

## Purpose of Initiative

- TMG staff will implement off-peak commuting **without negatively affecting services to Tokyo residents, in order to ease the morning rush hour traffic congestion (between 8 and 9am) during the Games.**

## About the Initiative

### (1) Daily Off-peak Commuting During the Games

#### ○ No TMG Staff Members Commute During Morning Rush

- All TMG staff at TMG main buildings and branch offices\*1\*2 should avoid commuting from 8:00 am to 10:00 am  
⇒ Start working before 8:00 am or after 10:00 am
- For branch offices near the venues, staff should avoid commuting at the times when large numbers of spectators are expected.
- Starting work before 8:00 am is recommended.

### (2) Promote Teleworking

#### ○ Teleworking more than twice a Week

- All TMG staff\*1 \*2 \*3 to telework at least twice a week in principle

#### ○ One Consecutive Week of Telework

- All TMG staff at TMG main buildings\*1 \*2 \*3 to telework for one consecutive week in principle during the Games

#### ○ Use of Satellite Offices

### (3) Taking of Annual Leave Days Recommended

#### ○ All TMG staff is advised to take annual and summer holidays planned in advance in a consecutive manner

⇒ During this period, set aside days for the concentrated use of telework and taking holidays

- Especially on days when transit congestion is expected or on the Opening Ceremony day of the Paralympic Games, the concentrated use of telework (by TMG staff at main buildings) and taking of holiday is recommended\*1 \*2 \*3

(In addition, if unforeseen circumstances make commuting difficult, simultaneous teleworking is recommended)

## Implementation Period

Games Period: Olympics: 7/24 – 8/9  
Paralympics: 8/25 – 9/6

\*Initiatives are also recommended for periods other than during the Games (7/20-22, 8/11-24)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7/19	20	21	22	23	24 Opening Ceremony	25
26	27	28	29	30	31	8/1
2	3	4	5	6	7	8
9 Closing Ceremony	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Opening Ceremony	26	27	28	29
30	31	9/1	2	3	4	5
6 Closing Ceremony	7	8	9	10	11	12

Off-peak Commuting, Telework and Taking holidays

Days for implementation of concentrated use of telework and holidays

\*1 Excluding staff who have difficulty in implementing this due to work related to the Tokyo 2020 Games, working on shifts, or engaged in child/nursing care at home

\*2 For staff directly involved with citizen interaction, a designated early/late work hours will be set and implemented

\*3 Except when it is necessary to be at workplace, such as persons in management/supervising positions