

To all users of the Shonan Fujisawa Campus (faculty, staff members, students, and visitors)

September 4, 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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The Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance will lower activity restrictions for the Shonan Fujisawa Campus from Level 3 to Level 2, from September 4 onward. We are currently on our way to restoring education and research activities on our campus. Needless to say, it will not be possible for the campus to immediately revert back to how it used to be. This is because COVID-19 (coronavirus disease) has yet to be effectively contained, and we are still at the stage of learning how to deal with the disease. We will be re-opening the campus in stages, in an unhurried and cautious manner.

Since this April, based on the assumption that the situation regarding COVID-19 will persist for the foreseeable future, we have fulfilled our social obligation to sustain the mental and physical health of students, faculty, and staff members, as well as limit new cases of infection so as not to place an excessive burden on the local healthcare system. Meanwhile, we have strived to meet the social expectations that are placed upon us to be a campus that disseminates cutting-edge education and research activities. In order to continue walking this path, it is imperative that we maintain awareness that each one of us is a member of the campus community and act independently.

Due to the nature of COVID-19, we now have a shared understanding that it is not possible to completely avoid infections even if people are leading their normal lives. We may thus see a rise in the number of our fellow campus members who become infected with COVID-19 in the future, as we gradually increase the amount of education and research activities conducted on campus, while taking all possible measures to prevent infections.

If we happen to face such adversity, we hope once again to affirm our spirit of sharing hardships, as has been the case to date. The COVID-19 pandemic weakens the ties that bind people together, which are indispensable to the formation of society, with those unable to stand in solidarity driven to hardships in the form of loneliness. When confronted with an invisible

fear, there may be regrettable instances where we look for and attempt to unite against a common enemy in order to protect ourselves. We must overcome such urges and walk alongside our fellow campus members, who have been cornered into a difficult situation, on the path to resolving COVID-19 related issues together.

Let us proceed along this difficult path by understanding the basic policy described in this document and working towards our goal of restoring education and research activities on campus.

I. Activities restriction level

- (1) We will lower activity restrictions for the campus from Level 3 to Level 2, from September 4 onward. However, please endeavor to thoroughly implement measures indicated in this basic policy to prevent the spread of infection when conducting activities on campus. Please comply with the procedures and policies described in II, III, IV, V, and VI below, and actively contribute to the initiatives that maintain the safety of the campus.
- (2) Please note that we will not hesitate to raise the activities restriction level if there is a resurgence of COVID-19 and our initiatives become ineffectual.

II. Policies for monitoring entry to the campus

- (1) In order to prevent the spread of COVID-19, we ask that all persons entering the campus have their body temperature checked and a record of their entry kept. This is to ensure that we can safely carry out “education and research activities on campus,” and is also a means to ensure everyone’s security. If cases of infection or close contact with infected persons are identified on campus going forward, the accuracy of the data gathered by monitoring entry to the campus will serve to protect everyone’s safety and that of the campus. Thank you for your cooperation.
- (2) Please note that we may submit the collected campus entry records (your name, contact information, etc.) to the public health center with jurisdiction over our university, in order to conduct contact tracing when cases of infection occur.
- (3) From August 31, buses have resumed stopping at “Keio Daigaku Honkan Mae (In front of Keio University Main Building)” and “Keio Chukotobu Mae (In front of Keio Shonan Fujisawa Junior and Senior High School).” In line with this change, the place for monitoring entry to the campus will be moved from the North Gate Security Office to in front of the Main Building. We will be conducting body temperature checks and taking entry records at the gate established for this purpose and located between the Omega Building and Alpha Building, so please make sure to pass through this gate when you first arrive at the campus regardless of your transportation method or where you first enter the campus. It may take some time to enter the campus, so we ask that you give yourself plenty of time when coming to the university.

