



# NIS Return to Campus

## Returning to Campus • June, 2020

\*This document for parents explains how NIS will welcome students back to campus in June.

It draws upon advice and/or regulations taken from the local and national educational and health authorities in Japan alongside parent, student and staff feedback about the best way to close our academic year.

## Design Principles: Four Key Drivers for our June Schedule:

**Learning:** To complete our academic programme with minimal disruption and maximum student access we will retain online learning as the mechanism for delivering the curriculum. This means that regardless of their location, students can complete the 2019-2020 school year.

**Social & Emotional Well-Being:** To counter the social isolation that has been a significant challenge for all of us during online learning and celebrate our accomplishments and connections as a campus-based, physical community, we will invite students back to school on an optional basis.

**Physical Well-Being:** The schedule ensures that a minority of the total enrolment is invited to campus at any one time to allow for sufficient space and staff supervision to help our students be safe in school. Safety protocols designed to mitigate the risks of COVID-19 will be based on the guidance of the Japanese Ministry of Health supplemented by that of external organisations and international best practices where applicable.

**Preparing:** The last three weeks of the year are a perfect time to start teaching our students how to use the campus differently – and safely – in the time of COVID-19. The new school year in August is an important one and we hope to be on campus as much as possible. By using these three weeks well, our students, parents and staff can be ready and confident for a successful school year in August.

## Schedule for both Online and Campus Learning

### Days when Students are able to Attend Campus

Learning and teaching will remain predominantly online, and students unable to attend campus will not be disadvantaged. However, for those students who wish to attend campus, this will be possible according to the below schedule:

**Primary students** will be able to come to campus at these times:

- **ELC Preschool:** June 8-12
- **ELC Kindergarten:** June 1-5
- **Gr. 1:** June 3, 8, 11, 16 & 18
- **Gr. 2:** June 3, 8, 11, 16 & 18
- **Gr. 3:** June 2, 5, 10, 15 & 17
- **Gr. 4:** June 1, 4, 9, 12 & 17
- **Gr. 5:** June 1, 4, 9, 12 & 17

**Secondary students** (Gr. 6-10) will be able to come to campus at these times:

- **Gr. 6:** June 3, 8, 11, 16 & 17
- **Gr. 7:** June 2, 5, 10, 15 & 17
- **Gr. 8:** June 1, 4, 9, 12 & 17
- **Gr. 9:** June 2, 5, 10, 15 & 18
- **Gr. 10:** June 1, 4, 9, 12 & 18

**Grade 11** will be able to come to campus at these times:

- **June 1-10:** Follow the regular Week 2 schedule
- **June 10:** Oral exams for some students; others in class
- **June 11:** Exam Day 1
- **June 12:** Exam Day 2
- **June 15:** Exam Day 3
- **June 16:** TOK presentations
- **June 17:** Gr 11 off
- **June 18:** Final day on campus

**Grade 12** will come on **June 5** (Graduation preparation day) and **June 6** (Graduation) as well as for Graduation photographs (by appointment) on **May 30**.

## On-Campus Schedule

For the days on which students are invited to campus, the below schedule will be in operation:

### ELC

- **Start:** 9:45
- **Lunch:** 11:30-12:30
- **Finish:** 15:00

### Gr. 6-10

- **Period A:** 9:45-11:00
- **Period B:** 11:00-12:00
- **Lunch:** 12:00-13:00
- **Period C:** 13:00-14:00
- **Period D:** 14:00-15:15

### Gr. 1-5

- **Homeroom:** 9:45-10:00
- **Period A:** 10:00-11:00
- **Lunch:** 11:00-12:00
- **Period B:** 12:00-13:00
- **Period C:** 13:00-14:00
- **Period D:** 14:00-15:00

### Gr. 11

- **Period A:** 9:45-11:00
- **Period B:** 11:00-12:15
- **Lunch:** 12:15-12:45
- **Period C:** 12:45-14:00
- **Period D:** 14:00-15:15

### NOTES:

- *The campus will be open to students from 9:30-15:30. No students will be permitted on campus outside these times and there will be **NO** before-school or after-school activities.*
- *As for all grades, attendance for Gr. 11 students is optional. However, Gr. 11 students are strongly encouraged to attend in order to gain maximum benefit and progress in their two-year courses.*

## Online Schedule, June 1-18

For the days on which students are NOT invited to campus, online learning will continue as normal and with the following schedule:

- **Primary Students:** The online schedule will continue with no significant change to the schedule used in April and May. Students will be increasingly encouraged to extend their learning in a fun way to end the year through the #amazingNIS challenges
- **Secondary Students:** The online schedule will follow the same times as listed in the campus schedule above.

