

AN ESSENTIAL GUIDE TO OUR SHARED RESPONSIBILITY

**In Support
and Solidarity**



*UPDATED
September 11th, 2020*



2020-2021 School Year

Our Shared Responsibility

“Seisen, a Catholic International School, educates future world citizens to become men and women for others and with others, in the spirit of Jesus Christ. Seisen’s mission is to provide a safe environment in order to empower each student, through shared responsibility, creativity, and human interdependence, to develop their unique talents and to become competent and compassionate players in our global society, capable of empowering others and of bringing hope and peace to our ever-changing world.”

Our draft document [“In Support and Solidarity - Welcome Back Home to Seisen International School”](#) was published in June 2020 to outline the commitment of Seisen International School to live the certainty of our school mission in the uncertain times of COVID-19. The purpose of this document “An Essential Guide to Our Shared Responsibility” is to provide a quick reference essential guide to parents on the new COVID-19 Response protocols in place at the school and to clarify the responsibilities of parents and students.

It is the expectation of the Seisen International School Administration that parents read BOTH documents in order to understand their responsibilities and the school’s plans to mitigate risk.

During these exceptional circumstances that will require the school to adjust campus utilization, formalize new routines, expand upon teacher responsibilities, and rely on parent cooperation and support, our commitment at Seisen International School, in alignment with our mission, is to provide to the best of our abilities and within our physical campus context and/or our virtual campus context, a safe environment which will support student academic progress and attend to student social, emotional and physical well-being.

We have a shared responsibility to keep our community safe for students, faculty, staff, families and to respond to newly established protocols and routines in a respectful, collaborative and responsive manner. We need to be flexible in every aspect of school life and be prepared to go online at any time as we respond to circumstances within our own community, Japanese government directives or conditions within Japan.

[“In Support and Solidarity: Welcome Back Home to Seisen International School”](#) has the following underlying principles of design:

1. Our School Mission as a foundation of our decision making, drawing upon “shared responsibility” and “human interdependence”.
2. Student, Faculty and Staff health, safety and well-being central to our school operations and decision making.
3. Hygiene and Health-related policies and protocols created to mitigate risk.
4. Adherence to the Ministry of Education, Culture, Sports Science, and Technology guidelines to the best of what is reasonably practicable given our campus physical design.

Our August Return to Campus (Updated August 2020)

Our priority is to provide a Face to Face Learning Model, the ‘traditional school experience’ of all students and teachers on campus and classes/activities running as near to normal as possible. While it is our sincere wish that we indeed can provide the face to face experience for our students, we already know that Ministry of Education, Culture, Sports Science and Technology (MEXT) guidelines and the status of COVID-19 cases in Tokyo will influence how face to face learning will take place. For example, the decision has been made not to run Seisen After School Activity classes (SASA) in the Elementary school for the first quarter. No school trips nor field trips will take place during the first quarter. Decisions in regards to competitive sports and Fine Arts Events will be taken based on decisions made by the Kanto Plains Association of Secondary Schools (KPASS) in the weeks ahead. However, no before school or after school activities related to Sports and Fine Arts will take place until at least mid September. Internal extra curricular clubs will also be reviewed for commencement mid September. The approach to PE classes, Music classes, and Art classes will be revised to accommodate safe practices.

Central to the continued provision of the Face to Face Model will be the consistent adherence to all hygiene and safety protocols by all faculty, staff, and students with additional support from home as outlined in “In Support and Solidarity - Welcome Back Home to Seisen International School” and this essential guide.

In order to facilitate the return of our students to a campus with new health and safety protocols in place, and long-standing practices even more emphasised, the August return to campus is taking a staggered entry approach to allow limited grade returns over a series of days for the training of students in the new day to day routines.