- (4) For details regarding monitoring entry to the campus, please access the website below.
⇒ [\[Bus Services from August 31 onward and Changes in Monitoring Entry to Campus\]](#)

III. Facility management and usage policies

- (1) While on campus, please be diligent about washing your hands, ventilating rooms, and wearing masks. Furthermore, disinfectant spray or similar should be used to disinfect desks, doorknobs, etc. Please follow the three principles (avoid closed spaces, crowded places, and close-contact settings) to prevent the spread of infections.
- (2) Classrooms, laboratories, meeting rooms, and the Media Center each have their own usage policies. Please access the following website to review the policies and comply with these when using these facilities. Please check the announcement which will be made at a later date regarding usage policies for other facilities. Until this announcement is made, please refer to the policies that have already been issued and take thorough precautions for prevention of infections.
⇒ [\[COVID-19\] Usage Guidelines for Facilities at SFC \(keio.jp authentication\)](#)
- (3) Please note that, when activity restrictions of the campus are set to Level 2, you are prohibited from doing the following:
- ① Eating in classrooms while attending classes is prohibited. Since there is no lunch break at the Shonan Fujisawa Campus, under normal circumstances we allow our students to eat during classes; however, this will not be the case while activity restrictions of the campus are set to Level 2. If you would like to eat while on campus, please use restaurants on campus or classrooms which will specially be set aside for this purpose.
 - ② “Yakan Zanryu (Overnight Study)” on campus is prohibited.
- (4) If you feel even remotely unwell while on campus, please return home as quickly as possible.

IV. What to do if you are infected or suspect you may be so

- (1) Due to the nature of COVID-19, executive officers of the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance must promptly grasp the information regarding infected persons and decide how to respond to the situation. Please comply with the policy described below:
- ① Please take your temperature every day and monitor whether you have any symptoms such as a fever of 37.5°C or higher, cough, fatigue, shortness of breath, or any irregularities in sense of taste or smell.

② If you or the family members you live with have the above symptoms, please refrain from leaving the house, including to go to the campus.

- (2) If you happen to fall under (1) ② above or become infected with COVID-19, please immediately access the URL for the Keio University Health Center below and report your condition through the website (please make a report even if you do not intend to come to campus).

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

- (3) **It may become necessary for you to check days you entered the campus or where you had visited, so please be conscious about recording your movements on a regular basis.**

Materials 1: [Guide to Coming to Campus](#) (keio.jp authentication)

Materials 2: [What to Do when an Emergency Occurs while on Campus](#) (keio.jp authentication)

V. Policies related to education and research

- (1) As previously notified through “About Course Delivery in the Fall Semester 2020” made available on the Seminar Syllabus website on July 8, classes for the Fall Semester of the 2020 academic year will be conducted either “Fully Online,” “Online (delivered from classrooms at SFC),” or “On Campus.” For details, please see [“Information on Course Delivery for the Fall Semester of AY 2020 \(Update\).”](#) Furthermore, please check “COVID-19 measures: Guidelines for using classrooms” for points to consider when attending classes on campus.
- (2) For Overseas Language Programs, Special Research Projects, Field Research, and Fieldwork-related activities, 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.
- (3) For research activities that are financed by external funds, etc., please review “Information on Research Activities Financed by External Funds, etc., that are Associated with the Keio Research Institute at SFC.”
- (4) For information on student extracurricular activities, please check the [Student Affairs Center website](#).

VI. Important reminders regarding words and actions that may promote hatred, prejudice, and discrimination toward infected persons

- (1) As we gradually open the campus, each one of us will be required to be responsible for our own actions while being careful “not to get infected and not to infect others.”

- (2) In order to prevent the spread of COVID-19, it is important to have a vigilant attitude towards potential infection and do everything we can to avoid becoming infected. As a result, however, we are experiencing increased susceptibility to anxiety and fear that is in excess of what the situation warrants. Please do not forget that, as a form of self-defense, a feeling of disgust or a wish to exclude may develop toward people who are suspected of or are suffering from an infection, which may lead to discriminatory sentiments which subsequently escalate to unfeeling words and actions. Infectious diseases of various kinds, not confined to COVID-19, are an ongoing feature of our world, with no reflection on the history of mankind needed to realize this fact. Any one of us could potentially become infected by such diseases. Cognizance of this fact will enable you to remain conscious of any negative sentiments you may be harboring towards infected persons.
- (3) We must think of those people who, despite endeavoring to prevent the spread of infections, have succumbed to COVID-19, as being in the same position as the victims of a disaster. Their plight requires warm consideration and support.
- (4) You may hurt those who are involved or unintentionally violate their human rights, through actions such as gossiping carelessly about infected individuals or posting comments on SNS. Furthermore, it should be noted that, as with other disasters, those with a history of illness or disability or who are socially vulnerable are put at higher risk of getting infected. They are also profoundly affected by the disease and thus require extra support.
- (5) Having unwarranted fear, unreasonable anger, or prejudice toward people who have been unfortunate enough to succumb to infection, or carrying out acts that are discriminatory, slanderous, defamatory, or associated with bullying against them is completely unacceptable on our campus. In order to prevent the rise of prejudice, discrimination, violations of human rights, and other negative attitudes that fragment the SFC community, we should pay attention to our words and actions as well as those of others around us, share our worries, and together build a campus where consideration and compassion spread peacefully.

