

September 15, 2021

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

Faculty of Policy Management/Faculty of Environment and Information Studies/Graduate School of Media and Governance

FY 2021

Basic Policy for Maintaining Education and Research Activities

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This basic policy has been updated in keeping with the start of the fall semester. Please comply with the following to keep the campus safe and mitigate the incidence of infections on campus. The Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance will practice cutting-edge education and research activities while fulfilling our social obligation to sustain the mental and physical health of students, faculty, and staff members as well as to curtail new cases of infection so as not to place an excessive burden on the local healthcare system.

This policy will be effective as of today.

I. Policies for 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 at the gate established for this purpose and located between the Omega Building and Alpha Building. Please make sure to pass through the 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. 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) For details regarding monitoring entry to the campus, please access the website below.
⇒ [\[Bus Services and Changes in Monitoring Entry to Campus\]](#)
- (4) Please cooperate in staggering your commute to campus. Information on distributed boarding with off-peak hours for the Shonandai-Keio University section are available on **【Important Notice】** Response measures to COVID-19 (keio.ac.jp).
⇒ [Request for off-peak commutes on the Kanachu Bus](#)

II. Policies related to education and research

- (1) As detailed in “[Classes in the Fall Semester of the 2021 academic year \(Part 2\)](#)” which was shared on the Keio University Student Website on September 14, classes will be held in hybrid formats of face-to-face classes on campus and online classes. Please also check “[COVID-19 measures: Guidelines for using classrooms](#)” when attending classes on campus.
⇒ Reference: [COVID-19 measures: Guidelines for using classrooms](#) (for students)
- (2) Research activities on and off campus (excluding research conducted at home) should be in accordance with “[Research Activities on and off campus \(September 15, 2021\)](#)”.
- (3) For extracurricular activities etc., please check “[Keio's Response to the Declaration of a State of Emergency \(President's Message\)](#)” sent on July 9, and “[Keio's measures against the Pneumonia Associated with the 2019 Novel Coronavirus for students](#)” on the Keio University Student Website.
- (4) Tenured faculty members should also refer to the following documents posted on the minutes system **【News> 新型コロナウイルス関連】**.
「塾生の学外における教育研究活動について」 (released on July 6)
「塾生の学外教育研究活動における感染防止対策ガイドライン」 (released on July 6)
「大学・大学院における教育活動の今後の見通しについて」 (released on July 26)

「大学・大学院における教育活動の今後の見通しについて（2）」 (released on September 14)

「2021年度秋学期授業について（第2報）」 (released on September 14)

「2021年度秋学期 対面授業実施にかかわる感染防止対策ガイドライン」 (released on September 14)

III. Facility management and usage policies

- (1) There will be no limits on the use of campus facilities or participation in educational and research activities irrespective of whether or not you have been vaccinated.
- (2) While on campus, please follow the three principles (avoid closed spaces, crowded places, and close-contact settings) to prevent the spread of infections, be diligent about disinfecting your hands, ventilating rooms, and wearing masks, and strictly observe the usage rules posted at each facility. Conversations without masks carry a particularly high risk for infection, so please be aware both of yourself and others, but also your surroundings.
- (3) For more information about the use of campus facilities, please refer to [\[Faculty of Policy Management / Faculty of Environment and Information Studies / Graduate School of Media and Governance\] Use of campus facilities: Keio University Student Website \(keio.ac.jp\)](#). Each facility on-campus has discrete usage policies. Please access the following website to review the policies and comply with these when using these facilities. ⇒ [\[COVID-19\] Usage Guidelines for Facilities at SFC](#) (keio.jp authentication required)
- (4) Eating in classrooms is prohibited. When taking meals on campus, students should use the on-site restaurants at which epidemic prevention measures have been instituted. Please strictly observe the usage rules, such as refraining from talking while eating, which are posted at the respective dining spaces. The on-campus restaurants (Co-op Cafeteria, Tablier, Ladybird, Subway) are currently operating on shortened business hours. For details on the business hours, please check the Keio University Student Website. In addition, when using outdoor spaces in the case that restaurants are closed, please take thorough measures to prevent infection, such as refraining from conversation during meals.
- (5) If you feel even remotely unwell while on campus, please return home as quickly as possible.
- (6) “Yakan Zanryu (Overnight Study)” on campus is prohibited.

IV. Policies related to the Media Center (Library)

- (1) Students, faculty, and staff members can use the Media Center (Library) as usual. However, please observe the measures to prevent infections at the Media Center, on campus, and while on your way.
- (2) In addition, measures will be taken in order to prevent infection such as modified opening hours or requiring reservations for some services, with some facilities also unavailable for use. When using the Media Center, please check their website prior to your visit.

V. 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. (<http://www.hcc.keio.ac.jp/ja/infection/coronavirus.html>) Please make a report even if you do not intend to come to campus.
- (3) It may become necessary for you to check days you entered the campus or trace your movements, so please be conscious about recording these details 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)

VI. 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.