About the guidelines on using campus and Student Center facilities

On October 5 (Mon), we notified you in the notice "Phased resumption of extracurricular activities (Oct. 5, 2020)" that besides extracurricular activities, students are now allowed to organize and hold events and performances on campus. However, you will need to seek prior consent and permission from the University before you proceed to organize them.

When holding events at pre-booking required facilities and the Multipurpose Sports Hall of Waseda Arena, you are to read and follow the "Guidelines on using campus and Student Center facilities." We want to stress that these guidelines are set to prevent the spread of the coronavirus and ensure the safety of all students and staff, and thus you are to strictly abide to it. Depending on circumstances (e.g. seriousness of the coronavirus, change in government response measures, etc.), the guidelines will be updated accordingly. Please also take note of the opening hours of the campus as the campus facilities cannot be used once the campus is closed.

When carrying out extracurricular activities, the representative is to keep a written record (see URL below) of the participants, activities that have taken place, as well as the facilities that were used, the route taken, etc. This is to ensure that the University can quickly identify people who have come into close contact in the case someone is determined to have contracted the coronavirus.

 List of participants in extracurricular activities on and off campus/Activity log) <u>http://www.waseda.jp/student/gakusei/sankasya katsudo kiroku.doc</u> (in Japanese)

Guidelines on using campus and Student Center facilities (Ver. 3, updated on October 5, 2020)

A) Rules and regulations on entering the Student Center

For the time being, when entering or leaving the Student Center, students are to use the entrance on the second floor of the building facing the Toyama Garden. Please bring along your student identification card as you will need to scan it on a card reader at the entrance each time you enter or exit the building. Non-students (e.g. alumni) who do not have a student identification card will be required to fill in their personal particulars (e.g. name, contact number, etc.) in the visitor logbook at the information desk near the entrance.

Rules to observe when entering the Student Center

- 1. Wear a mask or face shield
- 2. Practice good cough etiquette

- 3. Use antiseptic solution to wash and disinfect your hands thoroughly
- 4. Exercise social distancing (keep a distance of at least 2 m apart if possible)
- 5. Refrain from speaking loudly

Refrain from entering the Student Center if any of the following applies. You will be disallowed from entering the building if any of the following is found applicable to you.

- 1. Experiencing a fever of more than 37.5 degree Celsius or a continued fever
- 2. Experiencing flu-like symptoms (e.g. coughing, sneezing, sore throat, etc.)
- 3. Have doubts about your health condition
- 4. Have come into close contact with someone infected with the coronavirus in the past 14 days
- 5. Have been to or come into close contact with someone residing in any country or region that requires one to be in self-quarantine (health observation period) after returning to Japan in the past 14 days

B) Use of facilities at the Student Center

1. Common-use facility:

Foyer & lounge on 2F, lounges on respective floors, meeting spaces

Starting August 2 (Sun), only specific seats and tables at the common-used facility mentioned above can be used. The use of common spaces in the corridors of the Student Center is strictly prohibited.

Students are allowed to post posters to bulletin boards for students in the Student Center. When posting posters, students are to post them according to the regulations for extracurricular activities. On the other hand, handing out / put flyers is prohibited.

2. Reserved facility:

Exclusive club rooms, club-sharing rooms (specified by days of the week), warehouses, locker rooms

Starting August 2 (Sun), reserved facility will be available for use. However, please ensure that the number of users at any time does not exceed the maximum number of people allowed at the facility. Additionally, please avoid from using the facility for too long (keep to less than three hours per person). Below are the maximum number of users for each facility.

Exclusive club rooms: Max 3 people Exclusive club rooms (B116, B117, B124, B125 & B133): Max 6 people Club-sharing rooms: Max 3 people Warehouses: Max 3 people Locker rooms: Max 3 people

3. Pre-booking required facility:

Starting July 27 (Mon), students are allowed to book the facility below at the Information Center on the second floor of the Student Center. We are allowing the maximum possible number of people of to use each facility starting on October 10 (Sat).

As a preventative measure against the spread of the coronavirus, students are to exercise social distancing (2 meters apart if possible) and ensure that the number of users at the facility at any point of time does not exceed the maximum number of people allowed.

