

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

January 13, 2021

**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 Japanese government declared a state of emergency in Tokyo Metropolis, as well as Saitama, Chiba, and Kanagawa Prefectures, on January 7, 2021. In light of this situation, the Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance raised activity restrictions for the Shonan Fujisawa Campus from Level 2 to Level 3, from January 13 onward (refer to Table 1).

We have not received any reports of COVID-19 (coronavirus disease) infections as a result of activities conducted on campus. However, in order to fulfill our social obligation to limit new cases of infection so as not to place an excessive burden on the local healthcare system, we must further strengthen measures to prevent infections.

When activity restrictions of the campus are set to Level 3, we request your cooperation in observing the following restrictions.

**I. Monitoring entry to the campus**

- (1) We will continue to monitor entry to the campus, as we have done to date.
- (2) We are conducting body temperature checks and taking entry records at the gate established for this purpose and located between the Omega Building and Alpha Building. Those entering the university campus are requested to first pass through this gate regardless of their transportation method or where they 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. This is to ensure that we carry out “education and research activities on campus” safely. It is also a means to ensure everyone’s security.
- (3) 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.

For details regarding monitoring entry to the campus, please access the website below:

⇒ [\[Bus Services from August 31 onward and Changes in Monitoring Entry to Campus\]](#)

## II. Education activities

- (1) In light of the policies set forth by the Keio University Infection Response Center for COVID-19 on January 12 (“Face-to-face exams as part of final examinations for the Fall Semester of the 2020 academic year will be cancelled and exam formats will be changed”), the semester-end examination will be held online.
- (2) Classes and makeup classes for AY 2020 Fall Semester will also be held online, based on the policies set forth by the Keio University Infection Response Center for COVID-19 on January 12 (“we strongly urge you to refrain from all non-essential and non-urgent use of university facilities for the foreseeable future”).
- (3) The SFC executive officers will decide what to do regarding special research projects, fieldwork, and other educational activities to be conducted during the spring break, according to the guidelines prescribed separately.

## III. Research activities on campus

- (1) Faculty members are allowed to conduct research activities on campus. However, such activities should be kept to a minimum.
- (2) Students are allowed to conduct research activities on campus. However, such activities should be kept to a minimum. If you are a faculty member who oversees research activities undertaken by students, please keep in mind that the Student Affairs Center has made the following requests to Keio students:
  - In order to stem the rapid increase of infections, it is important to definitively curb the flow of people. We strongly request that you stay indoors and **refrain from going outside when not necessary or urgent**; that you strictly avoid “closed,” “crowded,” or “close-contact” environments; that all necessary trips outside are kept short; and that you desist as far as possible from traveling between cities or prefectures.
  - Because dinners involving multiple people gathering to converse and eat and drink together result in the participants removing their masks at close distance while also engaging in conversation, they carry an extremely high risk of infection through droplets, and this has in fact been a major source of the recent spread of infections. Although we have to date issued repeated requests to Keio students that they refrain from dining with others, **we once more strongly urge your vigilance in this regard**.
- (3) Activities related to the Seminars, including final presentations, are considered as research activities. However, they are to be conducted online, in light of the policies set forth by the Keio University Infection Response Center for COVID-19 on January 12 (“we strongly urge you to refrain from all non-essential and non-urgent use of university facilities for the foreseeable future”).

- (4) 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.”

#### **IV. Research activities outside the campus**

- (1) If you are a faculty member who oversees or chaperones students, please keep in mind that the Student Affairs Center has made the following requests to Keio students:
- In order to stem the rapid increase of infections, it is important to definitively curb the flow of people. We strongly request that you stay indoors and **refrain from going outside when not necessary or urgent**; that you strictly avoid “closed,” “crowded,” or “close-contact” environments; that all necessary trips outside are kept short; and that you desist as far as possible from traveling between cities or prefectures.
  - Because dinners involving multiple people gathering to converse and eat and drink together result in the participants removing their masks at close distance while also engaging in conversation, they carry an extremely high risk of infection through droplets, and this has in fact been a major source of the recent spread of infections. Although we have to date issued repeated requests to Keio students that they refrain from dining with others, **we once more strongly urge your vigilance in this regard**.
- (2) For off-campus research activities that involve students, the number of participants should be limited to a maximum of 10 or less, and sufficient measures to prevent infections, including contact tracing, should be implemented.
- (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.”

#### **V. Faculty members entering the campus**

- (1) Faculty members may enter the campus.
- (2) When entering the campus, it is mandatory that your body temperature is checked and a record of your entry is kept at the designated gate. Please make sure that the same procedure is followed when entering the campus by car or taxi.

#### **VI. Students entering the campus**

- (1) Students may enter the campus. However, the purpose of such entry should be limited to research activities and kept to a minimum. Please note that it is possible to use the Media Center (Library).
- (2) When entering the campus, please make sure that your body temperature is checked and a record of your entry is kept at the designated gate.

