

April 3, 2020

TO: Full-time Faculty Members

RE: 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 Spring Semester

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With our utmost priority on protecting the health of everyone who belongs to this campus and preventing the spread of infection, education and research at the Faculty of Policy Management, the Faculty of Environment and Information, and the Graduate School of Media and Governance will be carried out on the premise that students will not come to campus during the first half of AY 2020 Spring Semester. The basic policy for maintaining education and research (excludes Tsuruoka Town Campus) for the period from April 4 to June 10 (end of the first half of the Spring Semester) is described below. We will notify you of a basic policy for the second half of the Spring Semester (from June 11 onward) at a later date. Please keep in mind that if circumstances change, the basic policy may be revised accordingly.

Principles

1. In the case the Government of Japan declares a state of emergency based on the Novel Coronavirus Special Measures Law and subsequently, **the governors of Tokyo, Kanagawa, Saitama prefectures, etc. request that people refrain from going outside and close facilities (hereinafter referred to as "lockdown")**, Keio University will 1. in principle, prohibit entry to all campuses, and 2. in principle, prohibit use of all facilities. **In principle, all education and research activities at the Shonan Fujisawa Campus will be prohibited.**
2. **Regardless of whether or not a lockdown is ordered**, for the purpose of protecting the students' health and preventing the spread of infection, **education and research will be carried out on the premise that students (undergraduate and graduate students) will not come to campus** during the period from April 4 to the end of the first half of AY 2020 Spring

Semester (the first quarter of the quarter system=beginning of semester to June 10). **Please instruct students to avoid coming to campuses** (Tsuruoka Town Campus will be exempt).

3. For the above reason, please **begin making the transition in phases to education and research conducted remotely online from April 4 and complete the transition by April 13. Please instruct students not to come to campus during this time also**. However, if a student makes an appeal that there is a pressing need to come to campus, it will be allowed only if the faculty member deems it necessary. Please keep these cases to the absolute minimum.
4. Please follow the policy regarding education described below (Education) as well as those determined separately, and proceed to transition to remote education online. **Faculty members with classes who need to use campus facilities (in the case a lockdown has not been ordered) in order to conduct online classes, etc. should also comply with the items listed in the “Research” section below.**
5. For research that utilizes campus facilities, **please limit the activities to be carried out by faculty members and research staff (students not allowed) to the absolute minimum.** If a lockdown is ordered, only the necessary minimum of activities will be allowed, such as stopping by the laboratory to carry out materials, etc., taking care of living organisms, and confirming the safety and conducting maintenance of laboratory equipment. Please make an effort to carry out the research limited to the work and people needed to maintain the minimum of the research. **Do not allow students to come to campus for research.**
6. Based on the above, if there are unavoidable circumstances that you must come to campus, please confirm before leaving your home that you do not have symptoms such as a body temperature of 37.5° C or above, a cough or a feeling of tiredness, or shortness of breath. If you do have symptoms, do not come to campus and refrain from going outside. Follow the instructions of the Keio University Health Center, access the URL below, and report your condition through the website below:
<http://www.hcc.keio.ac.jp/en/infection/index.html>
7. When using public transportation to come to campus, refrain from conversation, especially when riding on a bus. If conversation is necessary, be sure to wear a mask.

Education

(Decision as of April 2, 2020)

1. Classes will begin on April 30. Spring Semester courses will be held online until June 10 as described in the April 1 message “Implementation of Classes for Spring Semester Courses in Light of COVID-19 (Coronavirus Disease)” from the deans of the Faculty of Policy Management and Faculty of Environment and Information Studies and the dean of the Graduate School of Media and Governance.

2. When conducting classes online, you may be flexible and use a combination of methods other than remote communication devices such as WebEx. 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 will 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 2)

1. From April 13 to June 10, for research that utilizes campus facilities, please limit the activities to be carried out by faculty members and research staff (students not allowed) to the absolute minimum. Research being conducted on campus that is difficult to discontinue should be limited to the work and people (in principle, graduate students and undergraduate students are not allowed to participate) needed to maintain the minimum of the research, and the items below should be complied with.
2. Before coming to the campus, take your body temperature and confirm before leaving your home that you do not have symptoms such as a body temperature of 37.5° C or above, a cough or a feeling of tiredness, or shortness of breath. If you do have symptoms, do not come to campus and refrain from going outside. Follow the instructions of the Keio University Health Center, access the URL below, and report your condition through website below:
<http://www.hcc.keio.ac.jp/en/infection/index.html>
3. When using public transportation to come to campus, refrain from conversation, especially when riding on a bus. If conversation is necessary, be sure to wear a mask.
4. Each time an activity related to research is to be undertaken, designate a person to be the monitor of the space, i.e., the laboratory, classroom, meeting room, etc. (hereinafter referred to as “indoor space”) from among the people to be in the indoor space.
5. The monitor of the indoor space should write down the names of all people in the indoor space 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 has taken their temperature, does not have a body temperature of 37.5°C or above, does not have a cough or feel tired, and does not have shortness of breath.
6. 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.)
7. Maintain social distancing of 2m or more in the indoor space.
8. All persons must be sure to wash their hands thoroughly before and after undertaking an

activity in the indoor space.

9. The monitor of the indoor space should be diligent about ventilating the room, and if disinfectant spray is available, disinfecting teaching tables, microphones, and doorknobs. (We are making efforts to obtain disinfectant spray, but at present, there is not enough to make it available in every room. Until we can obtain supplies, the monitor of the indoor space should ventilate the room adequately, promote washing of hands, and follow the three principles (avoid closed spaces, crowded spaces, and close-contact settings) of preventing the spread of infection outlined at the Experts' Meeting.
10. Meetings and the like, including those with external joint researchers, should be, in principle, cancelled, postponed, or conducted remotely.

In the Case On-Campus Education and Research are Allowed to Resume

(Decision as of April 2)

1. If on-campus education and research are allowed to resume following the end of the first quarter (June 10), a basic policy will be determined separately at a later date.
2. Please note that if there are no changes to present circumstances, this basic policy will be continued into the second quarter. However, due to the nature of the situation, we may expect to see changes in the circumstances, and the policy will be adjusted accordingly.

Links

- SFC Online Classes Support Page
[https://scrapbox.io/sfc-online/SFC オンライン授業サポートページ
_%2F_SFC_Online_Class_Support_Page](https://scrapbox.io/sfc-online/SFC%20オンライン授業サポートページ_%2F_SFC_Online_Class_Support_Page)
- Keio University Infection Response Center for the 2019 Novel Coronavirus
<https://www.keio.ac.jp/en/news/2020/Feb/5/48-67421/>
- Keio University Health Center
<http://www.hcc.keio.ac.jp/en/infection/coronavirus.html>

Inquiries

If you would like to make an inquiry regarding this document, please use the following Google form:

<https://forms.gle/hR4aLniiyChVnK8i7>

The Academic Affairs Office is seeing a high-volume workload at the moment. Please use the Google form instead of email and the like to make sure your comments and questions can be addressed properly.