

Request to faculty and staff members regarding overseas travel

March 13, 2020

To all faculty and staff members,
(including visiting scholars to the university)

Office of Human Resources Management
Keio Corporate Administration (Jukukan-kyoku)

Based on the global epidemic of COVID-19 (coronavirus disease) and the announcement of a “pandemic” by the World Health Organization (WHO) on March 11, we kindly request faculty and staff members to follow the below measures for overseas travel, etc.

Faculty and staff members at Shinanomachi Campus should follow the separate instructions provided.

1) Ban on travel

In principle, faculty and staff members are not permitted to travel (both for work and private purposes) to countries and regions for which the infection danger level set by the Ministry of Foreign Affairs is currently at level 3 (please do not travel) or level 2 (please stop all non-urgent and unnecessary travel).

If your scheduled trip overseas cannot be cancelled, please be sure to consult in advance with the Office of Human Resources Management Planning Group through your department head/supervisor.

Furthermore, if you intend to travel to countries and regions other than the above, we kindly ask that you gather sufficient information in advance and decide accordingly whether to travel.

“Overseas Travel Safety Information” homepage of the Ministry of Foreign Affairs:

<https://www.anzen.mofa.go.jp/>

2) Return/entry to Japan

Please continue to observe your health by taking your temperature twice daily for a period of two weeks from the day you return to or enter Japan.

You will also be directed to stay confined to a location specified by the quarantine station chief (home, etc.) for 14 days if you return to or enter Japan from certain regions. Faculty and staff members for whom this measure applies and who are now in confinement must contact the Office of Human Resources Management Planning Group through their department head/supervisor.

(End)