Date	Thursday August 20 Day 1	Friday August 21 Day 2	Monday August 24 Day 3	Tuesday August 25 Day 4	Wednesday August 26 Day 5	Thursday August 27 Day 6
Grade levels ON campus					ALL KG	ALL KG
	ES 2, 4	ES 3, 5	ES 2, 4 <i>Grade 1 orientation 2pm</i>	ES 1, 2, 4	ES 1, 3, 5	ES 1, 3, 5
	MS 6, 7, 8		MS 6, 7, 8	MS 6, 7, 8		
		HS 9, 10, 11, 12			HS 9, 10, 11, 12	HS 9, 10, 11, 12
Grade levels NOT on campus	KG No school	KG No school	KG No school	KG No school		
	ES No school: 3, 5	ES No school: 2, 4	ES No school: 3, 5	ES No school: 3, 5	ES No school: 2, 4	ES No school: 2, 4
		MS No school: 6, 7, 8			MS No school: 6, 7, 8	MS No school: 6, 7, 8
	HS No school: 9, 10, 11, 12		HS No school: 9, 10, 11, 12	HS No school: 9, 10, 11, 12		

Key to mitigating risk will be providing training to all students on good respiratory etiquette, hand hygiene, wearing and removing masks safely, adherence to environmental signage and physical distancing in the school environment. We need parental support with this in the home, in training the younger students and discussing with older students the vital role preventative hygiene will play in the months ahead. Please do watch the school informational videos about the morning routines with your sons and daughters. A video specifically for the Kindergarten families will be released closer to the start dates for Kindergarten.

Health Screening and Hygiene Practices Prior to Arrival and Arrival on Campus

All faculty, staff and students will need to have their temperatures checked and recorded on a [Health Screening Document \(HSD\)](#) to be submitted to designated personnel at the start of the day.

There will also be checking of temperature at gate/disinfecting of hands/washing of hands at gates prior to entry on campus. Entry through school gates will be physically distanced and in single file, following signage throughout the school to classrooms.

Children are to be dropped off at the North Gate and Kindergarten Gate.

Students will not be allowed on campus prior to 8am unless they are riding a school bus. Gates will be opened to students at 8am. KG students are expected to arrive from 8.15am.

Parents are not allowed on campus unless a younger child is upset about entering the school campus. KG parents will receive instructions prior to KG opening on dropoff and pick up procedures. Should a parent need to accompany a child on campus they will have a temperature check at the gate and must wear a mask on campus.

If the temperature is 37.5°C or above or cold / flu symptoms are present, students will be taken to the isolation area under the care of one of our nurses and the parent called to return to school to pick up the student. Nurses will take into consideration knowledge of the student from Magnus Health/Communication with home (e.g. student with heavy sniffles due to hay fever rather than a cold)

Masks

All individuals must enter the campus wearing a mask. Faculty and staff will wear masks throughout the school day. Students must wear masks at school for all classes but will be asked to remove them when deemed necessary by the situation or activity such as PE and Dance. As per MEXT guidelines, students two years and younger will not wear masks. No student should wear masks when sleeping or napping. MEXT Guidelines advise that during hot weather students should not wear masks during outdoor activities due to the risk of heat related illnesses. Masks to be changed at lunchtime and disposed of in designated garbage bins. Used cloth masks should be stored in a ziplock bag / plastic sacks brought by the student. Parents need to supply 2 disposable or cloth masks for their children per day.

Hand Hygiene

Hand Hygiene will be emphasized throughout the school day through hand washing and / or hand sanitizing and reminders not to touch the face. It is hoped that the same emphasis will be taking place in the home.

Additional Supplies

Students at each grade level must bring their own refillable water bottles. Drinking directly from water fountains will be prohibited. Support will be needed from parents/guardians to ensure names are consistently visible on individual water bottles, clothing and supplies.

End of Day Dismissal

The end of the day will involve the staggered exit of students in a single file. With younger students being taken to the futsal area to be picked up by a designated parent/guardian. Parents are not allowed to enter the school buildings. The courtyard will be the designated pick up area for the first graders.