Room No.	Name	M a x Users	RoomN	lo. Name	M a x Users
B201	Multipurpose Hall	43	W403-4	05 Conference Room	23
B101	Music Practice Room for Public Performance	24	W406-4	07 Conference Room	15
B102	Music Practice Room	9	W501	Conference Room	4
B103	Music Practice Room	9	W502	2 Conference Room	4
B104	Music Practice Room	9	W503	Conference Room	4
B105	Music Practice Room	9	W504	Conference Room	12
B106	Music Practice Room	7	W505	Conference Room	12
B123	Music Practice Room	10	W506	Conference Room	12
B126	Music Practice Room	10	W507	Conference Room	12
W104	Music Practice Room	7	W508	Conference Room	12
W105	Music Practice Room	7	E519	Conference Room	6
E1016	Music Practice Room	3	E521	Conference Room	6
E1116	Music Practice Room	3	E439	Conference Room	3
B110	Music Booth for Individual Use (with piano)	2	E539	Conference Room	3
B111	Music Booth for Individual Use (with piano)	2	E739	Conference Room	3
B112	Music Booth for Individual Use (with piano)	2	E839	Conference Room	3
B113	Music Booth for Individual Use (with piano)	2	E921	Conference Room	3
B114	Music Booth for Individual Use (with piano)	2	E932	Conference Room	3
B115	Music Booth for Individual Use (with piano)	2	E939	Conference Room	3
B134	Music Booth for Individual Use (with piano)	2	RoomN	lo. Name	M a x Users
B135	Music Booth for Individual Use	2	E238	Meeting Space	6
B119	Music Booth for Individual Use	1	E239	Meeting Space	6
B120	Music Booth for Individual Use	1	E341	Meeting Space	6
B129	Music Booth for Individual Use	1	E342	Meeting Space	6
B130	Music Booth for Individual Use	1	E441	Meeting Space	6
Room No.	Name	M a x Users	E442	Meeting Space	12

List of pre-booking required facilities

			I			1
B202	Drama Practice Room for Public Performance	24	Ļ	E541	Meeting Space	6
B203	Drama Practice Room for Public Performance	31		E542	Meeting Space	6
E218	Drama Practice Room	7		E641	Meeting Space	6
E221	Drama Practice Room	7		E642	Meeting Space	6
E318	Drama Practice Room	7		E741	Meeting Space	6
E321	Drama Practice Room	7		E742	Meeting Space	6
E418	Drama Practice Room	7	Γ	E841	Meeting Space	6
Room No.	Name	M a x Users	Γ	E842	Meeting Space	4
B108	Western-style Room with Wooden Floor	10	Γ	E941	Meeting Space	3
B109	Western-style Room with Wooden Floor	10	Γ	E942	Meeting Space	4
W-6F	Western-style Room with Wooden Floor	8		E1022	Meeting Space	4
E111	Dancing & Martial Arts Practice Room	10		E1122	Meeting Space	4
E421	Dancing & Martial Arts Practice Room	7				
E1018	Dancing & Martial Arts Practice Room	7		Working Space	Name	M a x Users
E1118	Dancing & Martial Arts Practice Room	7	Γ	А	B2 Working Space	2
Waseda Arena	Multipurpose Sports Hall	30	Γ	В	B2 Working Space	2
0	B2 Dancing Space No.1	3	Γ	С	B2 Working Space	2
Space	B2 Dancing Space No.2	3				
Room No.	Name	M a x Users	Γ	D	B2 Working Space	2
W401	Art Room	10	Γ	Е	B2 Working Space	2
W402	Art Room	10	Γ	F	B2 Working Space	2
106	Tea-ceremony Room	13	Γ	G	B2 Working Space	2
107	Japanese-style Room	6	Γ	Н	B2 Working Space	2
108	Japanese-style Room	6				
109	Japanese-style Room	6				
110	Japanese-style Room with Wooden Floor	6				

*The exhibition space at the Atrium and Gallery are also available for use.

*Regarding the use of Okuma Garden Hall and Training Center, please the Student Affairs Section website for details.

