

To all SFC students

Please take the following measures when coming to campus.

To Faculty in charge of each class

You are requested to take responsibility and ensure to confirm the students take the following measures.

COVID-19 measures: Guidelines for using classrooms (for students)

1. Before a class starts

- (1) Please monitor whether you have a fever of 37.5°C or higher or any symptoms such as a cough, fatigue, shortness of breath, or any irregularities in sense of taste or smell. If you have any of the abovementioned symptoms, please refrain from coming to the campus.
- (2) When you arrive at the campus, please go to the gate to have your temperature checked and a record of your entry kept.
- (3) Please wash your hands thoroughly with soap before entering the classroom. If you have been unable to do so, please disinfect your hands and fingers with an alcohol-based disinfectant dispensed from the bottle dispenser equipped in the classroom.
- (4) Please use only chairs which do not have a "Do Not Use" notice and leave at least one seat vacant on all sides when taking a seat.
- (5) Please follow any instructions from your lecturer and disinfect the chair, table, etc. that you are going to use with an alcohol-based wipe. Dispose of this in the designated garbage bag after disinfection.

2. During class

- (1) Please make sure that everyone in the class is wearing a mask.
- (2) Eating in classrooms is prohibited. For beverages, only those in plastic bottles with lids, water bottles, tumblers, etc., are permitted in classrooms. Please eat at the on-site restaurants or the classrooms specially set aside for this purpose (please see below.)
- (3) The lecturer in charge of a class is responsible for ventilating the room. Also, he/she will ensure to keep a record of all attendees on the day of the class. We appreciate your cooperation.

3. After class

- (1) Please follow the instructions from your lecturer and disinfect the chair, table, etc. that you used with an alcohol-based wipe. Dispose of this in the designated garbage bag after disinfection.
- (2) When leaving the room, please leave the doors fully open to ventilate.

4. Other notes

<Study rooms: Theta, Omega 21, and Omega 22 lecture halls>

- Please use the above as study rooms when taking online classes on campus.
- Please use Theta when you need to talk while taking an online class (such as for giving comments, practicing pronunciations, etc.) and use Omega for other cases.
- If you need to listen to audio in the study room, please make sure to use earphones or headphones.
- Please use only chairs which do not have a "Do Not Use" notice and leave at least one seat vacant on all sides when taking a seat.
- Please disinfect chairs and tables before and after using them with a disinfectant that is equipped in the room.

<Classrooms for taking meals: Kappa 13-17 classrooms>

- In addition to the cafeteria, the above classrooms may be used for meals.
- The above classrooms are exclusively designated for having meals. We request that you exercise particular caution in these classrooms as people may be inclined to being less cautious, with masks removed and food vulnerable to exposure.
- Having conversations in these classrooms is prohibited. We also appreciate your utmost consideration in observing coughing etiquette. (If you would like to have conversations, please go to other areas with better ventilation.)

- Please use only chairs which do not have a “Do Not Use” notice and leave at least one seat vacant on all sides, when taking a seat.
- Please disinfect chairs, tables, etc. before and after using them with a disinfectant that is equipped in the room. Also wash your hands before and after using the chairs, tables, etc.

<Inquiries> Shonan Fujisawa Campus Academic Affairs Office
sfc-kyomu(at)sfc.keio.ac.jp
ext: 52124