

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

March 22, 2021

**Faculty of Policy Management/Faculty of Environment and Information
Studies/Graduate School of Media and Governance
AY2020–2021**

Basic Policy for Maintaining Education and Research Activities

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The Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance will lower activity restrictions for the Shonan Fujisawa Campus from Level 3 to Level 2 from March 22 onward. However, it is necessary for us to continue to exercise vigilance in thoroughly implementing measures against infection when conducting education and research activities. Based on this, we 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 limiting new cases of infection so as not to place an excessive burden on the local healthcare system. To this end, please comply with the following procedures and policies and actively contribute to the safety of the campus so as to avoid potentially contributing to the spread of infection on campus.

I. Activities restriction level

- (1) We will lower activity restrictions for the campus from Level 3 to Level 2 on March 22 from 12:00 a.m. onward.
- (2) The number of infected people within Keio University has been kept low, and no cluster outbreaks (group infections) have been confirmed to have occurred at SFC. However, various research has made it clear that it is not possible to completely eliminate the potential for infection even in the normal course of daily life. In addition, when conducting activities on campus, please endeavor to thoroughly implement measures indicated in this basic policy to prevent the spread of infection for the following reasons: 1) Currently (mid-March), the number of new infections is almost comparable to those during the peak of the second wave of COVID-19 infections, 2) It has been confirmed that new variants of the virus that causes COVID-19 are more readily

transmissible than the original virus and spread easily among young people, 3) It is now clear that asymptomatic carriers also spread the virus, and 4) The majority of persons with ties to or affiliated with the campus have yet to be vaccinated for coronavirus disease.

II. Policies for monitoring entry to the campus

- (1) In order to prevent the spread of COVID-19, confirmation that masks are being worn as well as body temperature checks will be conducted upon entry to the university campus (the area occupied by the Faculty of Policy Management and Faculty of Environment and Information Studies) at the gate established for this purpose and located between the Omega Building and Alpha Building. Note that we will no longer take entry records in order to avoid close contact at the gate and safely carry out “education and research activities on campus.”
- (2) 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 have your body temperature checked, so we ask that you give yourself plenty of time when coming to the university.
- (3) For details regarding monitoring entry to the campus, please access the website below.
⇒ [\[Bus Services and Changes in Monitoring Entry to Campus\]](#)
➤ As changes will be made to this from March 26 onward, please check [“\[Important Notice\] Response measures to COVID-19.”](#)

III. Policies related to education and research

- (1) As detailed in [“Notice of class formats in the Spring Semester of the 2021 academic year”](#) which was shared on the Keio University Student Website on March 3, it is planned to hold classes in the Spring Semester of the 2021 academic year in hybrid formats, mixing face-to-face classes on campus and online sessions. Furthermore, please check [“COVID-19 measures: Guidelines for using classrooms”](#) for points to consider when attending classes on campus.
- (2) When conducting education and research activities on campus, the number of people permitted to use a facility such as a classroom or research room should be half or less of the capacity for the room under normal circumstances.
- (3) 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 (March 22, 2021).”
- (4) 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 (March 22, 2021).”

- (5) For extracurricular activities etc., please check ["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 washing your hands, ventilating rooms, and wearing masks, and strictly observe the usage rules posted at each facility. Furthermore, disinfectant sprays or similar should be used to disinfect desks, doorknobs, etc.
- (2) 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.
- ⇒ [\[COVID-19\] 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 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).
[\(<http://www.hcc.keio.ac.jp/en/infection/coronavirus.html>\)](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 \(keio.jp authentication required\)](#)

Materials 2: [What to Do when an Emergency Occurs while on Campus \(keio.jp authentication required\)](#)

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.

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"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● May freely enter the campus 	<ul style="list-style-type: none"> ● Warnings against infection announced. ● Sporadic cases of infection occurring among parties related to the campus.
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	<p>Less than 40%</p> <p>In order to secure sufficient classrooms to conduct face-to-face classes, the number of people permitted to use a classroom will be set 50% or less of the capacity for the room under normal circumstances, while continuing to ensure that sufficient measures to prevent infections are in place.</p>	Some office counters Individual laboratories and joint laboratories Media Center	<ul style="list-style-type: none"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● Conduct activities online as much as possible ● <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 	<ul style="list-style-type: none"> ● Requests to refrain from attending gatherings, events, etc., with large numbers of people announced. ● It is necessary to grasp who is entering the campus. ● COVID-19 clusters limited to specific classes or laboratories have occurred on campus.
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"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● In principle, conduct activities online ● <u>Restricted entry</u> to the campus Students are allowed to enter the campus only when it is required for research 	<ul style="list-style-type: none"> ● Requests to refrain from gatherings, events, and going outside announced. ● Frequent incidences of infection among parties related to the campus are occurring.
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"> ● Take thorough measures against infection ● Comply with reduction targets set by government, etc. ● In principle, conduct activities online 	<ul style="list-style-type: none"> ● There have been requests to close schools. ● COVID-19 clusters not limited to specific classes or laboratories have occurred on campus.

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

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