

June 5, 2020

Shonan Fujisawa Campus (Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School of Media and Governance)

To all faculty members:

Toshiko Hirota, Administrative Director, Shonan Fujisawa Campus

Measures taken by the SFC administrative offices (from June 8 onward)

In relation to the prevention of the spread of infections by COVID-19 (coronavirus disease), Shonan Fujisawa Campus (Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School of Media and Governance) has decided to lower the level stipulated in the “Education and Research Restriction Guidelines” from 4 to 3 from Monday, June 8. In line with this change, measures taken by the administrative offices will be as follows. Future changes to the measures will be announced accordingly.

**In principle, staff members will work on campus in rotation. To prevent the spread of infections, the counter in each office will be closed and all inquiries will be handled through e-mail. Entry to the offices will be prohibited. As the situation is different from normal circumstances, please note that it will take longer than usual for all administrative procedures to be completed. In case an urgent response is required, please make this clear when contacting the appropriate office. We will try to respond on an individual basis.**

[Mail Center]

- Inter-campus mail (jukunai-bin) and postal services are available, and incoming mail will be placed in the mailboxes of faculty members. Only one person will be allowed to enter the mailroom at a time.  
Please do not make any arrangements for parcels to be delivered to SFC. Be especially careful regarding deliveries of fresh food (via a refrigerated courier service, etc.) or valuables.
- Inspection services are suspended.
- Entry to the Mail Center is not allowed.  
■ Contact information: [nouhin@sfc.keio.ac.jp](mailto:nouhin@sfc.keio.ac.jp)

[General Affairs Office]

- We are currently unable to take inquiries via telephone or in person at the counter. Please send all inquiries by e-mail.  
■ Contact information: [somu@sfc.keio.ac.jp](mailto:somu@sfc.keio.ac.jp)

[Facilities and Accounting Office]

- 1 The office counter is closed.
  - ※ Staff members will not be available at the counter to provide explanations or accept the submission of documents. If delivering documents in person, please deposit them in the mailbox for the Facilities and Accounting Office set up at the mailroom.
  - ※ Please send all inquiries to the section's e-mail address shown below.
  - ※ Please check the “Execution of External Funds and Ordinary Expenses under COVID-19 Measures at SFC (Part 3)” (Japanese language only) and “Execution of External Funds and Ordinary Expenses at SFC from April 1-June 10, 2020 (Part 1 & Part 2)” (Japanese language only) for matters related to disbursement.
- 2 Entry to SFC
  - (1) Entry to the campus is restricted to the purposes approved by the “[Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School of Media and Governance AY2020 Basic Policy for Maintaining Education and Research Activities.](#)”
    - ※ Faculty members entering the campus should inform the North Gate Security Office that they are faculty members at the time of entry.
    - ※ If you will have a student enter the campus, please instruct him/her to head to the North Gate Security Office at the time of entry after he/she has prepared ① his/her student ID card and ② a document (may be shown on the smartphone screen)

indicating that a full-time faculty member permits the student's entry to campus. The student must also ③ check his/her body temperature when going out to ensure that he/she does not have a fever of 37.5°C or higher. Entry to campus is not allowed if any of items ①, ②, and ③ cannot be confirmed at the North Gate Security Office.

- (2) The South Gate will be completely closed.
- (3) The Kanachu Bus stops at the roundabout in front of the campus and does not enter the campus grounds to reach the Main Building.
- 3 Disinfectants (from June 11 onward)
  - (1) We are distributing sodium hypochlorite (commercial bleach) to be used in laboratories. It will be left unattended at the lobby of the 1st floor of the Main Building for collection. Please use as appropriate. Note that the bleach needs to be diluted when it is used. Thank you for your cooperation.
  - (2) We are lending out alcohol-based disinfectants (ethanol solution) and paper towels for use in classrooms. Please consult with the Academic Affairs Office when you wish to use them.
- 4 On-campus facilities
  - (1) Please make sure that you sterilize tap water when using for consumption by boiling it first. Because the water has been stagnant for a long time, it is extremely dangerous to consume without boiling it beforehand.
  - (2) Cleaning services operate differently than usual. The cleaning and disinfecting of doorknobs, handles, etc., will be prioritized, while the cleaning of buildings that are currently closed has been suspended.
  - (3) Classrooms, Gymnasium, and the Clubhouse Building will all be locked.
  - (4) Intra-campus (SOKANKAN) bus service will be suspended.
  - (5) The air conditioning in campus facilities is not running efficiently, as coolers are being used with the windows kept open.
  - (6) From June 11 onward, some on-campus shops will resume business as follows. Depending on the situation regarding the use of shops that have reopened, their business hours may be shortened or they may close once again.

