

HJIS 2022 Return to School Safety Handbook



HJIS COVID-19 ADVISORY: 2022

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Health & Safety Measures at HJIS

To keep our community safe and healthy, we each need to do our part.

This handbook was updated on January 24, 2022 to meet the new guidelines of Kanagawa prefecture on COVID precautions. The procedures will be adjusted when Kanagawa Prefecture releases new updates. Important references can be seen at the bottom of the document.



What is the CMT?

The Crisis Management Team (CMT) is made up of the Senior Leadership Team (SLT) and the School Nurse. This team was established at the outset of the COVID-19 pandemic in order to provide an avenue for decision-making related to the pandemic.

CMT duties include:

- providing guidance to staff, faculty, parents and students related to illness and COVID-19 concerns/cases
- determine best pathways forward in cases of potential COVID-19 cases
- communicate with school community members regarding decisions related to COVID-19 cases
- consultation with public health officials and medical professionals in decision-making
- taking action to modify teaching, learning, policies and practices within the school due to confirmed/potential COVID-19 cases

CMT Decision Making Process

In all decisions made regarding school changes and modifications, CMT takes into consideration:

- the most recent information from the government (MEXT, Kanagawa Prefectural government, Kanagawa Prefectural Health Center, National government, etc.)
- consultation with public health officials and medical professionals
- best practice across the region amongst other international schools
- CDC guidelines, as an additional resource
- the importance of in-person learning, while striving to protect the health and safety of the school community

In general, some of the decisions a school can make regarding COVID-19 threat or infection on campus include, but are not limited to:

- mandatory quarantine of potential COVID-19 close-contact person(s)
- mandatory class quarantine
- mandatory PCR testing of potential COVID-19 cases
- application of Hybrid Learning/Distance Learning

Safety Expectations and Practices

The HJIS Administration, Faculty & Staff will:

- Ensure that all staff and students (in conjunction with parents & guardians) have their temperature taken every morning before arrival.
- Staff and students will be asked to contact CMT if they develop any symptoms that could be COVID-19 related
- Safeguard anyone entering campus, sanitizing hands, and temperature checked again upon arrival.
- Maintain Distance Learning plans if the school must close under government guidelines.
- Ensure that on-campus cleaning takes place, including sanitizing hands, disinfecting desks and shared spaces, and ventilating classrooms.

Promoting General Good Hygiene

- All staff and students on campus **must** be wearing their **mask** or face shield.
- Students must bring a **spare mask** in a resealable or Ziploc bag, labeled with their name. Reusable masks must be **washed daily**.
- Students must bring their own water bottles to school.
- Students will wash hands at regular intervals throughout the day and sanitize regularly.

- Regular additional cleaning of all frequent touchpoints (for example, handrails, lockers and doorknobs) will be adhered to by our cleaning crew. As well as regular additional cleaning of other public spaces such as community seating.
- COVID-19 cleaning essentials will be placed in each classroom containing hand sanitizer and other cleaning materials to be used by students and teachers.

Daily Routines

Start & Finish Times

The start and finish times for the school are as follows:

Early Years (PS - PK)

- Arrival Time: 8:10 am - 8:35 am
- End of the day 2:45 pm

Primary School (Kindergarten & Grades 1-5)

- Arrival Time: 8:10 am - 8:30
- End of the day 3:00 pm

Secondary School (Grades 6-12)

- Start of the day: 8:10 am - 8:30
- End of the day 3:00 pm (staggered exit times)



Entering Campus

- The First Floor Entrance will be the only drop-off point for Preschool to Grade 2 students. The Second Floor Entrance will be the entrance for Grade 3 to Grade 12 students.
- Parents should not let students come to school before the start time to decrease overcrowding at the entrance.
- Parents must only drop off students and then leave immediately.
- Staff and students will follow the directional signage when accessing campus and maintain physical distancing.
- In any State of Emergency situation, no parents and visitors are allowed on campus during school hours. In-person meetings can be arranged in the Media Cafe or Community Center, on a case-by-case basis.

Exiting the Campus

In order to avoid delays, the school has decided to introduce staggered exit times. Early Years students will all leave school at 2:45 pm. Grades 1-12 students will leave school at 3.00pm (staggered exit times). Parents are asked to pick up their children on time to decrease overcrowding at the exit.

Absence from School

Please inform us if your child is absent from school so that teachers are aware. Kindly email the homeroom teacher and indicate the reasons for the absence. If your child is absent because of sickness, upon returning to school, your child will be required to submit the necessary medical certificate to their homeroom teacher.

