

March 19, 2020

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

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

[Information update] Overseas travel for faculty and staff members (March 19, 2020)

We kindly request the following regarding overseas travel, etc., for faculty and staff members due to the global epidemic of COVID-19 (coronavirus disease). 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, there is a possibility that you will be directed by the quarantine station chief to stay confined at home as part of quarantine measures even if returning to Japan from a country or region other than those listed above if the local situation deteriorates during your stay. Please refer to each of the following sites, etc., in advance, collect sufficient information, and decide accordingly whether or not to travel.

“Overseas Travel Safety Information” homepage of the Ministry of Foreign Affairs:
<https://www.anzen.mofa.go.jp/masters/explanation.html>

Countries and regions with measures restricting the entry of Japanese citizens and persons travelling from Japan and with restrictions on movement upon entry (Ministry of Foreign Affairs)

https://www.anzen.mofa.go.jp/covid19/pdfhistory_world.html

[Current situation regarding the restriction of movement in various countries overseas
\(Ministry of Health, Labour and Welfare\)](#)

<https://www.mhlw.go.jp/content/10900000/000609900.pdf>

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 (applicable to all people returning to/entering Japan from overseas).

- ① Please stay at home if you have cold-like symptoms with a fever of 37.5 degrees Celsius or above. When confined at home, please be sure to carry out the prescribed procedures (refer to ※).
- ② Furthermore, if these symptoms last for 4 days or more (approximately 2 days in the case of the elderly and persons with underlying medical conditions), or if you feel weary (fatigued) and experience shortness of breath (breathing difficulties), please consult with your nearest public health center by phone or call the phone consultation service and be sure to follow the instructions provided.
- ③ If you are diagnosed as being infected by COVID-19 at a medical institution, you are not permitted to come to work. Please immediately inform the Keio University Health Center (tel. 045-566-1055) if you have been diagnosed as infected or are suspected of being infected.

※Notification of infection with an infectious disease (Keio University Health Center)

<http://www.hcc.keio.ac.jp/en/infection/index.html>

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 designated countries and 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.

[A separate document regarding designated countries and regions is attached.](#)

※Prescribed procedures

[Staff members]

- Notify your department head/supervisor
*The department head/supervisor will promptly inform the Office of Human Resources Management Planning Group and the Keio University Health Center at your affiliated campus.
- Monitor any symptoms and take your temperature daily. If your symptoms have resolved, you will be able to return to work upon receiving written permission from the Keio University Health Center by first contacting your department head/supervisor and the Health Center by phone and then attending a medical examination at the Health Center.

[Faculty members]

- Notify both your department head/supervisor and the Keio University Health Center at your affiliated campus.
- Monitor any symptoms and take your temperature daily. If your symptoms have resolved, you will be able to return to work upon receiving written permission from the Keio University Health Center by first contacting your department head/supervisor and the Health Center by phone and then attending a medical examination at the Health Center.

(End)

[\[There is a separate attachment\]](#)

Countries and regions for which people will be directed to confine themselves to a location specified by the quarantine station chief (home, etc.) for 14 days

1. After 12:00 a.m. on March 9

The People's Republic of China and Republic of Korea

2. Embarked and arrived in Japan after 12:00 a.m. on March 21 (added to 1)

All regions including Schengen Area (see note) and Ireland, Andorra, Iran, United Kingdom, Egypt, Cyprus, Croatia, San Marino, Vatican City, Bulgaria, Monaco, and Romania.

(Note) Ireland, Italy, Estonia, Austria, Netherlands, Greece, Switzerland, Sweden, Spain, Slovakia, Slovenia, Czech Republic, Denmark, Germany, Norway, Hungary, Finland, France, Belgium, Poland, Portugal, Malta, Latvia, Lithuania, Liechtenstein, Luxembourg

[Please refer to the following sites for details]

Substantial strengthening of border controls (COVID-19) (Ministry of Health, Labour and Welfare)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00098.html

New measures for strengthening border controls (Prime Minister's Office of Japan homepage)

<http://www.kantei.go.jp/jp/content/000061171.pdf>