

To all full-time faculty and staff members:

June 30, 2020

**Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School
of Media and Governance
AY 2020**

Basic Policy for Maintaining Education and Research Activities

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Principles

On the assumption that the situation regarding COVID-19 (coronavirus disease) will persist for the foreseeable future, the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance will strive to build a system that maintains education and research activities while sustaining the mental and physical health of students, their guarantors, and faculty and staff members, as well as limiting new cases of infection so as not to place an excessive burden on the local healthcare system. Although it is not possible to completely avoid becoming infected even if leading a normal life due to the nature of COVID-19, please carry out your activities with sufficient consideration and in observance of the guidelines for Level 3 indicated in Table 1 of this document.

Policies

- (1) From the viewpoint of ensuring the safety of students, faculty, and staff members, classes will continue to be held online throughout the Spring Semester. Details of the basic policies for education and research activities during the Spring Semester are described below in sections “**1. Education**” and “**2. Research.**”
- (2) Each person should be aware that he or she may potentially be infected, and as indicated in section “**3. Rules of Conduct,**” act accordingly so as not to spread infections.
- (3) Semester-end examinations for the Spring Semester cannot be held. Please inform students in advance of an evaluation method that does not rely on semester-end examinations.
- (4) Students, faculty, and staff members will have limited use of some of the services offered by the Media Center (Library) for research purposes only, as is stated under Level 3 in Table 1. When availing of these services, please follow the rules set by the Media Center.
- (5) In light of the policy set by the Student Affairs Center at Keio University and as stated under Level 3 in Table 1, we will continue to prohibit students from performing extracurricular activities on campus.
- (6) The basic policy for education and research activities in the Fall Semester and onward will be decided around August 31.
- (7) A separate notification will be made regarding administrative office operations.
- (8) Full-time faculty members should share this basic policy with project faculty members, part-time lecturers, laboratory secretaries, students, and everyone else associated with education and research activities.

1. Education

(Decision as of June 24, 2020)

- (1) Education activities during the Spring Semester will take the form of classes conducted online. Faculty members are able to use their offices or joint offices only in unavoidable circumstances such as when conducting online lectures. When doing so, please observe section “**3. Rules of Conduct**” below. Please note that students are prohibited from entering the campus to participate in lectures.
- (2) When conducting online classes, in addition to utilizing online conference systems such as WebEx, please flexibly incorporate other methods such as on-demand teaching materials, recorded lectures, etc., to secure as many alternative teaching methods as possible in the event that a failure occurs in any of the systems. Please refer to [the “Guidelines for the Implementation of AY2020 Spring Semester Classes” that was sent out on April 2](#) as well as any subsequent announcements that are released. Regardless of the methods used to teach classes, when conducting online classes at a designated time, please ensure that your lecture is held on the day and time indicated in the timetable so as to avoid clashes with other classes.
- (3) For Overseas Language Programs, Special Research Projects, Field Research, and Fieldwork-related activities that will be conducted during the Summer Break, please refer to the “Guidelines for Special Research Projects and Other Educational Activities to be Conducted during Summer Break” that was sent out on June 30.

2. Research

(Decision as of June 24, 2020)

- (1) Under Level 3 indicated in Table 1, research activities conducted at facilities on campus during the Spring Semester should, in principle, be restricted to faculty members and research staff and kept to the bare minimum after the utmost precautions have been taken to prevent infections. Faculty members and research staff should take their temperature at home on the day they intend to come to the campus and apply for campus entry using the [prescribed form](#) (keio.jp authorization required).
- (2) Students’ participation in on-campus research activities will be permitted by following the policies described below; however, the possibility that some people among faculty and staff members, research staff, and students are asymptomatic carriers of the disease cannot be discounted. **Policies laid out in 2. (2) ①, ② and ③** as well as “**3. Rules of Conduct**” must be followed.
 - ① Students can only engage in on-campus research activities if they have the desire to do so and their guarantors and full-time faculty members in charge of Seminars (including main research advisors of the graduate school) consent. Full-time faculty members will determine whether or not graduate and undergraduate students may conduct on-campus research activities.
 - ② Upon entering the campus, students must stop by the North Gate Security Office and fill out the required items on the campus entry form available there. At that time, please present a document to the security guard showing the consent of the full-time faculty member in charge of Seminar (a copy of an e-mail will suffice; it must be something that shows that the consent of the guarantor has also been obtained). Students may enter the campus after their temperature is checked by a contactless thermometer at the North Gate Security Office. In order to prevent the spread of infections, it is necessary to clarify where on campus the visitors are conducting their activities. Students must enter the campus through the North Gate Security Office.
 - *It is sufficient for full-time faculty members in charge of Seminars to check with their students whether or not they have the consent of their guarantors.
 - *On the campus entry form, there is a space for the emergency contact information of the full-time faculty member who has given permission to be written down. Please share your contact information with the student when you give him/her permission.
 - ③ Full-time faculty members should keep or save any “document” (a copy of an e-mail will

suffice) which shows that their student desires entry to the campus, and that the student's guarantor and the full-time faculty member in charge of the student's Seminar have given their consent. If the Dean of the Faculty of Policy Management, the Dean of the Faculty of Environment and Information Studies, or the Dean of the Graduate School of Media and Governance determines that a "document" is necessary, the full-time faculty member must submit this "document."