What to Bring to School

- Face Mask - It is compulsory to bring and wear a facemask in all common areas and when entering and exiting the school. Students are also required to wear face masks all the time except when eating.
- Please ensure your child has a spare mask (kept in a named, sealable and clean receptacle or ziplock bag) in the event that it gets misplaced.
- Hand Sanitizer will be available at school but students may bring a small bottle of their own.
- Primary and Secondary students should bring their own pencil cases and required stationery. Please label all belongings.
- Long hair must be tied back using a simple band – no fancy hairbands that children may be tempted to play with during the day.
- Students must come to school prepared to wear non-marking shoes. A study has shown that the spread of COVID-19, is much lower from the soles of shoes than those transmitted by close contact. Eliminating the shoe change allows for much less overcrowding and families alongside students can now social distance at drop off.
- Students should come dressed in their P.E uniforms the days they have P.E class. No changing at school will be permitted.
- In the fall, students should layer up and dress warmly as the campus windows and doors will remain open all day to allow for proper ventilation.

Bus Service

- Students will have their temperature checked and sanitized before boarding the bus.
- There will be fixed assigned seats for all riders to enable contact tracing where necessary. Siblings must sit together. Single riders will be assigned a seat according to their grade.
- No eating or drinking will be permitted.
- Students must wear masks while on the bus.
- Students returning home on the bus must meet in the gym, and line up behind the sign marked bus name.

Lunch Service from Cezar's Kitchen

Secondary students who ordered their lunch from Cezar's Kitchen will pick up their lunches in the Cafeteria.

Bento style lunch will be provided in disposable containers for students. Lunch ordered from Cezar's Kitchen will be delivered to all Primary students in their classrooms.

Cafeteria Closure

- During any State of Emergency, the Cafeteria will be closed. All students will eat in their homeroom classes in this situation.
- The Cafeteria will be closed if a student who had COVID-19 positive has used the space.

Campus Safety Initiatives

- It is mandatory for all Faculty, Staff, and Students on campus to always wear their mask or face shield. 'No Mask No Talk'
- Staff & Faculty must crack open windows in their classrooms and offices as soon as they arrive and leave them open all day,



weather permitting. If it is too hot, rainy, or windy, they must open as much as possible to allow for regular ventilation throughout the day.

- An entrance and exit door will be assigned for each of the classroom doors by teachers. Students will need to abide by using each entry for this purpose.
- Faculty must ensure that desks are left arranged so they are apart (1 meter, if possible). In small classrooms, teachers should arrange the most appropriate distance possible.
- Faculty must ensure that students wash their hands, put away their personal supplies, and are seated with masks on their own seat socially distanced from other students during class periods.
- Faculty will need to remind students to practice social distancing.
- Faculty & Staff will need to ensure that students wash their hands regularly and wipe down surfaces after use. Sanitizing the tables before and after lunch. Teachers can spray the solution, and the students can wipe down the chairs and desks with a paper towel.
- Teachers will need to comply with sending out one boy/one girl to the bathroom at any one time - as much as possible.
- Teachers will need to ensure that students' water bottles are kept separate from each other.
- Soap and paper towels are allocated in restrooms for single use.
- No sharing of supplies; each student will need to bring proper supplies from home. They should be clearly labeled with the student's name.
- The usage of Community Center and Media Cafe will be limited and monitored by the school. Depending on the level of the COVID-19 situation, it might be closed for public use.
- During recess, students will be limited to their grade groupings (eg. 9+10, 11+12 etc.) and will need to: sanitize or wash their hands before the break, maintain social distancing of 1 meter or arms-length apart, wash hands thoroughly with soap and water after recess.
- Staggered schedules will be utilized when needed.
- Brain breaks will be implemented as needed, at the discretion of the administration/teacher.

Music, Art & P.E

Due to the amount of equipment and supplies required to teach the curriculum, Music, Art and P.E will still be held in those specifically designated classrooms and gymnasium - socially distanced.

- Weather/temperature will be a consideration. Appropriate social distancing measures will be followed whether in the gym, classroom or outside. P.E equipment will be sanitized and wiped down after each use.
- Individual fitness with social distancing will be the main theme of P.E for both in person traditional learning and remote learning. Enter and exit signs will be posted along with social distancing and hand sanitizing reminder signs posted around the gym.
- Music and Art classroom tables and used materials must be sanitised after each class.
- Students must sanitise their hands when entering the classroom.

Signs and Messages in School Buildings

- Posters have been placed in high-traffic areas.
- Staff will monitor the arrival and dismissal to discourage congregating and ensure students go straight to their classrooms and vice-versa.

