

COVID-19 Risk Management Procedures

Procedures for Campus Safety • 2020 Summer Program

This document is for parents to explain how NIS will welcome students for the 2020 Summer Program. It draws upon advice and/or regulations taken from the local and national educational and health authorities in Japan. Please understand and cooperate accordingly to ensure the safety and health of all of our Summer Program students and staff.

General Safety Measures: The 3 Cs and General Hygiene

NIS will, to the best of our ability, welcome students and staff to a safe school environment which is mindful of the below risks, known in Japan as the 'Three Cs,' as follows:

- **Close contacts** (*avoiding getting too close to others because there is a danger of spreading infection*)
- **Closed settings** (*avoiding spaces that are closed up, with poor ventilation*)
- **Crowded settings** (*avoiding areas with lots of people where physical distancing is hard*)

These 'three Cs' are supported by four pillars of 'General Hygiene,' as follows:

- **Staying home if unwell**
- **Washing hands thoroughly with soap as often as you can** (and using sanitizer when you can't access water)
- **Avoiding touching your face**
- **Minimizing and cleaning shared surfaces/items**

In addition, masks are to be worn by students at all times unless instructed otherwise by a teacher (e.g. for lunch, for physical activity when not physically close to others).

Working from these frameworks, the following are the guidelines and requirements that will be in place for both Summer Program sessions.

2020 Summer Program Guidelines

Student Numbers

- Each of the age-group 'classes' will be capped at no more than 20 students.

Teachers and Student Leaders

- All teachers and student leaders will wear face masks when within two meters of students or other staff.
- All teachers and student leaders will ensure that physical contact is minimized as much as possible. For example, there will be no climbing on or hanging off Student Leaders.
- Hand sanitizer will be used at regular intervals.

Pick-Up and Drop-Off

- With the exception of the first day, all students will be picked up and dropped off by guardians at the ELC gate.
- Body temperature of all staff, parents (first day only) and students will be measured upon arrival to the campus.
- Students will be escorted to their "homeroom" by their Homeroom (Student) Leaders.
- When picking up, parents will remain in vehicles and drive to the gate. Children will be waiting outside homerooms and called to the gate when parents arrive.

Morning Warm-Up Activities

- The first day's warm-up activities will be devoted to explaining the school's 'anti-COVID' safety procedures. This is intended for the students.
- All warm-up games will allow for masks to be worn and be suitable to play in a socially distant way.

Transitions

- Students and Student Leaders will remain with their assigned color group homerooms in the same room for most of the day. This includes eating lunch and when transitioning.
- Corridors will be set up with 'stay left' signage and children will follow walking directions when moving around the school.
- Commons doors will be designated 'entry only' or 'exit only' and children will be expected to use the appropriate doors.
- Classroom doors will be kept open.

Classroom Procedures

- Students will be encouraged to bring in their own pencil case with writing pencils, colored pencils, scissors etc. As much as possible, please make sure that students' items have their name or initials on them.
- Students and staff will wash their hands at the end of each class.
- Students will be physically separated at different workstations as much as possible.
- Designated doors and windows will be kept open.

Morning Break

- Students will be provided with individual servings of fruits and vegetables to eat in the classroom.
- Dishes/cups will be collected by staff for cleaning.



Playground Play

- Students will be monitored and encouraged to physically distance when on play equipment, with the rule being if you are closer than two meters from another person, wearing a mask is required.
- ELC students will be encouraged to stay in the ELC playground.

Lunchtime

- Teachers will supervise students, ensuring physical distance and quiet voices when eating.
- Students will sit to eat either their pre-ordered bento or a packed lunch from home.

Afternoon Break

- Ice popsicles will be served as in past years, but students will be encouraged to stay still and be quiet while eating.
- Groups will be served separately.
- There will be no water play this year.

Gym Classes and Heat Management

- Activities in the gym will allow for social distancing as much

as possible.

- Activities will allow for longer than normal drink breaks. Students will be closely observed for signs of heat stress.
- Students must have a hat on to play on the field.
- All students will need to bring water bottles to all classes.
- Drinking water will be actively encouraged.
- Play in the shade will be strongly encouraged.
- Spacious, cool areas (Commons, primarily classrooms) will be provided during breaks for cooling down.
- City notices in regard to physical activity above certain temperatures will be monitored and followed.

If a Child Feels Unwell

- Any student who has a high temperature and/or is otherwise unwell at the time of morning check-in or anytime during the day, will be asked to wait in an isolation space until their parent/guardian can collect them from school.
- Parents/guardians will be required to collect their students in private vehicles and not take public transport.

Summer Program Packing List

- | | |
|---|---|
| <input type="checkbox"/> Change of clothes (<i>for younger students</i>) | <input type="checkbox"/> Hand towel |
| <input type="checkbox"/> Closed shoes (<i>for PE classes - i.e. no sandals or crocs</i>) | <input type="checkbox"/> Pencils & Colored pencils |
| <input type="checkbox"/> Water bottle | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Hat (<i>for outside play</i>) | <input type="checkbox"/> Glue (<i>stick or equivalent</i>) |
| <input type="checkbox"/> Mask | |

本文書の日本語訳はこちらでご覧いただけます：

www.nisjapan.net/japanese/summerprogram/covid19

(QRコードをご利用ください)