KG - 2:45 - KG Marigold, Bluebell

KG - 2:50 - KG Daffodil, Violet & Snowdrop

KG - 2:55 - KG Primrose, Tulip & Buttercup

ES Bus riders will wait seated in a designated area of the cafeteria

Grade 1 - 3:00 exiting via the courtyard

Grade 2 - 3:00 exiting via the cafeteria

Grade 3 - 3:05 exiting via the cafeteria

Grade 4 - 3:10 exiting via the cafeteria

Grade 5 - 3:15 exiting via the cafeteria

MS - 3:20

HS - 3:30

HS - DP students 3:45

Gate Opening time for the Kindergarten Gate and the North Gate is 14:45 -15:45.

The KG students in the downstairs classes will be picked up by parents in front of their respective classes on the KG playground. Children from the upstairs classes will be picked up at the front door.

Families with more than one child to be picked up will be contacted by the principals to coordinate pick up times.

Operational Considerations

As we move towards reopening our campus in a few days, we have taken into account the day to day running of the school, the use of the facilities, and the establishment of stricter health, safety and hygiene protocols. We consider the adherence to these protocols to echo "the shared responsibility" of our mission to provide a safe environment.

In light of the possibility of changes in local government guidance and international guidelines, as well as the general state of the pandemic situation these regulations are subject to change.

1) Restricted Access

The campus is only accessible to the following people until further notice:

SIS faculty, staff, students, the Sisters of the Handmaids of the Sacred Heart of Jesus Yoga Convent.

SIS Parents / Guardians only when:

- Dropping off or picking up children. We ask that parents and children leave campus immediately. We will be offering staggered pick-up times and parents in ES and KG will be notified prior to the start of school of these details. We ask that parents model physical distancing and mask-wearing.
- Attending an essential pre-arranged meeting with a principal or faculty member. As much as possible, parent - faculty or parent - principal meetings will be conducted virtually.
- Visitors by prior arrangement **ONLY** for **ESSENTIAL** reasons and with the approval of the Head of School.

The following people are **NOT** allowed on campus

Updated September 11th, 2020:

- A person who has been diagnosed with COVID-19.
- A person who has any *cold/flu-like symptoms may need to remain at home for up to 10 days. The school nurse should be consulted for guidance and disclosure of the severity of the symptoms. Should the symptoms disappear or a medical doctor has been consulted and given the all clear the person may return to campus. However, he/she must be free of a fever without using fever-reducing medicine, and other symptoms for 72 hours before returning to campus. (symptoms include but are not limited to *fatigue, cough, shortness of breath, or difficulty of breathing, fever of 37.5C or over, chills, headache, muscle pain, sore throat, new loss of taste or smell. May also have nausea, vomiting or diarrhea).
- A person who has been identified as a close contact of COVID-19 (following the instruction from a public health center, PHC).
- A person who has returned from any country on the published government watch list within the past 14 days.
- A person who is staying in the same household with anyone who has returned to Japan from any country on the watch list within the past 14 days unless preventative measures are taken to isolate the returnee in self quarantine from other members of the family. Any family finding themselves in such a situation should consult with the school nurses for guidance immediately.
- A person who is staying in the same household as a family member who exhibits cold/flu-like symptoms. In this case, the person must stay home until the family member has a diagnosis from a doctor after symptoms have improved. The school nurse must be consulted for guidance.
- A person staying in the same household with a person who was identified as a close contact by the PHC must follow the instructions from a PHC / medical institution.

The school nurses will make a final decision based on the best available information and in some cases after consultation with the local health authority and MEXT.

2) What to do if Unwell/ When to Contact Public Health Authorities

Tokyo COVID-19 Consultation Hotline

Which of the following is your situation?

You are experiencing symptoms and have a primary care doctor

You are experiencing symptoms and do not have a primary care doctor

You are feeling anxious

Relatively mild cold-like symptoms such as a fever or cough

If you are pregnant or at higher risk for serious illness, (elderly, receiving dialysis, taking immunosuppressive or anti-cancer medication, or have an underlying medical condition such as diabetes, heart disease such as COPD), call immediately. For others, call after 4 days of continued symptoms.