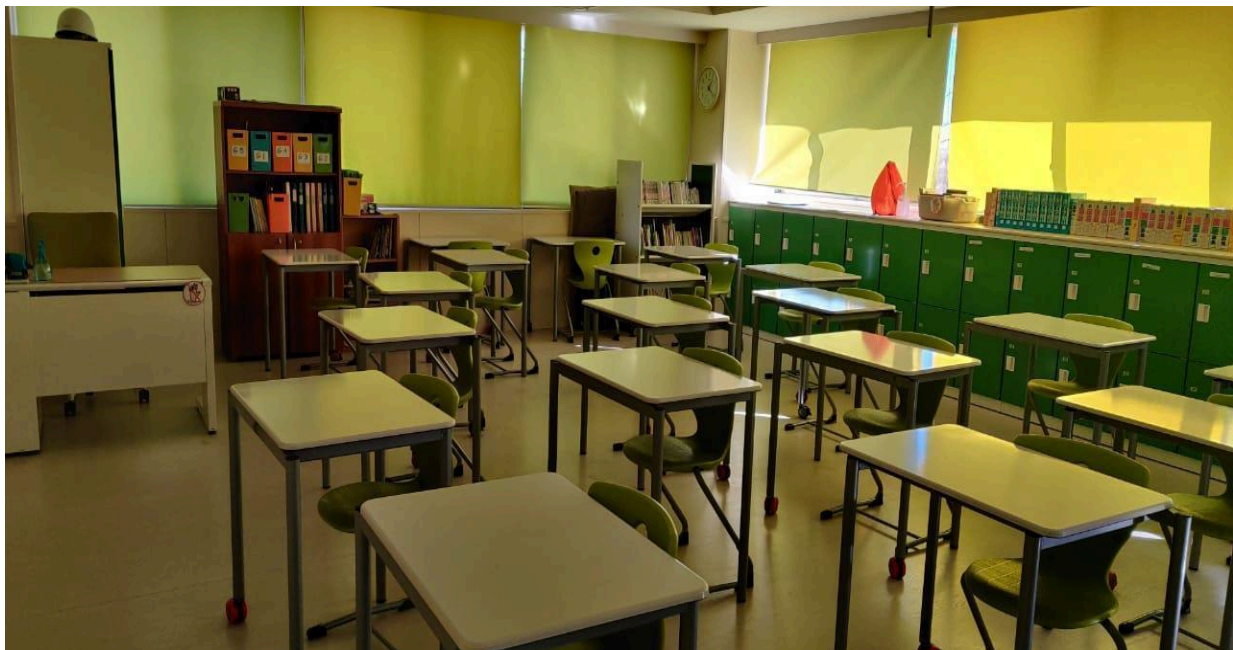
Isolation Area for Ill and Symptomatic Students and Staff

- The school has designated an established isolation area (Community Center) to be used for any students or staff member that has become ill during the school day and for any respiratory care that may cause the virus to be aerosolized will remain at the Nurses office. Isolation is used to separate people infected with the virus from people who are not infected.

Social Distancing Measures School-wide

Classrooms now have tables separated by (as much as possible) one meter apart, and staff will work with children to have them practice social distancing both in and out of class.

Students having **their own supplies** brought from home will assist in minimizing the sharing of materials.





Protocol on How the School will Manage Suspected Cases

Parents are required to inform the school if their child(ren) or a member of their immediate family has tested positive for COVID-19. Their information will be kept confidential, however this is an obligation we all must comply with.

In accordance with public health officials, if a case of COVID-19 is identified at school, the school will be cleaned, disinfected, and will contact trace.

In case of any positive case or a close contact case occurs at the school the procedure stated below will be followed.

CMT will review each case and make necessary decisions based on the guidelines here and additional guidelines from the health center and Kanagawa prefecture.

Finally, HJIS will entirely shut down in favour of Distance Learning only if COVID-19 appears to be spreading through the school. This decision will be made through reference to government guidelines and procedures stated below.

The CMT has created a COVID-19 Case Review Flowchart, which has been created in consultation with public health documents and guidelines. The CMT promotes this flowchart to all members of the school community and follows the procedures outlined in any possible COVID-19 case.

