each municipality for those who are looking for temporary childcare. For more information, please contact the department in charge of children and child-rearing support in your municipality.

Leaflet “For those looking for temporary childcare facilities”
<https://www.mhlw.go.jp/content/000604069.pdf>

<If employer does not allow time off>

Q3) I would like to take time off when I have cold symptoms such as fever, but my employer does not allow time off for this. What should I do?

A3) If you have cold symptoms such as a fever, we are asking companies to have workers not come to work. For this, it is necessary to have understanding in the company and all of society, and it is important to create an environment where employees can take time off, so we ask for your cooperation.

In addition, if a worker requests annual paid vacation days, even if the purpose of using them is to treat symptoms of a cold such as fever, the employer must grant it in principle.

Furthermore, because employers are required to give necessary considerations (so-called duty of care) so that workers can work while ensuring the safety of their lives and bodies, it is desirable that sufficient discussions be held between labor and management.

<Application to foreign workers>

Q4) Can foreigners also receive the support for parents with the temporary closure of elementary schools, etc. in Q2?

A4) Foreign workers are also eligible if they are employed by the employer.