C) Precautions to take when using facilities on campus

- 1. To avoid creating a crowded area when using the facility, choose a room that is as large as possible, keep the number of people using the facility below the number listed above, and enforce an environment where you can secure sufficient distance (2 meters apart if possible) between one another.
- 2. On the day of facility use, take your temperature at home beforehand. Do not come to campus if your temperature is above 37.5 °C (degree Celsius).
- 3. If you are experiencing any symptoms of COVID-19 (fever, coughing, tiredness, loss of taste and smell,

difficulty breathing, etc.), you will not be able to use the facility. Also, if you are feeling unwell, use good judgement and refrain from participating in activities.

- 4. Before entering the facility, use the disinfectant to disinfect your hands and fingers and wash your hands as thoroughly as possible.
- 5. To promptly identify those who may have been in high-risk contact in case a COVID-19 infection occurs, we ask that everyone using the facility individually keep track of information such as which facility you used, what route you took to come to campus/to use the facility, and who you came in contact with, etc. (Please refer to the Student Affairs Section website to see the specified format for how to keep track of the information).
- 6. The organization using the facility must disinfect the reserved space. There is a "Disinfection Station (消毒スポット)" on each floor of where the facilities in the Student Center are available for use. Before using the facility, use the disinfectant and paper towels from the Disinfection Station and disinfect the place. Especially, if you are using a student club room, disinfect the room as thoroughly as possible.
- 7. When using the facility, change into your activewear, etc. only when it is necessary.
- 8. In principle, wear a mask at all times when you are using the facility. When you are taking part in activities or taking a break, try to distance yourselves from each other to avoid creating a crowded area. With that said, the exception is that you do not have to wear a mask if you are taking part in an intensive exercise to prevent heat strokes.
- Leave the facility's doors open for ventilation. If you need to close door, for reasons such as playing
 music at a high volume for instance, you must make sure to ventilate the room approximately every
 45 minutes.
- 10. Try to reduce the number of people gathering in one area. For example, you can split up into groups and use different rooms.
- 11. Try to hold meetings online instead of in-person and avoid having meals together after using the facility.
- 12. Eating or drinking within the pre-booking required facility (practice rooms, conference rooms, etc.) is strictly prohibited. However, you will be allowed to bring in bottled drinks, etc. for heatstroke prevention. In principle, eating or drinking will only be allowed in student club rooms and common-use facilities. Do not eat or drink while having a conversation and socially distance yourselves from each other.
- 13. For the time being, we will limit the use of trash cans in the Student Center. Please take home used masks, tissues, etc.
- 14. For the time being, we will prohibit the distribution and postings of flyers within the facility of use.
- 15. For the time being, after you are done using the facility, please leave the Student Center immediately. We will strictly prohibit you from dining out together, having events such as mixers and parties, etc.
- 16. Those of you who have received approval (club representative) to use the pre-booking required facility (practice rooms, conference rooms, etc.) or a member who has been delegated with the responsibility for using the facility on the day of must submit the following form to the Information Center. The

representative or the member delegated with the responsibility need to create a roster of everyone who used the facility that day and must collect everyone's detailed information, including names and contact information (the specified format will be posted on the Student Affairs Section website). In case someone becomes infected with COVID-19, the University may contact the representative or the member delegated with the responsibility.

Facility Use Checklist and Consent Form

http://www.waseda.jp/student/gakusei/shisetsu check.doc (in Japanese)

To check the risk of COVID-19 infection:

- Check to see if anyone who is going in and out of each facility (including club members, alumni, etc.) has been to where the infection occurred or come into contact with an infected club member/those who have been in high-risk contact with an infected person.
- Check to see if anyone has visited a country or region where the infection is spreading rapidly within the past two weeks. Please do not visit such areas even after using the facilities.
- Even after having checked the items above, check from time to time to see if anyone in your party
 has been infected with COVID-19. In case an infection occurs or is suspected, please contact the
 Student Affairs Section immediately, and discuss the use/cancellation/postponement of the facility.

D) Precautions to take when holding events and performances

When holding events and performances at one of the pre-booking required facilities, you are to follow the precautions below in addition to "C) Precautions to take when using facilities on campus" in the above section.