Defining Close Contact

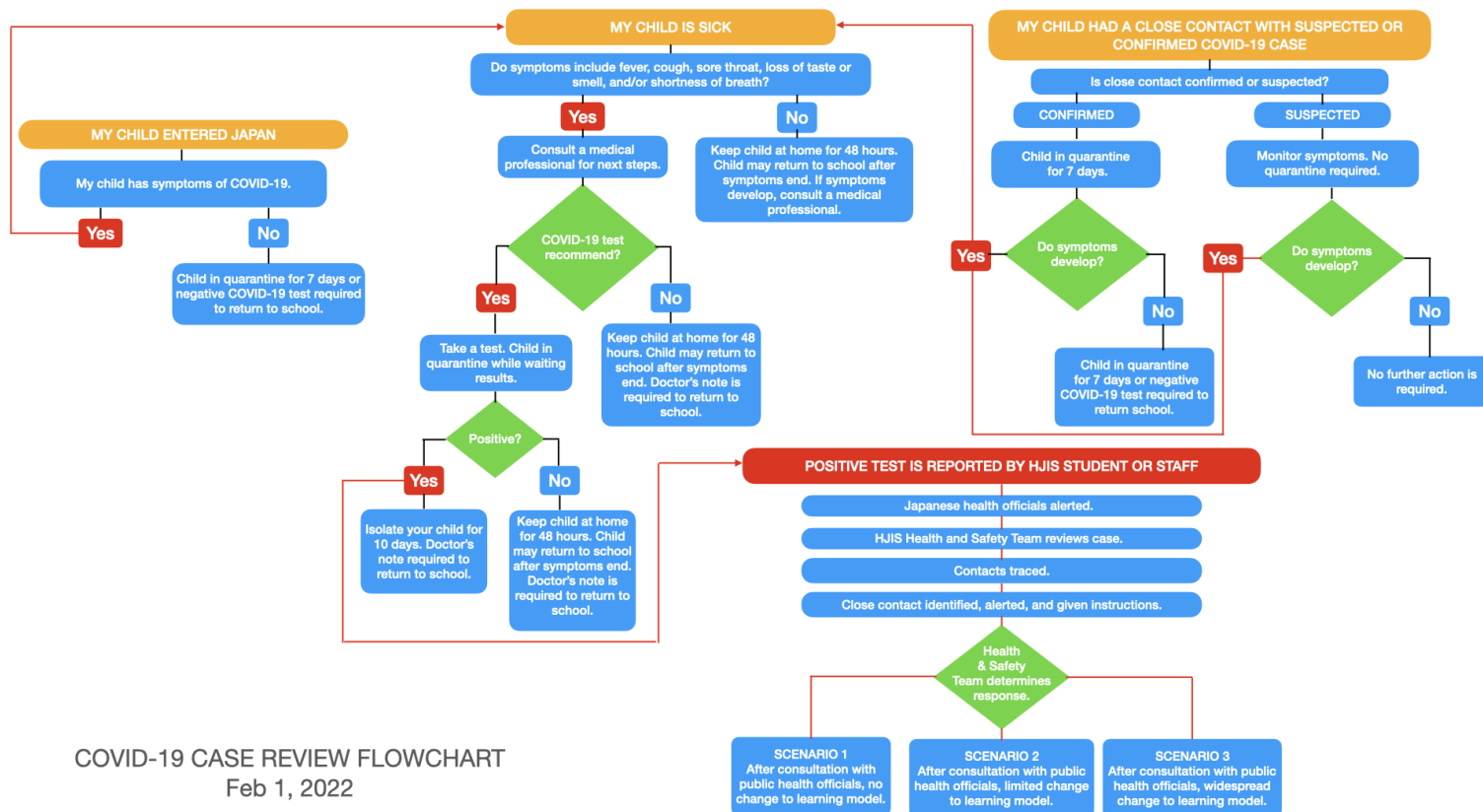
[According to the Ministry of Education \(MEXT\)](#), close contact is defined as anyone:

- living in the same household as a COVID-19 positive individual
- acting as a caretaker of a COVID-19 positive individual (without wearing proper protections)
- who was within 1m of an infected person for a cumulative total of 15 minutes or more without wearing a mask.

Quarantine Period

- **Covid Positive Case**
 - 10 days
- **Close Contact Case**
 - 7 days for the close contact person
 - If there is a close contact situation **in a classroom, in-person learning** will continue for the classroom **until a PCR test result comes back**. If the result is positive, the entire class will move to Distance Learning for 7 days. Day 0 will be the last day the COVID-19 positive student was on campus. As long as Hybrid Learning is an option, parents can request to move to online learning in any close contact situation.
 - For those who are **close contact outside of school**, they can have their quarantine period shortened from 7 days to 5 days [under specific requirements](#). The Crisis

Management Team will email all individuals if this case applies to them with clear instructions on next steps.



References

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Review Cycle

REVIEW CYCLE	
Initiator: Health & Safety Team	Individuals Involved: H&S Team
Date Constructed: January 9, 2021	To Be Reviewed: Termly

REVIEW HISTORY	
Date reviewed (updated): August 1, 2021 Requests for review: Head of School	Reviewers: Head of School, Primary Principal, Secondary Principal
Date reviewed (updated): January 24, 2022 Requests for review: Head of School	Reviewers: Head of School, Primary Principal, Secondary Principal, Director of Business
Date reviewed (updated): February 2, 2022 Requests for review: Head of School	Reviewers: Head of School, Primary Principal, Secondary Principal, Director of Business
Date reviewed (updated): March 31, 2022 Requests for review: Head of School	Reviewers: Head of School, Primary Principal, Secondary Principal, Director of Business