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TO: Full-time Faculty Members

RE: Faculty of Policy Management/ Faculty of Environment and Information Studies/
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Basic Policy for Maintaining Education and Research in Academic Year 2020

Principle

Based on the assumption that the COVID-19 situation will be an extended one, the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance will focus on building a system that maintains the quality of education and research while limiting new cases of infection so as not to place an excessive burden on the local healthcare system.

Policies

1. To protect the safety of students, faculty, and staff, classes will continue to be held online throughout the Spring Semester. Details of the basic policies for education and research are described below in the sections “**Education**” and “**Research.**”
2. The basic policy for education and research during the summer break period (including how Special Projects will be carried out and whether overseas language programs will be held) will be decided around June 30.
3. The basic policy for education and research in the Fall Semester and onward will be decided around August 31.
4. A separate notification will be made regarding administrative office operations during the campus shutdown period.

5. Measures to prevent the spread of COVID-19, including concrete efforts required to prevent spread of infection on campus, will be considered by the Novel Coronavirus Advisory Task Force. Other issues that require consideration will be divided up among members of the Joint Steering Committee and considered jointly with related committees on campus. Based on the results of these considerations, the Joint Steering Committee may update basic policies regularly to maintain education and research, and when necessary, give direction to students and faculty members (including part-time lecturers and Project faculty members).
6. Full-time faculty members should share this basic policy with Project faculty members, part-time lecturers, secretaries, and everyone else associated with education and research. Please note that we have received reports from the Security Office that students have been directly entering laboratories without checking in at the Main Gate. Full-time faculty members should share the information of this basic policy with the students belonging to laboratories.

Education

(Decision as of April 27, 2020)

1. Education during the Spring Semester will take the form of classes conducted online. Only in unavoidable circumstances will faculty members be able to use their offices or joint offices for conducting online lectures (students are prohibited from entering the campus). When using offices, please observe the items listed in the “Research” section below.
2. To be prepared in the event semester-end examinations cannot be held, please inform students in advance of an evaluation method that does not rely on semester-end examinations. The policy of Keio University will be followed when determining whether semester-end examinations will be held or not.
3. In conducting online classes, in addition to utilizing online conference systems such as WebEx, please be flexible and also use on-demand teaching materials, recorded lectures, etc. to be prepared with as many alternate teaching methods as possible in the event failure occurs in one of the systems. Please refer to [the April 2 message “Guidelines for the Implementation of AY2020 Spring Semester Classes”](#) and other announcements to follow. Whatever method is used to conduct classes, if your online class is to be held at a designated time, please conduct the class at the day and time indicated in the timetable to avoid conflicts with other classes.

Research

(Decision as of April 27, 2020)

1. For research that utilizes campus facilities during the Spring Semester, in principle, please

limit the activities to be carried out by faculty members and research staff (in principle, graduate and undergraduate students not allowed) to the absolute minimum. The activities should be carried out with the utmost care to prevent infection.

2. When carrying out activities, please observe the following (Follow any directives if further policies are announced by the Novel Coronavirus Advisory Task Force). Each individual should bear in mind that he/she is potentially infected and should act accordingly to prevent the spread of infection.

Before going to campus:

- A. Before leaving your home to go to campus, please take your temperature and check for symptoms such as a cough, fatigue, shortness of breath, or a loss of the sense of taste and smell.
- B. Do not go to campus or go outside if you have any of the symptoms described above and/or a body temperature of 37.5° or above, or if someone living with you has a continued fever of 37.5° or above and infection is suspected. Follow the instructions of the Keio University Health Center, access the URL below, and report your condition through the website below (Please make a report if you suspect infection even if you have no plans to go to campus):

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

While en route to campus:

- A. To prevent infection while en route to campus, be sure to wear a mask and observe cough etiquette.
- B. When using public transportation to go to campus, refrain from conversation, especially when riding on a bus.

