

July 19, 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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The Tokyo Metropolitan Government has declared its fourth state of emergency since July 12. For the remainder of the spring semester (including the summer break period), we will take the following measures.

The recent circumstances surrounding COVID-19 (coronavirus disease) in Japan and within Keio has worsened to the extent that it is required to change the class format to "online only". For this reason, the infection risk level for the Shonan Fujisawa Campus has been raised from Level 2 to Level 3 (see "Table 1 Risk Assessment and Activity Restriction Guidelines to Prevent the Spread of COVID-19 (coronavirus disease)"), and the activity restrictions from July 21 onward will be as detailed below. Please take sufficient caution in your activities.

For the remainder of the spring semester (including the summer break period), since the number of students on campus is relatively small, education and research activities, including special research projects, can be conducted on campus as long as measures to prevent infections are taken. For extracurricular activities on campus, please apply in the same way as before. The Media Center (Library) and other facilities on campus can be used in accordance with their respective usage policies.

We ask for your further cooperation in maintaining this policy in the future.

I. Activity restrictions

- (1) Special research projects, other education and research activities, and extracurricular activities may be conducted on campus, subject to certain restrictions.
- (2) We plan to announce the activities policy for the 2021 Fall Semester (starting October 1, 2021) by early September 2021.
- (3) 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 | 慶應義塾大学 湘南藤沢キャンパス (SFC) (keio.ac.jp).
⇒ [Request for off-peak commutes on the Kanachu Bus](#)

II. 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.
⇒ [\[Bus Services and Changes in Monitoring Entry to Campus\]](#)

III. Policies related to education and research

- (1) Special research projects should be conducted "Online as much as possible", though they can be conducted on-campus if necessary for full learning benefits.
⇒ Reference: [COVID-19 measures: Guidelines for using classrooms](#) (for students)
- (2) For research activities outside the campus, please conduct these in accordance with [“Information on Research Activities Financed by External Funds, etc., that are associated with the Keio Research Institute at SFC \(July 19, 2021\).”](#)
- (3) For research activities that are financed by external funds, etc., please check the [“Information on Research Activities Financed by External Funds, etc., that are associated with the Keio Research Institute at SFC \(July 19, 2021\).”](#)
- (4) 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.

IV. Facility management and usage policies

- (1) 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 are a particularly high risk for infection, so please be aware both of yourself and others, but also your surroundings.
- (2) Laboratories, the Media Center, and other on-campus facilities each have their 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)

Regarding usage policies for other facilities, please refer to the policies described on the website below and take thorough precautions for the prevention of infections.

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

- (3) Eating in classrooms is prohibited. When taking meals on campus, students should use the on-site restaurants at which epidemic prevention measures have been taken. 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.
- (4) If you feel even remotely unwell while on campus, please return home as quickly as possible.
- (5) “Yakan Zanryu (Overnight Study)” on campus is prohibited.

V. Policies related to the Media Center (Library)

- (1) Students, faculty, and staff members can use the Media Center (Library) in the same way as in a standard semester. 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 changing 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.

VI. 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 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)

VII. 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.