- 1. When holding events and performances, the student club agree to comply to the following:
 - a. Consent and permission from the Student Affairs Section must be obtained before holding any events or performers. You are to fill in the application form below and submit it to the Student Affairs Section at least one month before the event or performance day. You can either submit the form by email or snail mail. The results of the application will be notified to the top three representatives of the student club by email.
 - Application Form for Holding Event/Performance <u>http://www.waseda.jp/student/gakusei/a 2020 event entry.doc</u> (in Japanese)
 - b. Go through the following guidelines (only available in Japanese) laid out by the Tokyo Metropolitan Government and Ministry of Education, Culture, Sports, Science and Technology (MEXT) and make sure to follow them strictly. If you need any assistance with these documents, please consult the Student Affairs Section.

「東京都感染拡大防止ガイドライン」(東京都)、「新型コロナウイルス感染症を乗り越え るためのロードマップ」(東京都)、「東京都感染拡大防止ガイドブック」イベント編(東 京都)、「業種別ガイドライン」(文部科学省)

- c. Take the temperature of all concerned student club members and participants before the event or performance. Anyone who is feeling unwell or is experiencing a fever of more than 37.5 degree Celsius is to be prevented from participating.
- d. In order to act accordingly when a cluster is identified, the organizer is to keep a list of emergency contact information (e.g. name, email address, mobile number) for a month. If no cluster is identified one month after the event, dispose the contact information immediately. Prior explanation is to be made to the participants and consent has to be received before collecting the information.
- e. At any point of time during preparation, the event day itself or after the event, if someone is suspected to have contracted the coronavirus, consult the Student Affairs Section immediately on whether to suspend or postpone the event and discuss on the necessary follow-up actions.
- 2. Read and follow "C) Precautions to take when using facilities on campus" in the above section.
- 3. As a protection measure, the total number of people (including the audience, performers, organizing members) present at the venue should not exceed the maximum of users specified.
- 4. Consent and agreement must be reached among all concerned personnel before holding the event or performance.
- 5. For the purpose of contact tracing, keep a list of contact information (e.g. phone number, email address, etc.) of all organizing member, performers and staff. If someone is found to have contracted the coronavirus, the University may contact the representative of the organizing team or the person in-charge.
- 6. Keep a safe distance from others and avoid speaking loudly. As much as possible, try to communicate through phone.
- 7. Keep a safe distance of about 2m between the audience seats and the stage (or the performance space). Apply the same rule to the audience seats as well and make sure they are about 2m if possible (at least 1m). Limit the number of audience seats if necessary.
- 8. As a protective measure, ensure that clear partitions are placed in between the stage and the audience seats if there is a possibility of airborne transmission through respiratory droplets.
- 9. Announce the protective measures and the precautions in this guideline to the audience and attendee.
- 10. The organizing or concerned personnel are to prepare and place hand sanitizers at the entrances and exits of the venue (i.e. pre-booking facility).
- 11. The organizing or concerned personnel are to disinfect the venue (i.e. pre-booking facility) before and after use. Pay special attention to the door knobs, light switches, acoustic lighting equipment, whiteboards, reception desks, common computers and audience seats at the venue, as well as areas on

the stage or performance space where people are likely to touch with their hands. Antiseptic solution and paper towel can be found at the "Disinfection Station (消毒スポット)" located on each floor where facilities in the Student Center are available for use.

