

October 20, 2020

ATTN: Deans
Administrative Office Directors
Administration Bureau Directors
Director, Audit Office

Toshiya Naito
Executive Vice President for Crisis Management, Kyushu University
Chair, Novel Coronavirus Crisis Response Headquarters Working Group

Revision of “Consideration 5-1. Ban on New Trips Overseas” in “Considerations and Response Guidelines Concerning the Novel Coronavirus Pandemic (Infection Spreading Phase)” (Notice)

Consideration 5-1 of “Considerations and Response Guidelines Concerning the Novel Coronavirus Pandemic (Infection Spreading Phase)” (April 8, 2020. Kyushu University Novel Coronavirus Crisis Response Headquarters Working Group) relates to this university’s handling of new trips overseas. Please be advised that the decision has been taken to revise Consideration 5-1, as detailed in the attachment.

Accordingly, please respond on the basis of the revised response guidelines, effective from the date of this notice.

Contact for inquiries: Oishi (Ms.), International Affairs Division, International Affairs Department Extension: 90-2213 E-mail : intlkhosa@jimu.kyushu-u.ac.jp
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5. Considerations Regarding Trips to/from Japan

5--1. Ban on New Trips Overseas

Departments in charge: International Affairs Division, International Affairs Department; Student Support Division, Student Affairs Department

*2020.03.02 Revised by the Novel Coronavirus Control Headquarters Meeting (notice sent)

*2020.03.26 Revised by the Novel Coronavirus Crisis Response Headquarters Working Group (notice sent)

*2020.04.08 Revised by the Novel Coronavirus Crisis Response Headquarters Working Group (notice sent)

Response Guidelines:

Based on the Ministry of Foreign Affairs (MOFA) Travel Advice and Warning on Infectious Diseases levels, the university has decided as follows concerning the advisability of overseas travel by members of the university.

- (1) Members of the university may not travel on university business to countries or regions designated as “Level 4: Evacuate and Avoid All Travel (Recommendation to Evacuate)” or “Level 3: Avoid All Travel (Recommendation to Halt Travel)” by MOFA’s Travel Advice and Warning on Infectious Diseases. However, staff and faculty members, etc. (including temporary staff and others who commute to the university. The same applies hereinafter) needing to travel overseas due to unavoidable circumstances should consult the university’s Novel Coronavirus Crisis Response Headquarters by means of an application^{*1} by their dean or appropriate senior manager (hereinafter, “senior manager”).
- (2) With regard to travel by members of the university on university business to countries and regions other than those referred to above in (1), travel by staff and faculty members, etc. is not permitted in principle. Travel by students, etc. (including research students, etc. who commute to the university. The same applies hereinafter) is not permitted. If staff or faculty members, etc. wish to travel to such countries and regions on university business, the Novel Coronavirus Crisis Response Headquarters will determine the advisability of their trip, based on an application^{*1} by their senior manager.
- (3) As with (1) and (2) above, business trips at the request of other institutions and travel for personal reasons other than university business are prohibited, in principle. However, if special circumstances apply, permission may be obtained from the senior manager and a system must be established to facilitate communication during the trip. If the senior manager has granted permission for the trip, this fact must be reported to the International Affairs Division of the International Affairs Department, which will summarize the details and report them to the Novel Coronavirus Crisis Response Headquarters.

*The application documents and submission details are given below.

[Application Documents]

- (1) Document stating the reasons for the trip (Please describe in detail the reasons why you need to travel to the area concerned on university business and the reasons why the timing of the

trip cannot be altered, even if the destination is one to which travel is not permitted in principle.)

(2) Copy of the travel order request (approved by the dean)

*If the individual does not have a travel order request, due to being a student, etc., they should submit a copy of documentation providing the same information as that contained in a travel order request (no specified format) that has been approved by the dean.

[Submission Details]

Staff and faculty members, etc. intlkhosa@jimu.kyushu-u.ac.jp

Students, etc.: Student Affairs Planning Division, Student Affairs Department
gaphosa@jimu.kyushu-u.ac.jp

Please note when traveling overseas that some countries and regions have imposed restrictions on entry by Japanese nationals and other travelers from Japan and on their activity after entering the country/region, regardless of the MOFA Travel Advice and Warning on Infectious Diseases level. Accordingly, please ensure that you check the MOFA website below.

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

※Japanese version only

Relevant Notices, etc.:

2020.03.03 Regarding the “Self-reporting Form Concerning the Acceptance of Students, Staff and Faculty Members from Countries and Regions Designated as Level 2 or higher by MOFA’s Travel Advice and Warning on Infectious Diseases” [Message]

2020.03.27 Partial Revision of the Considerations and Response Guidelines Concerning the Novel Coronavirus Pandemic (From the Early Outbreak within Japan to the Infection Spreading Phase) [Notice]