

To all full-time faculty members:

Guidelines for Special Research Projects and Other Educational Activities to be Conducted during Summer Break

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For Special Research Projects and other educational activities that recently recruited participants and will be conducted during the Summer Break, we ask that, in principle, they be carried out online; however, we will allow some activities to be undertaken as detailed below. We ask that you conduct these activities with consideration to the health of students, faculty, and staff members and upon taking sufficient measures to prevent infections.

1. Overseas Language Programs

You are requested to cancel these programs with consideration to the circumstances of infection overseas and the country's measures regarding international travel.

2. Special Research Projects

With consideration to the university-wide policy and the "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 (June 30, 2020)," these projects should, in principle, be conducted online. You are requested to cancel projects necessitating overnight stays or to instead conduct these online. Projects that do not require overnight stays should, in principle, also be cancelled or conducted online. However, in cases in which you feel it is unavoidable to conduct projects in person from the viewpoint of ensuring effective research and education, we will exceptionally allow the implementation of only those projects that can comply with the following conditions in light of the reduced numbers taking part in activities during the summer break relative to those during the semester:

- Submission of and compliance with a document outlining the reasons why in-person implementation is necessary and describing infection prevention measures during project implementation
- Submission of and compliance with a written oath submitted by the student who will participate in the project and his/her guarantor (the faculty member should collect and submit together to the Academic Affairs)
- Numbers participating in an activity at one time will be a maximum of 10 people or less
- Prohibition on social gatherings that involve eating and drinking
- While the following are included in the written oath that is to be submitted by students, faculty members themselves must also put these into practice as well as ensure that students comply:
 - To observe section "3. Rules of Conduct" in 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 (June 30, 2020)"
 - Keeping a record of movements and contact tracing
 - If a project is conducted externally and the organization that operates the host venue has rules of conduct in place, those rules must also be observed

3. Field Research (Undergraduate Faculty) and Fieldwork-Related Activities (Graduate School)

In principle, only projects that are conducted online will be allowed. However, if students wish to conduct projects in person out of necessity for carrying out research in order to write their graduation thesis or Master's Thesis, etc., we will exceptionally allow the implementation of only those projects

that can comply with the following conditions. (Projects requiring overnight stays may be allowed if participants are able to stay in single rooms. Overseas activities are not permitted; however, if the students in question are currently abroad and will conduct activities within that country, we may give permission for such activities.)

- Submission of and compliance with a document that outlines infection prevention measures by the student who will be conducting the project (explanatory document subject to obtaining consent of his/her academic advisor)
- Submission of and compliance with a written oath submitted by the student who will conduct the project and his/her guarantor (prescribed form available)
- Numbers participating in an activity at one time will be a maximum of 10 people or less (exceptions may be made for internships and other projects that are led by external organizations; in addition, undergraduate students must obtain the Dean's consent.)
- Prohibition on social gatherings that involve eating and drinking (exceptions may be made for internships and other projects that are led by external organizations)

Reference: Section “3. Rules of Conduct” in 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 (June 30, 2020)”

(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 watch “All-Keio edition_How to Prevent the Spread of COVID-19 & the Role of the Health Center.”

* Note however that, of the above rules, the following two points will be treated as below within these guidelines.

- “On campus:” should be read as “On campus and at places where activities are conducted:”

- “☺ Meetings, etc., including those with external joint researchers, should be cancelled, postponed, or conducted remotely.” should be read as “☺ Meetings, etc., including those with external joint researchers, should be conducted remotely as much as possible.”

Written Oath

To: Keio University

Dean of the Faculty of Policy Management

Dean of the Faculty of Environment and Information Studies

Dean of the Graduate School of Media and Governance

Professor Motohiro Tsuchiya

Professor Akira Wakita

Professor Fumitoshi Kato

Upon registering for a **course** that is to be held during the 2020 Summer Break (**course name:** _____ ; **name of faculty member: Professor** _____), offered by the Keio University Faculty of Policy Management, the Faculty of Environment and Information Studies, or the Graduate School of Media and Governance, I hereby agree to adhere to the following:

1. While participating in the course, I will be conscious of the fact that I am representing Keio University and will act with the dignity and respect that is befitting of a Keio University student. Furthermore, I will observe the rules of the host institution, refrain from doing anything that disrupts public order, and dedicate myself to my studies.
2. I will read "How to Prevent the Spread of COVID-19 & the Role of the Health Center," a document designated by the university that describes measures against COVID-19 (coronavirus disease) infections (posted in the "Message" section of keio.jp), understand what measures need to be taken, and act accordingly.
3. I will comply with section "3. Rules of Conduct" in 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 (June 30, 2020)."
4. I will keep a log of my movements and conduct contact tracing in case I become infected with an infectious disease.
5. If I become infected with COVID-19 or any other university designated infectious disease, I will swiftly report the fact through a method designated by the university.
6. I understand that Keio University is not to be held responsible should I become infected with any of the aforementioned infectious diseases.
7. Depending on the circumstances surrounding the spread of infections by any of the aforementioned infectious diseases, the undergraduate faculty or graduate school may decide to cancel or postpone the course. I understand that such situations may arise and agree to act swiftly in accordance with the instructions given by the undergraduate faculty or graduate school. Furthermore, in such an event, Keio University will not be liable for cancellation fees or other costs.

Year Month Day

Faculty/Graduate School/Student Year _____

Student Number _____

Name (Signature) _____

I agree that the above-named person participates in the course and will ensure that he/she complies with the conditions above.

Year Month Day

Emergency Contact (Phone Number) _____

Name of Guarantor (Signature) _____

* The guarantor should be the same person as the guarantor who is registered to the university.

* The form will not be accepted if the handwriting for the student and the guarantor is the same.

- * Student may not register for this Special Research Project if he/she does not submit this written oath.

[Inquiries] Keio University Shonan Fujisawa Campus Academic Affairs Office (Phone: 0466-49-3406)