

Survey on Impact of Novel Coronavirus (COVID-19) on Enterprise Management
(June 2020 Survey, 1st wave)

This is a translation of questionnaire for an internet monitor enterprise survey conducted in Japanese.

Q1

Q1_1 Please select the option that best describes changes in your company's production, sales, etc. compared to the same month of the previous year for each month from February to May.

*If your company is in the manufacturing industry, compare figures for production. If it is in the finance industry or insurance industry, compare ordinary income. For all other industries, compare sales (total receipts).

=====Options=====

Increase

Almost the same

Decrease

Cannot be compared with same month of previous year*

*Cases such as those business had not yet been started in the same month of the previous year.

Q1_2 targets respondents who selected "Decreased" in Q1_1.

Q1_2 If there was an increase or decrease in production, sales, etc. in Q1_1, please indicate the degree of decrease (around 10% to 100%) compared to the same month of the previous year for each month from February to May.

*If your company is in the manufacturing industry, compare figures for production. If it

is in the finance industry or insurance industry, compare ordinary income. For all other industries, compare sales (total receipts).

=====Options=====

Around 10% Around 20% Around 30% Around 40% Around 50%
Around 60% Around 70% Around 80% Around 90% Around 10% or more

Q1

	Increase	Almost the same	Decrease	Cannot be compared with same month of previous year*	The degree of decrease compared to the same month of the previous year
February					Around ()%
March					Around ()%
April					Around ()%
May					Around ()%

Q2 From the following list, please select all items that were factors behind the situation described in Q1_1 and Q1_2.

<input type="checkbox"/>	Business suspension request was issued to the industry due to declaration of a state of emergency
<input type="checkbox"/>	Business suspension request was issued by the industry we belong to
<input type="checkbox"/>	Received a request to reduce commuters by 70%
<input type="checkbox"/>	Direct impact of immigration restrictions (aviation, accommodations, travel, tourism, etc.)
<input type="checkbox"/>	Disruption of business activities due to discontinuation of production in overseas supply chains
<input type="checkbox"/>	Influence of decline in consumption and other forms of demand due to people's refraining from social activities
<input type="checkbox"/>	Demand (consumption, etc.) increased due to people's refraining from social activities (home delivery demand, etc.)
<input type="checkbox"/>	Business performance was already poor
<input type="checkbox"/>	Others (Specify:)

Q3 In each month from February to May, did your company carry out any of the following measures in relation to business operations and employees' working environment? Please select all that apply for the month in question.

		February	March	April	May
Business operations	Suspension of business operations				
	Shortening of business hours by reduction of days of operation				
	Shortening of business hours by reduction of business hours per day				
	Starting or increasing of outsourcing (increased activity in delivery, IT etc.)				

		February	March	April	May
Employees' work environment	Implementation of working from home (teleworking)				
	Granting special paid leave (excluding annual paid leave)				
	Dispatching of employees to other enterprises or industries				
	Increase in employees' working hours (increased activity in delivery, IT etc.)				
	Increase in mid-career hiring (increased activity in delivery, IT etc.)				
Not implementing any of the above measures					

Q4

Q4_1 Are there workers (including those on leave) in each category in each month from February to May? Note that it is not acceptable that you select “Had no workers in this category prior to May” for all worker categories.

=====Options=====

Had workers prior to February

Had no worker prior to February

=====Items=====

Regular employees

Part-time workers / Contract workers

Dispatched workers

Q4_1

	Had workers prior to February	Had no worker prior to February
Regular employees		
Part-time workers / Contract workers		
Dispatched workers		

Q4_2 For workers (including those on leave) in each category in each month from February to May, please select the response that best describes the increase or decrease compared to the same month the previous year (if the number of those workers decreased to 0, select “decreased”).

Q4_2_1 Total

	Increased	Almost the same	Decreased
February			
March			
April			
May			

Q4_2_2 Regular employees

	Increased	Almost the same	Decreased
February			
March			
April			
May			

Q4_2_3 Part-time workers / Contract workers

	Increased	Almost the same	Decreased
February			
March			
April			
May			

Q4_2_4 Dispatched workers

	Increased	Almost the same	Decreased
February			
March			
April			
May			

Q5 Did your company conduct any of the following employment adjustment measures for each of worker category in any of the months between February and May? Please select all that apply.

Q5_1 Regular employees

Q5_2 Part-time workers / Contract workers

	Regular employees				Part-time workers / Contract workers			
	February	March	April	May	February	March	April	May
Reduction of overtime work								
Shortening of normal working hours								

Curtailement or suspension of hiring of new graduates								
Temporary closures (furlough)								
Calling for voluntary retirement								
Dismissal								
Non-renewal of fixed-term contracts								
Reduction of wages								
Other employment adjustments								
No adjustment carried out.								