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

Level	Education Activities (Lectures, etc.)	Research Activities	Faculty Members Entering Campus	Students Entering Campus	Student Extracurricular Activities	Internal Meetings	Maximum Percentage of People that may Occupy Operating Facilities	Facilities that may Operate	General Information	Decision Criteria
0	Normal	Normal	Normal	Normal	Normal	Normal	100%	All facilities		Normal circumstances
1	On-campus and online	Allowed	Allowed	Allowed	Allowed	Online as much as possible	Less than 80%	All facilities	<ul style="list-style-type: none"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● May freely enter the campus 	<ul style="list-style-type: none"> ● Warnings against infection announced. ● Sporadic cases of infection occurring among parties related to the campus.
2	Online as much as possible	Allowed (“Yakan Zanryu” prohibited)	Allowed	Allowed (Only when it is required for education, research, etc.)	In principle, online	Online as much as possible	Less than 40%	Some office counters Individual laboratories and joint laboratories Media Center	<ul style="list-style-type: none"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● Conduct activities online as much as possible ● <u>Restricted entry</u> to the campus Students are allowed to enter the campus only when it is required for education, research, etc. On-campus extracurricular activities may be conducted only when applications are made and approved 	<ul style="list-style-type: none"> ● Requests to refrain from attending gatherings, events, etc., with large numbers of people announced. ● It is necessary to grasp who is entering the campus. ● COVID-19 clusters limited to specific classes or laboratories have occurred on campus.
3	Online	Allowed (Kept to minimum on campus)	Allowed	Allowed (For research only) (Must submit application) (Must be checked by the security staff)	Online	Online	Less than 20%	Some office counters Individual laboratories and joint laboratories Media Center	<ul style="list-style-type: none"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● In principle, conduct activities online ● <u>Restricted entry</u> to the campus Students are allowed to enter the campus only when it is required for research 	<ul style="list-style-type: none"> ● Requests to refrain from gatherings, events, and going outside announced. ● Frequent incidences of infection among parties related to the campus are occurring.
4	Online	Allowed (Kept to minimum on campus)	Allowed (Only when unavoidable)	In principle, not allowed	Online	Online	Less than 10%	Individual laboratories and joint laboratories	<ul style="list-style-type: none"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● In principle, conduct activities online ● <u>Restricted entry</u> to the campus Entry to the campus approved for faculty members and 	<ul style="list-style-type: none"> ● A state of emergency declared. ● COVID-19 clusters not limited to specific classes or laboratories have occurred on campus.

									students only in unavoidable cases	
5	Online	Not allowed on campus	In principle, not allowed	Not allowed	Online	Online	Less than 5%	In principle, none	<ul style="list-style-type: none"> ● Take thorough measures against infection ● All activities to be conducted online ● <u>Campus entry not allowed, in principle</u> 	<ul style="list-style-type: none"> ● There have been requests to close university facilities.
B	Suspended	Not allowed on campus	Not allowed	Not allowed	Not allowed	Online (Minimum)	0%	None	<ul style="list-style-type: none"> ● Activities should be kept to a minimum and online ● Campus entry prohibited 	<ul style="list-style-type: none"> ● Explosive spread of infections among parties related to the campus.

* It is prohibited to lower the level to a more relaxed one within two weeks since the previous level change took place.