- (3) Please keep in mind that the Student Affairs Center has made the following requests to Keio students:
- In order to stem the rapid increase of infections, it is important to definitively curb the flow of people. We strongly request that you stay indoors and **refrain from going outside when not necessary or urgent**; that you strictly avoid “closed,” “crowded,” or “close-contact” environments; that all necessary trips outside are kept short; and that you desist as far as possible from traveling between cities or prefectures.
- (4) “Yakan Zanryu (Overnight Study)” on campus is prohibited.

#### **VII. Media Center (Library)**

- (1) The Media Center will continue to open with shortened operational hours, premised on the maintenance of the current measures to prevent the spread of infections.

#### **VIII. Student extracurricular activities**

- (1) We strongly request that you refrain from conducting all face-to-face activities for the duration that a state of emergency declaration remains in place. Irrespective of whether the state of emergency is ongoing, however, permission to hold activities will be considered by application if it is absolutely necessary for extracurricular activities other than those conducted online to go ahead.

“Extracurricular activities of student groups following the declaration of a state of emergency” (on Keio University Student Website):

<https://www.students.keio.ac.jp/en/com/life/extracurricular/keios-response-measures-to-the-covid-19-for-student-clubs.html>

Please thoroughly check the above website and apply according to the prescribed procedures.

#### **IX. Internal meetings**

- (1) Internal meetings are to be conducted online.

#### **X. Facility management and usage policies**

- (1) When activity restrictions of the campus are set to Level 3, on-campus activities should be limited to the minimum necessary research activities (including the use of the Media Center).
- (2) To reiterate, the following are the usage policies that need to be followed when using facilities on campus.
- (3) 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.

- (4) Laboratories, the Media Center, and other on-campus facilities each have their own usage policies. Please access the following website to review the policies and comply with these when using these facilities. Regarding usage policies for other facilities, please refer to the policies described on the website below and take thorough precautions for prevention of infections.

⇒ [\[COVID-19\] Usage Guidelines for Facilities at SFC \(keio.jp authentication\)](#)

- (5) Eating in classrooms is prohibited. Students who would like to eat while on campus should use the on-site restaurants or the classrooms set aside for this purpose. Please strictly observe the usage rules, such as refraining from talking while eating, posted in each dining space.

(Reference)

- Classrooms for taking meals (κ-13, 14, and 15): 9 a.m. to 5 p.m. \*Closed on weekends, holidays, and during February and March
- Tablier, Ladybird, Subway: Operating on shortened business hours \*For details, please check the Keio University Student Website.
- Co-op Cafeteria: Closed

- (6) “Yakan Zanryu (Overnight Study)” on campus is prohibited.

- (7) If you feel even remotely unwell while on campus, please return home as quickly as possible.

## **XI. 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 \(keio.jp authentication\)](#)

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

- (1) At present, each one of us is 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"> <li>● <b>Take thorough measures against infection</b></li> <li>● Comply with reduction targets set by government, etc.</li> <li>● May <b>freely enter</b> the campus</li> </ul>	<ul style="list-style-type: none"> <li>● Warnings against infection announced.</li> <li>● Sporadic cases of infection occurring among parties related to the campus.</li> </ul>
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"> <li>● <b>Take thorough measures against infection</b></li> <li>● Comply with reduction targets set by government, etc.</li> <li>● Conduct activities online as much as possible</li> <li>● <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</li> </ul>	<ul style="list-style-type: none"> <li>● Requests to refrain from attending gatherings, events, etc., with large numbers of people announced.</li> <li>● It is necessary to grasp who is entering the campus.</li> <li>● COVID-19 clusters limited to specific classes or laboratories have occurred on campus.</li> </ul>
3	Online	Allowed (Kept to minimum on campus)	Allowed	Allowed (For research activities and/or use of Media Center)	Online	Online	Less than 20%	Some office counters Individual laboratories and joint laboratories Media Center	<ul style="list-style-type: none"> <li>● <b>Take thorough measures against infection</b></li> <li>● Comply with reduction targets set by government, etc.</li> <li>● In principle, conduct activities online</li> <li>● <u>Restricted entry</u> to the campus Students are allowed to enter the campus only when it is required for research</li> </ul>	<ul style="list-style-type: none"> <li>● Requests to refrain from gatherings, events, and going outside announced.</li> <li>● Frequent incidences of infection among parties related to the campus are occurring.</li> </ul>
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"> <li>● <b>Take thorough measures against infection</b></li> <li>● Comply with reduction targets set by government, etc.</li> <li>● In principle, conduct activities online</li> <li>● <u>Restricted entry</u> to the campus Entry to the campus approved for faculty members and students only in unavoidable cases</li> </ul>	<ul style="list-style-type: none"> <li>● There have been requests to close schools.</li> <li>● COVID-19 clusters not limited to specific classes or laboratories have occurred on campus.</li> </ul>

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

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