- 12. If a queue of visitors is expected during reception, make sure to ask the visitors to keep a safe distance of 2m from the others when they are waiting in the line. Consult the Information Center if the corridors are likely to be concentrated with people.
- 13. It is highly recommended to issue e-tickets, such as in the form of QR code, for event entry to reduce contact as much as possible. If that is possible and physical tickets are being distributed instead, ensure that thorough sterilization and disinfection, as well as protective measures are being carried out.
- 14. Take the temperature of all concerned personnel and participants. Anyone found to be experiencing a fever of more than 37.5 degree Celsius should not participate the in the event. Any refunds to those who cannot participate in the event due to this reason or because they are feeling unwell should be conducted on a different day after the event by concerned personnel.
- 15. In principle, all performers are to wear a mask at all times when they are not performing on the stage or at the performance space. However, as wearing a mask when doing vigorous work or exercise could lead to heat stroke, performers are allowed to remove their mask in such situations.
- 16. Refrain from directing the performance that increases the infection risk. (For example, asking for cheers, raising visitors to the performance space or stage, high-fiving, etc.
- 17. No food and drinks are allowed in the pre-booking facilities. However, individuals are allowed to bring in their own bottled drinks to hydrate themselves. If principle, drinking is only in the club rooms and common facilities.
- 18. If the event is to last for at least two hours, make sure to include a 15-minute break in between to allow ventilation.
- 19. Kindly dispose any waste or trash at the event or performance. If there are any large-sized trash (sodaigomi) involved, make sure to consult the Information Center at the Student Center beforehand. Those in-charge of clearing up the waste are to wear a mask and a pair of gloves when disposing the waste.
- 20. Avoid close contact with the visitors and any private meetings with them. Also, refrain from providing or receiving any form of refreshment (*sashiire*). Drinking parties and other social gatherings after the event or performance are strictly prohibited.
- 21. At any point of time during preparation, the event day itself or after the event, if someone is suspected to have contracted the coronavirus, consult the Student Affairs Section immediately on whether to suspend or postpone the event and discuss on the necessary follow-up actions.

Other guidelines for reference

In addition to "C) Precautions to take when using the facilities on campus," we ask that student clubs using the campus facilities to refer to the following guidelines (available in Japanese only) beforehand and make

the utmost effort to take appropriate measures to prevent the spread of COVID-19.

演劇サークル

公益社団法人全国公立文化施設協会「劇場、音楽堂等における新型コロナウイルス感染課題予防ガ イドライン」

https://www.zenkoubun.jp/covid_19/files/0918covid_19.pdf

緊急事態舞台芸術ネットワーク「舞台芸術公演における新型コロナウイルス感染予防対策ガイドラ イン」

https://www.bunka.go.jp/koho_hodo_oshirase/sonota_oshirase/pdf/202000702_01.pdf

早稲田大学「稽古場での注意事項」

https://www.waseda.jp/culture/dramakan/assets/uploads/2020/07/2af0b2656290393f9cdaddfc81178f27.pdf

早稲田大学「早稲田小劇場どらま館劇場利用ガイドライン」

https://www.waseda.jp/culture/dramakan/assets/uploads/2020/08/19002a59e2ef5cfc2f043c166eb81b79.pdf

音楽サークル

ー般社団法人日本クラシック音楽事業協会「クラシック音楽公演における新型コロナウイルス感染 拡大予防ガイドライン」

https://www.bunka.go.jp/koho_hodo_oshirase/sonota_oshirase/pdf/202006171800_01.pdf

ー般社団法人コンサートプロモーターズ協会・一般社団法人日本音楽事業者協会・一般社団法人日 本音楽制作者連盟「音楽コンサートにおける新型コロナウイルス感染予防対策ガイドライン(有観 客公演・無観客公演)

https://www.acpc.or.jp/pdf/COVID-19/20200710_01.pdf https://www.acpc.or.jp/pdf/COVID-19/20200527_01.pdf

ー般社団法人ライブハウスコミッション・NPO 法人 日本ライブハウス協会・飲食を主体とするラ イブスペース運営協議会・日本音楽会場協会「ライブハウス業界ガイドライン」

http://lhc.tokyo/wp-

content/uploads/2020/06/%E3%83%A9%E3%82%A4%E3%83%95%E3%82%99%E3%83%9B%E3%83%B C%E3%83%AB%E3%83%A9%E3%82%A4%E3%83%95%E3%82%99%E3%83%8F%E3%82%A6%E3%8 2%B9%E3%81%AB%E3%81%8A%E3%81%91%E3%82%8B-%E6%96%B0%E5%9E%8B%E3%82%B3% E3%83%AD%E3%83%8A%E3%82%A6%E3%82%A4%E3%83%AB%E3%82%B9%E6%84%9F%E6%9F %93%E6%8B%A1%E5%A4%A7%E4%BA%88%E9%98%B2%E3%82%AB%E3%82%99%E3%82%A4%E 3%83%88%E3%82%99%E3%83%A9%E3%82%A4%E3%83%B3_0629.pdf ー 般社団法人全日本合唱連盟「合唱活動における新型コロナウイルス感染症拡大防止のガイドライン」