While on campus:

- A. Each time an activity related to research is to be undertaken, designate a person to be the monitor of the indoor space, i.e., the laboratory, meeting room, etc. (hereinafter referred to as “room”) from among the people to be in the room.
- B. The monitor of the indoor space should write down the names of all people in the room so that a route of infection can be traced in the event COVID-19 infection is found. In addition, the monitor should confirm that each person in the room does not have any of the symptoms described in the above section “Before going to campus, B.”.
- C. Persons in the room should be diligent about washing hands, ventilating the room, and observing cough etiquette. In addition, disinfectant spray and the like should be used to disinfect teaching tables, microphones, doorknobs, etc. Make efforts to follow the three

principles (avoid closed spaces, crowded spaces, and close-contact settings) of preventing the spread of infection outlined at the Experts' Meeting.

- D. When there is more than one person in the room, in principle, masks must be worn. If it is difficult to obtain a mask, the mouth and nose should be covered with a homemade mask and the like to prevent infection through respiratory droplets. (Masks will not be distributed on campus.)
- E. Meetings and the like, including those with external joint researchers, should be, in principle, cancelled, postponed, or conducted remotely.

Table 1 Education and Research Restriction Guidelines to Prevent the Spread of Novel Coronavirus Infections

	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	As much as possible, conduct classes online In-person classes permitted if utmost precautions are taken to prevent spread of infection	Carry out activities while taking the utmost precautions to prevent spread of infection	Enter campus while taking the utmost precautions to prevent spread of infection	Carry out activities while taking the utmost precautions to prevent spread of infection	Carry out work while taking the utmost precautions to prevent spread of infection	Hold in-person meetings while taking the utmost precautions to prevent spread of infection. Online participation recommended	Warnings against infection announced
Level 2	All subjects 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 spread of infection	Students who will enter campus should fill out the designated campus entry form beforehand *1	Carry out activities while taking the utmost precautions to prevent spread of infection	Carry out work while taking the utmost precautions to prevent spread of infection. Use open meeting rooms and classrooms to avoid crowding.	In-person meetings should be kept to the minimum necessary. Online meetings where possible.	Requests announced asking people to refrain from gatherings, events, etc. with a large number of people.
Level 3	All subjects taught through online classes. Faculty members permitted to use individual or joint offices to conduct online classes.	In principle, minimum necessary activities carried out by faculty members and research staff while taking the utmost precautions to prevent spread of infection	With the consent of a faculty member, may enter campus to carry out only the minimum necessary activity while taking the utmost precautions to prevent spread of infection. Must fill out campus entry form. *1	In-person activities prohibited	Carry out work while taking the utmost precautions to prevent spread of infection. Use open meeting rooms and classrooms to avoid crowding. Staff members who are able to work from home should do so.	Online meetings	Requests announced asking people to refrain from gatherings, events, and going out.
Level 4	All subjects taught through online classes. Only in unavoidable circumstances may faculty members use individual or joint offices to conduct online classes. However, in-person contact must be avoided and the faculty member must have his/her own means to avoid infection on the commute route.	In principle, minimum necessary activities carried out by faculty members and research staff while taking the utmost precautions to prevent spread of infection.	With the consent of a faculty member, may enter campus to carry out only the minimum necessary activity while taking the utmost precautions to prevent spread of infection. Must fill out campus entry form. *1	Online	In principle, work at home. While keeping within the government's targets to reduce social contact, a number of people will be allowed on campus to carry out duties necessary to maintain functioning of the organization.	Online meetings	A state of emergency declared, or a spread of infection in the area near campus confirmed
Level 5	All subjects 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 lockdown / government lockdown) *2
Level Black	All classes cancelled	All activities on campus prohibited	Prohibited	Prohibited	Work at home (minimum)	Online meetings (minimum)	Spread of infection to those related to campus and explosive spread of infection

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

*2 Based on the assumption that in the future, lockdown may be allowed on a legal basis, or that infection spreads on campus and decontamination may not be immediately possible.

**Table 2 Faculty of Policy Management/ Faculty of Environment and Information Studies/ Graduate School of Media and Governance
Basic Policy for Maintaining Education and Research in Academic Year 2020**

	Period	Activities Restriction Level	Date decision will be made
A	April 7 to April 20	Level 4	---
B	April 21 to May 6	Level 4	---
C	May 7 to June 10	Level 4	---
D	June 11 to July 26 Second-half of Spring Semester	Level 4	April 28
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		