

June 28, 2021

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, etc., for faculty and staff members (June 28, 2021 edition)

While the global COVID-19 (coronavirus disease) pandemic still remains unpredictable, in consideration of the general situation at present, including the progress of vaccinations in Japan, the overseas travel of faculty and staff members will be permitted as follows. Faculty and staff members at Shinanomachi Campus must follow the separate instructions that are provided.

1. Permission for study/business trips overseas

Study/business trips overseas will be permitted on the following conditions from June 28, 2021, onward.

- The faculty/staff member will bear sole responsibility for any eventuality arising from traveling overseas after understanding the Danger Level and Infectious Disease Risk Level for the destination country/region set by the Ministry of Foreign Affairs, and the risk of traveling to a country/region designated as Level 1 or higher
- In principle, the faculty/staff member will have completed his/her vaccination for COVID-19 before departing Japan
- The faculty/staff member is enrolled in insurance with coverage for COVID-19
- The faculty/staff member will comply with the instructions of Keio University and the host university, etc., in the event that a recommendation to return home is issued after he/she has traveled overseas
- The faculty/staff member can travel because the destination country/region has no restrictions on entry from Japan and the necessary visa for travel is issued
- The faculty/staff member will confirm that he/she can meet the conditions for entering the destination country/region and is able to comply with any restrictions on activities
- The faculty/staff member will confirm that the health system in the destination country/region is sufficiently well maintained and that he/she is eligible to receive medical treatment
- The faculty/staff member will confirm the quarantine procedures that are required after returning to Japan and make the necessary preparations for compliance in advance.

Please refer to the below site regarding the Danger Level, Infectious Disease Risk Level, etc., for the destination country/region.

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

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

## 2. Return/entry to Japan

Upon return or entry to Japan from all countries and regions, you are in principle required to submit a “Certificate of test result taken within the 72-hour period before departure,” self-quarantine for 14 days at a location (home, etc.) designated by the quarantine station chief, etc. Faculty and staff members who are in self-quarantine as a result of these measures are required to contact the Office of Human Resources Management Planning Group through their department head/supervisor.

Please refer to the Keio University Health Center website below and continue to monitor your health, primarily by means of twice-daily temperature measurements, over this 14-day period.

<http://www.hcc.keio.ac.jp/ja/infection/coronavirus.html#section102>

Please refer to the below site for an outline of national border controls.

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431\\_00209.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_00209.html)

## 3. Hosting of overseas researchers/faculty members

The below procedures are required; however, operations have been suspended by the Japanese government as of June 28, 2021.

The below Japanese government-designated “Residence Track” procedures will be required when hosting overseas researchers/faculty members at Keio University.

[https://www.mofa.go.jp/mofaj/ca/cp/page22\\_003380.html](https://www.mofa.go.jp/mofaj/ca/cp/page22_003380.html)

For more details about the procedures, please contact the Office of Human Resources Management Planning Group at Mita Campus or the General Affairs Section of the Campus Office at other locations.