https://jcanet.or.jp/JCAchorusguideline-ver1_1.pdf

ダンスサークル

公益社団法人日本ダンススポーツ連盟「『新型コロナウイルス感染予防対応競技会』開催ガイドラ イン」

http://www.jdsf.or.jp/wp/wp-content/uploads/2020/07/kyo-tsuutatsu20-0007.pdf

公益社団法人日本ダンススポーツ連盟「ダンスサークル活動再開ガイドライン (Ver.3) について」 http://www.jdsf.or.jp/wp/wp-content/up loads/2020/07/20200720_JdsfAnnounce.pdf

武道サークル

スポーツ庁「社会体育施設の再開に向けた感染拡大予防ガイドライン」 https://www.mext.go.jp/sports/content/20200514-spt_sseisaku01-000007106_1.pdf

美術サークル

公益社団法人全国公民館連合会「公民館における新型コロナウイルス感染拡大予防ガイドライン」 https://fururu.or.jp/download/20201002_02guide_ver03.pdf

一般社団法人日本展示会協会「展示会業界における COVID-19 感染拡大予防ガイドライン」
 https://www.nittenkyo.ne.jp/shr/document/200821_guideline2.pdf

日本文化・その他文化サークル

公益社団法人全国公民館連合会「公民館における新型コロナウイルス感染拡大予防ガイドライン」 https://fururu.or.jp/download/20201002_02guide_ver03.pdf

全国興行生活衛生同業組合連合会(演芸場)「演芸場における新型コロナウイルス感染拡大予防ガ イドライン」

https://www.zenkoren.or.jp/news-pdf/0529_COVID-19_guideline.pdf

全ジャンル共通

内閣官房新型コロナウイルス感染症対策推進室長「11月末までの催物の開催制限等について」 https://corona.go.jp/news/pdf/jimurenraku_20200911.pdf

内閣官房「業種ごとの感染拡大予防ガイドライン」 https://corona.go.jp/prevention/pdf/guideline.pdf

厚労省「新しい生活様式」

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000121431_newlifestyle.html

文部科学省「業種別ガイドラインについて」

https://www.mext.go.jp/a_menu/coronavirus/mext_00028.html

東京都「事業者向け『東京都感染拡大防止ガイドブック』」 https://www.bousai.metro.tokyo.lg.jp/taisaku/torikumi/1008262/1008459/index.html

東京都「新型コロナウイルス感染症を乗り越えるためのロードマップについて~「新しい日常」が 定着した社会の構築に向けて~」 https://www.bousai.metro.tokyo.lg.jp/1007942/index.htm1

東京都「東京都感染拡大防止ガイドライン~「新しい日常」の定着に向けて~」 https://www.bousai.metro.tokyo.lg.jp/1007942/1007968.html

公益社団法人全国公民館連合会 公民館における新型コロナウイルス感染拡大予防ガイドライン https://fururu.or.jp/download/20201002_02guide_ver03.pdf

スポーツ庁「社会体育施設の再開に向けた感染拡大予防ガイドライン」 https://www.mext.go.jp/sports/content/20200514-spt_sseisaku01-000007106_1.pdf

公益財団法人日本スポーツ協会「スポーツイベント再開に向けた感染予防ガイドラインについて」 https://www.japan-sports.or.jp/Portals/0/jspo/guideline3.pdf

ー般社団法人日本コンペンション協会(MICE)「新型コロナウイルス感染症禍における MICE 開催 のためのガイドライン」

https://jp-cma.org/manager/wp-content/uploads/2020/09/72c13bf51131367d010e2e81ef49a26e-1.pdf

公益社団法人日本青年会会議所「カンファレンス開催ガイドライン」 https://www.jaycee.or.jp/2020/honkai/wp/wpcontent/uploads/2020/07/e89a37af1194b7024bd344f4eceeddf6.pdf

Inquiries:

Student Center Student Affairs Section, Waseda University kkd@list.waseda.jp