For the days when students ARE invited to campus, those students who choose to remain at home will not miss any content that is essential to their learning. In some cases, teachers will assign work that can be done from home. In other cases, students will not be expected to work on that day. Teachers will communicate these decisions accordingly to their classes directly.

## Safety Measures

### Overview: The Three Cs & 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

### The Three Cs and General Hygiene in Detail:

#### Close Contacts

- Masks are to be worn at all times unless instructed otherwise by a teacher (e.g. for lunch, for physical activity when not physically close to others).
- Students will be taught, and asked to follow, the 'hula hoop' of personal space, and to use this idea to help them keep their distance (ideally around 2 meters).
- Teachers will plan and supervise learning and play activities that reduce, as much as possible, the risk of close contact.
- As much as possible classrooms will be adjusted to avoid close contacts; this includes adjusting seating so that students are separated by a 1-meter distance and/or hygiene barriers.
- Lunch will be supervised in classrooms and/or outside to reduce the risk of close contacts during eating time.

- When lining-up is necessary (e.g. for lunch, for the bathroom) physical markers on the floor and supervising staff will reduce the risks of close contacts.
- Higher risk activities such as PE and singing will be adjusted in order to ensure for safety.

#### Closed Settings

- Where possible activities will be held outside or in a larger available space, where ventilation is improved.
- Each room will have designated 'open' windows/doors that ensure a cross-breeze airflow. These windows/doors will be clearly marked and left open all day.
- Smaller office spaces with limited ventilation will have fans provided to increase airflow.
- Students and staff will be asked to use exterior routes when moving around campus, as opposed to interior routes, where possible.

#### Crowded Spaces

- By only bringing a reduced number of students to campus each day the campus will be at much-reduced risk of overcrowding; plenty of break-out spaces are available for learners and staff.
- The campus will have clearly signposted one-way systems and a 'keep left' system for walking. Exterior as well as interior corridors will be utilised when moving around campus. These measures will significantly reduce the risks of crowded spaces on campus.
- Outside will be used where possible for activities, meetings or for moving around campus.
- When indoors, staff will utilise classroom/seating layout which, as much as possible, provides for physical distancing (single seating spread out).

#### General Hygiene in Detail

##### (1) Staying Home if Unwell

- **Campus Access Policy:** Parents are asked to confirm that their child meets the campus access policy prior to sending them to school. This policy prohibits access to campus to anyone (staff, students or guests) for whom the below conditions apply (see 'access to campus' below)
- **Morning Temperature Checks and Isolation Room:** All staff and students will have their temperature taken on entry to campus each morning. Any student who has a high temperature and/or is otherwise unwell at this time, or at any time during the school day, will be asked to wait in an isolation space until their parent/guardian can collect them from school. We require that students who exhibit symptoms are collected in private transportation and not by public transport.

##### (2) Washing Hands Thoroughly

- Students will be encouraged to wash hands regularly between each class and lunch. Three new sinks have been installed for handwashing outside the commons for this purpose and many classrooms include sinks with soap and hand towels.
- Although hand washing is preferred, sanitizer spray stations are plentiful around campus and students will be asked to use these often

### (3) Avoiding Touching your Face

- Teachers will ensure students understand the dangers of touching their face. The wearing of masks will also be effective in limiting the amount of face touching that occurs during the day

### (4) Minimizing and Cleaning Shared Surfaces/Items

The school will:

- Have an ongoing, regular and intensive cleaning routine including
  - *Daily Cleaning at the end of the day*
  - *Ongoing cleaning by staff employed to rotate around campus during school hours using high-strength disinfectant on high-frequency surfaces such as doorknobs, handrails, light switches, taps/faucets, table/countertop surfaces.*
  - *Thorough end of week cleaning each weekend, to include deep anti-viral cleaning in the last weekend in May*
- Equip each classroom with its own cleaning kit which staff and students can use to wipe down surfaces between use
- Ask students to use drinking fountains ONLY to fill their own water bottles (not to drink directly to mouth)
- Minimize any activity which requires the sharing of materials or resources that need to be shared among more than one student
- Ask students not to share items with others and to have their own basic stationary equipment for class and wear a face mask/wash hands

The bus timetable will be different to normal to adjust for the shortened day and will be communicated to bus parents separately.