Severe symptoms such as shortness of breath, severe sense of fatigue, or high fever

If you think your symptoms are severe, or you are taking and need to remain on antipyretic, call immediately.

If you have a primary care doctor and have the above symptoms, call to consult your doctor or medical institution. Even if you do not have these symptoms, if you are worried about mild symptoms, for example, call your doctor.

If you do not have a primary care doctor and have above symptoms, the COVID-19 Consultation Hotline is available for 24 hours. If you are worried that you may be infected or would like to learn about preventive measures, call the Tokyo COVID-19 call center (0570-550571).

Check the Tokyo Government website for information (English)

<https://stopcovid19.metro.tokyo.lg.jp/en/flow/>

Useful Information:

Japan Ministry of Health, Labor and Welfare (English)

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/newpage_00032.html

3) What Will Happen If There Is A Case of COVID-19 in the SIS Community? (Subject to direction of government ministry)

Student or Staff Member diagnosis

The school will move to online learning for a minimum of three days in order to allow consultation with the local health authority to determine the length and scope of the closure.

The school will undergo disinfection/deep cleaning.

Close contact of a Student or Staff Member with a COVID-19 Diagnosis

If there is a case of COVID-19 in the extended community (eg a household member or other close contact of a student or staff member) - need to follow the instructions from the Public Health Center.

The student/staff member will quarantine at home.

The school will alert other parents in the division, but school will continue as normal.

Parents who choose to keep their children at home are welcome to do so.

In the case a Student Exhibits Symptoms while at school

The student will be placed into isolation with immediate collection from school. Please note that sick students can not use public transportation when she/he goes home, per instruction by the Setagaya Public Health Center.

Informing Seisen:

Please note that in the case of testing a diagnosis of COVID-19, faculty, staff and families are required to inform the SEISEN INFIRMARY immediately.

Commuting to School

Students are encouraged to use one of the following methods of transportation to and from school as much as possible.

- Walking
- Car (carpooling can be an option)
- Bicycle
- School bus

Safety measures will be put into place when students take the school buses; temperatures will be taken, masks must be worn and hand sanitizing upon entry.

We understand that at times students and staff may need to use public transportation. We will always encourage them to practice appropriate safety procedures where public transportation cannot be avoided. Students are encouraged to follow the social guidelines of not having close or loud conversations as they ride public transportation.

Cesar's Kitchen

To support physical distancing, decreased density in the cafeteria, and to decrease the opportunity for transmission through high touch areas, Cesar's Kitchen will provide a modified service until it is deemed safe to revert to the buffet-style service. Lunch will be served in bento-style boxes to avoid the use of shared serving utensils. This service will be provided for the first semester. Cesar's Kitchen will only provide pre-ordered obento and a letter from the company will be forthcoming with an explanation of the service.

There will be limited snack service before school and during break times. Cesar's Kitchen will not be open for after school snacks. Students must provide their own eating utensils.

The cafeteria's capacity has been halved to support social distancing during the reopening. Every other seat is marked so that students seated in the cafeteria will not have anybody sitting directly opposite or adjacent to them.

Grade 1 will have supervised lunch time in their classrooms every day. Grades 2-5 will have their eating time in the cafeteria, staggered and spaced out so there is only one grade at a time. MS and HS will eat in designated classrooms.

Supervised handwashing will take place before lunch and students will be reminded to replace their facemasks after lunch.

Students not availing of the Cezar's Kitchen service are encouraged to bring healthy lunches from home as much as possible. The microwaves will not be accessible for the first quarter, as they are high touch items. Please avoid having students purchase food from convenience stores in the mornings on the way to school, to limit exposure.

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August 17th, 2020

The Seisen International School Administration Team

More info at:

[seisen.com/return-to-campus](https://www.seisen.com/return-to-campus)