Co-op cafeteria and other food services	Co-op cafeteria	Closed
	Subway	Shortened business hours of 10 a.m. to 5 p.m. (closed on Sundays and holidays)
	Tablier	Shortened business hours of 11:30 a.m. to 2:30 p.m. (last orders at 2:00 p.m.) (closed on weekends and holidays)
	Ladybird	Weekdays: 11:30 a.m. to 6:00 p.m. (last orders at 5:30 p.m.) Saturdays: 11:30 a.m. to 2:30 p.m. (last orders at 2:00 p.m.) (Shortened business hours) (closed on Sundays and holidays)
University Co-op	Co-op store	Shortened business hours of 11:00 a.m. to 2:00 p.m. (*closed on weekends and holidays) *In principle, books and tickets at Keio Co-op Store, Fujisawa Branch should be ordered via e-mail or phone, and payments are to be made primarily by school expenses. Entry to the store is allowed, but please come only when necessary.
	Lawson	Shortened business hours of 11:00 a.m. to 2:00 p.m. (*closed on weekends and holidays)

- (7) Vending machines are replenished less frequently than usual.
- 5 Renting out campus facilities
  - (1) Renting out of on- and off-campus facilities will be suspended (including Live-in Research Facilities and Guesthouse).

■Contact information: [kanzai@sfc.keio.ac.jp](mailto:kanzai@sfc.keio.ac.jp) (Facilities Section)  
[kaikei@sfc.keio.ac.jp](mailto:kaikei@sfc.keio.ac.jp) (Accounting Section)

[Academic Affairs Office]

Some students who have permission will enter the hallway of the Main Building to use the certificate issuing machines (advance application is required).

- Contact information (Academic Affairs Office) [sfc-kyomu@sfc.keio.ac.jp](mailto:sfc-kyomu@sfc.keio.ac.jp)  
(Admissions Office) [ao-request@sfc.keio.ac.jp](mailto:ao-request@sfc.keio.ac.jp)

[SL/CDP]

Some students who have permission will enter the Main Building to use the Senior Alumni Visit System (Keio alumni search) (advance application is required).

Although the office counter is closed, office services will be handled, to the extent possible, via e-mail and postal mail.

- Contact information  
SL (scholarships, student life): [sl@sfc.keio.ac.jp](mailto:sl@sfc.keio.ac.jp)  
CDP (career development, teacher training courses, student research funds): [cdp@sfc.keio.ac.jp](mailto:cdp@sfc.keio.ac.jp)

[Office of International Affairs]

Although the office counter is closed, office services will be handled, to the extent possible, via e-mail and postal mail.

- Contact information: [apd-global@sfc.keio.ac.jp](mailto:apd-global@sfc.keio.ac.jp)

[Office of Research Development and Sponsored Projects]

The office counter is closed. If delivering documents in person, please deposit them in the mailbox for the Office of Research Development and Sponsored Projects set up at the mailroom.

- Contact information  
Public Funds: [kri-gov@sfc.keio.ac.jp](mailto:kri-gov@sfc.keio.ac.jp)  
Grants-in-Aid for Scientific Research Program (KAKENHI): [kri-kaken@sfc.keio.ac.jp](mailto:kri-kaken@sfc.keio.ac.jp)  
Private Funds: [kri-com@sfc.keio.ac.jp](mailto:kri-com@sfc.keio.ac.jp)  
Steering Committee of Keio Research Institute at SFC (accepting inquiries from Project Faculty Members): [kri-pa@sfc.keio.ac.jp](mailto:kri-pa@sfc.keio.ac.jp)  
Grants: [jyosei@sfc.keio.ac.jp](mailto:jyosei@sfc.keio.ac.jp)

[Media Center]

Details of the service will be announced on the website.

<https://www.lib.keio.ac.jp/en/sfc/index.html>

- Contact information:

Please check: <https://www.lib.keio.ac.jp/en/contact/sfc.html>

【ITC】

We will reply to inquiries sent via e-mail during business hours on weekdays.

For details, please check the Shonan Fujisawa ITC website.

[https://www.sfc.itc.keio.ac.jp/en/top\\_sfc.html](https://www.sfc.itc.keio.ac.jp/en/top_sfc.html)

【Wellness Center/Clinic】

Opening hours: 9:00 a.m. to 4:30 p.m.

(Consultation hours: Mondays and Wednesdays 10:00 a.m. to noon., 1:00 p.m. to 3:00 p.m.)

If you are not feeling well, please contact the clinic before heading to campus.

<http://www.hcc.keio.ac.jp/en/clinic/sfc-schedule.html>

- Contact information: [health-sfc@adst.keio.ac.jp](mailto:health-sfc@adst.keio.ac.jp)

**Emergency contact on campus: North Gate Security Office 0466-47-5114**

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