## Campus Access Restrictions

Campus access is ONLY permitted for students whose grade has been invited to attend and staff, and only then in the case that the following Health Restrictions do not apply:

### Health Restrictions

- Someone who is currently diagnosed with an active case of COVID-19.
- Someone who has a fever (37.5 degrees or higher), a persistent cough or cold/flu-like symptoms of any severity.
- Someone who has been in contact with anyone diagnosed with an active case of COVID 19 within the past 14 days
- Someone who has returned from any other country within the past 14 days.
- Someone who is staying in the same household with anyone who has returned to Japan from a foreign country within the past 14 days.
- Someone who is staying in the same household of a family member (or other close contact) who exhibits a fever, cough or any cold/flu-like symptoms

### Access to Campus for Non-Staff/Students

- We regret that parents and non-essential visitors may not access campus unless it is for an essential pre-arranged meeting with a staff member. In that case the parent or visitor should first register for their appointment at reception and then, once admitted, remain on campus for the minimum time possible, at all times wearing a mask
- Parents should therefore plan to drop off their child at the school gate where staff will be ready to welcome them and take their temperature. Flexibility for very young children who might need parental support in entering the building/classroom will of course be accommodated, particularly on the first day back.

### Conditions with a High Risk of Complications if COVID-19 is Contracted

- It is recommended that students/families and staff concerned about high risk conditions consider carefully their need to access campus. High risk conditions are defined by NIS in accordance with the guidelines of the Japanese Ministry of Health and the US Centre for Disease Control as follows: Diabetes, Heart condition, Chronic lung disease or respiratory conditions, receiving dialysis, chemotherapy, immunocompromised, pregnancy and aged 65 or older.

## On Arrival

On arrival each staff member or student will have their temperature taken as follows:

1. Students will have their temperature taken using a non-contact thermometer on entry to campus. Temperature stations will be established at the bus steps, the main steps, the ELC steps and the Annex entry way. Physical distancing will be maintained as students line-up to have their temperature taken.

## New Practices During the School Day

### School Bus Service

A full bus service will run, although on an amended timetable. Parents will be asked to confirm attendance on the buses for the days their children will come to school. We cannot guarantee the precise number of students on each bus at this time; however, parents should be aware that:

- Since a minority of the student body is coming to school on any one day, the maximum capacity on each bus will be greatly reduced from normal school.
- Seating will be arranged to ensure physical distancing. Students should ONLY sit on the designated seats. Unavailable seats will be blocked off.
- Windows will be open, as reasonable, to ensure ventilation.
- Each bus will receive thorough cleaning with disinfectant prior to each journey.
- Sanitizer spray will be available and mandatory for students entering the bus.
- Masks will be mandatory to ride the bus.
- Eating on the bus is not permitted.
- Sharing items (games, etc.,) on the bus is not permitted.

We ask students and parents lining-up to enter the bus at your bus stop to maximize physical distancing of at least 1 meter as much as possible.

- If the temperature is 37.5 or higher the student will be taken to the medical isolation room where the reading will be confirmed by the nurse. If the fever (or any other cold/flu-like symptoms) is/are confirmed parents will be contacted and asked to collect their child immediately.
- Assuming that they do not have a high temperature, students will be asked to enter the building, wash their hands, and go to class/designated spaces, observing all guidelines for wearing masks and physical distancing

- In the case of students eating from Cezars Kitchen:
  - A bag lunch option (only) will be available in either vegetarian or non-vegetarian form. No further choice will be available, and Cezars Kitchen will post the daily menu on their website as usual*
  - Students who desire a Cezars Kitchen lunch will be supervised to maximise safety as they line-up outside to collect their bag lunch. On wet weather days the lunch will be brought directly to their classroom area. The kitchen is being modified to maximize safety and students will not share the same keypad to input their PIN number. Hand washing will be required prior to collecting the lunch.*

## Transitions

As we move around the campus, all staff, students and any approved visitors, will be asked to adhere to the following rules put in place to maximize for safety:

- There will be a 'keep left' rule on campus at all times. Walk on the left!
- Certain narrow spaces (e.g. some stairwells) will be designated 'One Way Only'. These instructions must be followed.
- Wherever possible students should use OUTSIDE routes to move from class to class. Inside routes are available if the outside route is impractical and/or if the outside route is crowded.
- Students should wash their hands with soap and water (ideal) or otherwise use hand sanitiser on each transition around school.
- Students should use the sanitiser kit available in each classroom to wipe down the surfaces they have used with disinfectant when exiting (and if they wish, entering) a new space.
- As much as is reasonable, staff will be supporting, modeling, coaching and supervising students in the above.

## Dismissal

At dismissal time, students will be asked to leave campus as soon as possible as follows:

- Bus riders should go directly to their seats on the bus
- Students who cycle and/or walk home/take public transport should depart campus immediately
- For students being picked up by car, in order to assure physical distancing:
  - Secondary students should wait, observing physical distancing, in the Charles Barton Garden/Main steps area until they are called*
  - Primary students should wait in/outside their classroom as directed by their teacher until they are called*
  - As cars enter the parking lot drivers will be asked to share the name of the student(s) being collected. A message will then be relayed to the student(s) to come to the bottom of the steps for collection.*

## Playtime/Recess

Staff may designate different and/or more restricted locations for play/recess than during normal school in order to ensure for supervision of students with regard to safe play and physical distancing as follows:

- Restrictions will be placed on which equipment can be used and/or how many students can use certain play equipment at any given time
- Students will be taught about 'safe' activities for play (e.g. drawing with chalk) and unsafe activities (e.g. tag) and staff will support students in making these choices

## Lunch

Students may bring lunch from home or collect from Cezars Kitchen. In either case, students must bring their own water bottle.

Lunch will be as follows:

- Students will be supervised in their classrooms or alternative safe spaces inside (or, if possible, outside) as they eat lunch. They will be seated so that they are not facing one another and are physically distant.
- For lunches brought from home, students cannot bring something that needs reheating or adding hot water, etc., - just food that can be eaten straight out of the lunch box / bento.

## What to Bring

### Secondary School Lockers

On the first day in school Secondary students will be asked to clean out their lockers. Lockers will not be in use after this day. Students therefore will need a back-pack/bag big enough to take their belongings home.

### Packing List for School

Additionally, all students should bring:

- A refillable water bottle (*drinks are not available from Cezars Kitchen and water fountains cannot be used by mouth*)
- A portable umbrella (*when moving around campus there may be times when students need to walk outside*)
- A cap/hat and sunscreen is recommended as children may spend longer outside than normal
- At least two masks (one as a spare) to be worn at all times unless the teacher indicates it is safe to remove for a very specific purpose (*for example doing PE when students are physically distant or while eating lunch*)
- A lunch, unless purchasing from Cezars Kitchen
- A student's own stationary/basic materials, to avoid sharing with others



## Reasons Why Campus Might Close in June

In any of the below cases the campus will once again be closed for a predetermined period:

- A student or staff member who has been to campus, or their close contact, is diagnosed with COVID-19.
- Aichi prefecture reinstates the State of Emergency and/or indicates to schools that they should close
- There is a significant worsening of the COVID-19 situation in Aichi such that the school deems it appropriate to return exclusively to online learning

## Our Commitment, Your Decision

NIS is very excited to welcome students back to campus after such a long period of seeing each other online. This document outlines the way in which we intend to do this safely. We acknowledge however that there is no such thing as absolute safety and, while we believe the risk is manageable, we cannot state that there no risk.

We know that there are some aspects of running a classroom or a school which makes the 'three Cs' very hard to implement. We also know that children are children, and sometimes will make mistakes in following the guidance set.

Our staff will use their professionalism to create classroom environments which – to the best of their ability and within the limitations that exist – promote maximum safety as outlined in this document. When children find it hard to follow the guidelines set, we can also commit to teaching and supporting them in learning from their mistakes. For children who consistently find it hard to follow the guidance, we may need to ask that family to keep their child at home.

We ask each family, having read this document and having understood and considered the limitations that exist, to make their own decision about whether or not you wish your child to come to campus. We very much hope that you will decide to do so; but we fully respect the choice of each family in this regard.