

To all students:

Office of Student Services

Use of study rooms for taking online classes on Mita Campus

The below classrooms will be made available as study rooms to take online classes on class days and make-up class days in AY 2021. The capacity for each study room is approximately half its regular capacity. The availability of classrooms and times may be subject to change. Details will be announced on keio.jp news, etc., in such cases. Please observe good manners when using the rooms and pay heed to measures to prevent infections.

Study rooms for online/real-time classes (two-way format)

First School Building:	135	144-A	144-B	146-B
Graduate School Building:	334			
West School Building:	534	541	542	544 545

Study rooms for classes that are taught in real-time (one-way format)/by distribution of on-demand teaching materials

West School Building:	522, 526, 528
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Times available

Weekdays/class days on university and public holidays:	8:30–18:00
Saturdays:	8:30–17:00
* Study rooms in West School Building are closed on Saturdays.	
Sundays and public holidays (excluding class days):	Closed

Precautions when using the rooms

- It is not necessary to book in advance. You are free to use any available seating (to maintain social distancing, use of spaces other than the designated seating is prohibited). There are restrictions on available seating to prevent the spread of infections.
- The use of these rooms for purposes other than taking online classes (including self-study for class revision or preparation) and keeping hold of seats with personal belongings is strictly prohibited.
- Please ensure that you wear a mask inside the study rooms.
- Food is not allowed in the study rooms. Only drinks in tumblers, flasks, and plastic bottles with lids are permitted in the rooms.
- Please use the alcohol-based hand disinfectant available near the entrances of or inside the study rooms, and the sanitizing sheets provided to disinfect desks, chairs, etc.
- In principle, the windows and doors of study rooms should be left open. If it is necessary to shut the windows due to the temperature of the room (hot/cold), etc., please open the doors or windows regularly to ventilate the room.
- The Wi-Fi service has been improved and the number of plug sockets in the study rooms increased. Equipment such as computers, tablets, etc., to use for taking online classes are not installed in the rooms. Please prepare these by yourself.
- When taking online classes with audio, please use your own headphones or earphones.
- Conversation in the study rooms is prohibited except for when making comments during real-time (two-way format) classes.
- Please only turn on microphones required for real-time classes when making a comment during the class.

- Changes to the layout of desks and chairs in the study rooms is not permitted.
- Please refer to the below URL (Measures to prevent the spread of COVID-19 [coronavirus disease]

when feeling unwell) on what to do if you feel unwell when using the study rooms:

<https://www.students.keio.ac.jp/en/com/life/health/covid-19-20200916.html>