- ④ Full-time faculty members and the Media Center should strive to keep the scope of research activities in laboratories and facilities to less than 20% of ordinary levels. In order to abide by this figure, guidelines must be established by each full-time faculty member and facility supervisor.
- (3) If research is to be conducted at facilities other than at Keio University (excluding research done at home), please comply with the guidelines below.
- ① If research will be conducted overseas, please follow the notifications issued by the Keio University Infection Response Center for COVID-19.
 - ② If within Japan, please follow the rules and regulations of the facilities where research is to be conducted, and take sufficient measures to prevent viral infections. For activities requiring overnight stays, please book single rooms for all participants.
 - ③ The procedure for applying to go on a business trip remains the same as preceding semesters; however, all applications will be carefully screened by the Joint Steering Committee in light of the COVID-19 situation. For domestic business trips attended by students that are financed by external funds, etc., associated with the Keio Research Institute at SFC, please follow the rules set by the Keio Research Institute at SFC.
 - ④ When students conduct research activities, full-time faculty members should keep or save any "document" (a copy of an e-mail and the like will suffice) which shows that their student desires entry to the campus, and that the student's guarantor and the full-time faculty member in charge of the student's Seminar have given their consent. If the Dean of the Faculty of Policy Management, the Dean of the Faculty of Environment and Information Studies, or the Dean of the Graduate School of Media and Governance determines that a "document" is necessary, the full-time faculty member must submit this "document." To prevent the occurrence of close-contact situations that result from large gatherings, the number of people participating in an activity at any one time should be kept to a maximum of 10 people or less. In addition, full-time faculty members are requested to instruct the participants in activities to keep a record of movements and undertake contact tracing at places where activities are conducted, as well as to avoid social gatherings that involve eating and drinking.

3. Rules of Conduct

(1) At home and places other than campus:

- ① Please take your temperature and monitor whether you have any symptoms such as a cough, fatigue, shortness of breath, or any irregularities in sense of taste or smell.
- ② Refrain from leaving the house, including to go to the campus, if you have any of the symptoms described above, a fever of 37.5°C or higher, or if someone you are living with has had a continuous fever of 37.5°C or higher and is suspected of being infected. In addition, based on the instructions of the Keio University Health Center, please access the URL below and report your condition through the website (even if you do not intend to come to campus, please make a report if any of the descriptions above apply and you suspect that you might be infected).
(<http://www.hcc.keio.ac.jp/en/infection/coronavirus.html>)

(2) While traveling:

- ① To prevent infection while en route to campus, please be sure to wear a mask and observe cough etiquette.
- ② Students should avoid using public transportation as much as possible when coming to campus.

- ③ When using public transportation, please refrain from talking.
- (3) On campus:
- ① On each occasion research activities are to be undertaken in indoor spaces such as laboratories and meeting rooms (hereinafter “room”), please designate someone to monitor the room (“monitor”) from among those who will be using it (“occupants”).
 - ② The monitor of the room should keep a record of the names of all occupants. This is so that routes of infection can be traced in the event that any COVID-19 cases are discovered. In addition, the monitor should confirm that each occupant does not have any of the symptoms described above in the section “At home and places other than campus ②.”
 - ③ Occupants should be diligent about washing their hands, ventilating the room, and observing cough etiquette. Furthermore, disinfectant spray and the like should be used to disinfect desks, doorknobs, etc. Please make efforts to follow the three principles (avoid closed spaces, crowded places, and close-contact settings) to prevent the spread of infections as outlined at the Experts’ Meeting.
 - ④ In principle, masks must be worn when there is more than one person in the room. If it is difficult to obtain a mask, the mouth and nose should be covered with a homemade mask, etc., to prevent infection through respiratory droplets (masks will not be distributed on campus).
 - ⑤ Meetings, etc., including those with external joint researchers, should be cancelled, postponed, or conducted remotely.
 - ⑥ Please eat alone while avoiding sitting face-to-face, maintaining appropriate distances, and refraining from talking with others.
 - ⑦ If you feel even remotely unwell, please stop what you are doing and return home as quickly as possible.
- (4) Other matters:
- Each person should refer to the guidelines, etc., set by the Keio University Health Center, be aware that he or she may potentially be infected, and act accordingly so as not to spread infections. In addition, when activities are conducted, we require everyone to read “How to Prevent the Spread of COVID-19 & the Role of the Health Center” (full-time faculty members should refer to the Minutes System).