Q5_3 Dispatched workers

	Dispatched workers			
	February	March	April	May
Reduction of workers through mid-term termination of worker dispatch contracts				
Reduction of workers through non-renewal of worker dispatch contracts				
Other forms of employment adjustment				
No employment adjustment carried out.				

Q6

Q6_1 Please select the option that best describes changes in your company's personnel expenses compared to the same month of the previous year for each month from February and May.

=====Options=====

Increase

Almost the same

Decrease

Cannot be compared with same month of previous year*

*Cases such as those business had not yet been started in the same month of the previous year.

Q6_2 If there was a decrease in personnel expenses in Q6_1, please indicate the degree of decrease compared to the same month of the previous year for each month from February and May.

=====Options=====

Around 10% Around 20% Around 30% Around 40% Around 50%

Around 60% Around 70% Around 80% Around 90% Around 10% or more

Q6

	Increase	Almost the same	Decrease	Cannot be compared with same month of previous year*	The degree of decrease compared to the same month of the previous year
February					Around ()%
March					Around ()%
April					Around ()%
May					Around ()%

Q7 Select all of the following COVID-19-related business support measures that your company has already applied for or are considering applying for in the future.

<input type="checkbox"/>	Sustainability Subsidy (2 million yen for business operators whose sales have decreased, etc.)
<input type="checkbox"/>	Grant for businesses cooperating with prefectures' requests for temporary closures or shortening of business hours
<input type="checkbox"/>	Benefits, subsidies, loans, etc., from prefectures, etc., other than those listed above
<input type="checkbox"/>	Japan Finance Corporation and private financial institutions' financial support through Special Coronavirus Loans and Safety Net Guarantees
<input type="checkbox"/>	Employment Adjustment Subsidy (allowances, etc., for maintaining employment of workers during closures)
<input type="checkbox"/>	Allowances in response to elementary school closures, etc. (support for business operators who give paid leave to parents)
<input type="checkbox"/>	Subsidy to support promotion of work style reforms (support for introduction of teleworking, etc.)
<input type="checkbox"/>	Deferment of payment of national and local taxes, employees' pension and insurance premiums, etc.
<input type="checkbox"/>	Reduction of or exemption from property taxes and other taxes

	Corporate tax refunds by carry-back of losses
	Deferment of utility payments (water, electricity, gas, telephone, etc.)
	Rent support benefit
	Others (please specify)
	Not considering applying for any programs.
	Have not yet decided / Not sure.

Q8 This question concerns your company's outlook for the future (i.e., after the state of emergency declaration is lifted). When does your company anticipate that its business performance will recover and return to its previous level? Or does your company think it will not recover? Please indicate the appropriate response option.

	Expect to recover and return to the previous level within six months.
	Expect it will take between six months and one year to recover and return to the previous level.
	Expect it will take between one and two years to recover and return to the previous level.
	Expect it will take more than two years to recover and return to the previous level.
	Do not expect to recover (will not return to the previous level, cannot see path to recovery).
	Not sure.
	Business performance has not declined.

Q9 What is your company's view with respect to the future business continuation given the outlook described in Q8? Please indicate the appropriate response option.

	Intend to continue business operations at an expanded scale.
	Intend to continue business operations at the current level.
	Intend to continue business operations at a smaller scale.
	Intend to launch new business and continue business operations.
	Intend to discontinue business operations.
	Not sure.

Q10 In comparison with now, how does your company intend to use and manage human resources in continuing its business? Please select the numbers of all that apply.

Direction of human resource utilization (forecast for change in percentages of employees in each form of employment)	Emphasize hiring and human resource development.	
	Boost percentage of regular employees.	
	Boost percentage of part-time workers / contract workers.	
	Boost percentage of dispatched workers.	
Direction of human resource management	Promote outsourcing of operations.	
	Enhance hiring of new graduates.	

	Enhance mid-career hiring.	
	Promote transitioning of part-time workers / contract workers to regular employees.	
	Promote training / capacity development.	
	Promote utilization of temporary assignment or employment transfer of regular employees	
	Invest in labor-saving (mechanization / automation)	
	Boost the efficiency of operations (work streamlining / standardization, work sharing, review of work procedures, etc.)	
	Upgrade infrastructure for working from home (teleworking) and fully utilize it	
	Restore operations to workplace rather than focusing on working from home (teleworking)	
	No specific measures planned..	
	Have not decided / not sure.	