Table 1 Education and Research Restriction Guidelines to Prevent the Spread of COVID-19 (coronavirus disease)

	Education (Classes, etc.)	Research	Students Entering Campus	Student Extracurricular Activities	Administration	Internal Meetings	Decision Criteria
Level 0	Normal	Normal	Normal	Normal	Normal	Normal	Normal circumstances
Level 1	Conduct classes online as far as possible. In-person classes permitted if the utmost precautions are taken to prevent the spread of infections.	Carry out activities while taking the utmost precautions to prevent the spread of infections.	Enter campus while taking the utmost precautions to prevent the spread of infections.	Carry out activities while taking the utmost precautions to prevent the spread of infections.	Carry out work while taking the utmost precautions to prevent the spread of infections.	Hold in-person meetings while taking the utmost precautions to prevent the spread of infections. Online participation recommended.	Warnings against infection announced.
Level 2	All courses taught through online classes. Faculty members permitted to use individual or joint offices to conduct online classes.	Carry out activities while taking the utmost precautions to prevent the spread of infections.	Students who will enter the campus should fill out the designated campus entry form beforehand. *1	Carry out activities while taking the utmost precautions to prevent the spread of infections.	Carry out work while taking the utmost precautions to prevent the spread of infections. Use available meeting rooms and classrooms to avoid crowding.	In-person meetings should be kept to an absolute minimum. Online meetings where possible.	Requests to refrain from attending gatherings, events, etc., with large numbers of people announced.
Level 3	All courses taught through online classes. Faculty members permitted to use individual or joint offices to conduct online classes.	In principle, the minimum necessary activities that are to be carried out by faculty members and research staff while taking the utmost precautions to prevent the spread of infections.	With the consent of a faculty member, may only enter the campus to carry out the minimum necessary activities while taking the utmost precautions to prevent the spread of infections. Must fill out the campus entry form.	Online	Carry out work while taking the utmost precautions to prevent the spread of infections. Use available meeting rooms and classrooms to avoid crowding. Departments and staff members who are able to work from home should do so.	Online meetings	Requests to refrain from gatherings, events, and going outside announced.
Level 4	All courses taught through online classes. Only in unavoidable circumstances may faculty members use individual or joint offices to conduct online classes; however, contact in person must be avoided, and the faculty member concerned must have the personal means to avoid infection on his/her commuting route.	In principle, the minimum necessary activities that are to be carried out by faculty members and research staff while taking the utmost precautions to prevent the spread of infections.	With the consent of a faculty member, may only enter the campus to carry out the minimum necessary activities while taking the utmost precautions to prevent the spread of infections. Must fill out the campus entry form.	Online	In principle, work at home. A number of people, which satisfies the government's targets to reduce social contact, will be allowed on campus to carry out the duties necessary to maintain the functions of the organization.	Online meetings	A state of emergency declared or the spread of infections in the vicinity of the campus confirmed.
Level 5	All courses taught through online classes. Faculty members are also, in principle, prohibited from using campus facilities.	All activities on campus prohibited.	Prohibited	Online	Work at home	Online meetings	A state of emergency declared (SFC lockout/government lockdown). *2
Level Black	All classes cancelled.	All activities on campus prohibited.	Prohibited	Prohibited	Work at home (minimum)	Online meetings (minimum)	Spread or explosive spread of infections among parties related to the campus.

*1 Campus entry form: student ID number, name, body temperature, reason for entering campus, etc.

*2 On the assumption that in the future, lockdown may be permitted on a legal basis, or that infections are spreading on campus and decontamination may not be immediately

possible.

(as of June 8, 2020)

Table 2 Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School of Media and Governance AY 2020 Basic Policy for Maintaining Education and Research Activities

	Period	Activities Restriction Level	Date Decided
A	April 7 to April 20	Level 4	---
B	April 21 to May 6	Level 4	---
C	May 7 to June 7	Level 4	---
D	June 8 to July 26 Second-half of Spring Semester	Level 3	June 3
E	July 27 to July 31 Semester-end Examination Period		The decision will be made based on the policy of Keio University.
F	August 11 to September 30 Summer Break *SFC Office will be closed from August 1 to August 10		Around June 30
G	October 1 to November 18 First-half of Fall Semester		Around August 31
H	November 19 to November 29 Mita Festival/Makeup Exams/Makeup Classes		
I	November 30 to January 24 Second-half of Fall Semester		
J	January 25 to February 5 Semester-end Examination Period		

K	February 6 to March 31 Spring Break		
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