



## Returning to Learning in the Building

### Covid-19 Procedures and Practices Guide

Updated for June 1, 2020 Reopening of the HIS Building



Welcoming Students Back!

### **Rationale to Returning**

Hokkaido International School's aim is to create the safest, healthiest, lowest risk environment for the resumption of face-face teaching and learning that we possibly can. As a community we must act in as responsible a way as possible to maximise an environment that is safe and healthy, not only to support HIS but to support the whole community around us, as well.

### **Continuing With Our Hybrid Model of Learning**

To complete our academic program with minimal disruption and maximum student access, HIS will return to our hybrid model of teaching and learning at the building. So as to align with the Ministry of Education guidelines to maintain social distancing, our hybrid model allows the school to support a full educational experience for each learner by combining face-to-face learning with online learning each day.

### **Social & Emotional Wellbeing**

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.

### **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 year ahead.

### **Schedule**

As we did for the two weeks when we were able to return to the school building at the end of March and into the early part of April, the HIS school building will be open from 10:00 AM ~ 3:00 PM each day. This will allow our students to take public transportation at less crowded times and it will also allow teachers to accommodate the needs of online learners who are unable to attend in person.

Within the school building, HIS will make use of additional instructional spaces to ensure that students are spread out more widely to maintain recommended distancing measures. As the dormitory has been closed to residents, the dorm's common spaces will also be used for teaching purposes to help us maintain distance.

Below are the **Covid-19 Procedures and Practices** of Hokkaido international school that will be put in place upon our return to the school building on June 1, 2020.

## Safety Measures

FROM MEXT (Ministry of Education, Culture, Sports, Science and Technology)

The Three Cs	The Four Pillars
<p>There are three basic conditions -- or the "3 Cs" -- to be followed and below that is a checklist of questions to consider as you prepare to reopen.</p> <ol style="list-style-type: none"> <li>1. Close contacts (avoiding getting too close to others because there is a danger of spreading infection)</li> <li>2. Closed settings (avoiding spaces that are closed up, with poor ventilation)</li> <li>3. Crowded settings (avoiding areas with lots of people where physical distancing is hard).</li> </ol>	<p>These 'three Cs' are supported by '4 Pillars' of '<b>General Hygiene</b>', as follows:</p> <ol style="list-style-type: none"> <li>1. Staying home if unwell</li> <li>2. Washing hands thoroughly with soap as often as you can (and using sanitizer when you can't access water)</li> <li>3. Avoiding touching your face</li> <li>4. Minimizing and cleaning shared surfaces/items</li> </ol>

## COVID-19 Procedures and Practices

- **Notes on the Procedures and Practices** - The following have been established with professional input and through consultation with other JCIS schools.

- (1) Before entering the building, students will be required to line up at marked locations outside the school's main entrance.
- (2) Temperatures must be taken before coming to school - We will ask all families to take temperatures each morning and fill out and return the attached Temperature-Screening-Slip.
- (3) Anyone with a cough, diarrhea or fever may not attend school
- (4) Anyone with a family member at home who has come down with Covid-19 must stay home for two weeks.
- (5) Only students will be allowed to enter the Student Entrance. Guests and parents will not be permitted into the school during this time.
- (6) We would ask that guardians not gather socially before and after school
- (7) The school grounds will be closed after school and on weekends.
- (8) Staff will wear masks. Students must come with a mask (homemade masks are okay - three websites are given below).
  - <https://vimeo.com/422264601> (ACT Club video / Password: *gohuskies*)
  - <https://abc7ny.com/society/how-to-make-homemade-face-masks/6042993/>
  - <https://www.youtube.com/watch?v=EjydGGIXJi8>
  - <https://www.youtube.com/watch?v=x9qbDrjHi60>
- (9) Air will be refreshed in classrooms routinely (5 ~ 20 min. per hour)
- (10) The school will follow the routine of washing hands using liquid soap before school starts, after each class and before eating their lunches. HIS will follow the established best practices for washing hands. All will use paper towels to dry their hands.
- (11) As lunch is a more at risk time, HIS will observe the following precautions:

- To avoid crowded conditions, the order lunch service will be suspended until we can return to a normal situation
  - As stated above, wash hands thoroughly beforehand
  - Student will face forward when masks are removed and eating lunch
  - Lunches should be eaten quietly with as little speaking as possible
  - Distance will be maintained with desks dispersed and some students sitting in spaces on the floor where appropriate.
  - Lunches for all students will be eaten in homerooms with their HR teachers
- (12) Recess will be held outside where possible, not in the gym.
- (13) Restrictions will be placed on which equipment can be used and/or how many students can use certain play equipment at any given time
- (14) 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
- (15) PE: No sport activities that involve body contact between students.
- (16) There will be a 'keep left' rule on campus at all times. Walk on the left!
- (17) Classes may be held outside during good weather.
- (18) Students will clean the top of their desks at the end of each day / class with cleaners - For stronger cleaners, students will use cheap disposable gloves that are readily available to protect their hands.
- (19) Students will be reminded throughout the day that they should avoid touching their faces.
- (20) Having kids coming and returning to school during off-peak travel times was an important factor to our consultants. HIS will stick to its shortened daily schedule (10:00 AM ~ 15:00 PM) for the foreseeable future. The shortened day will also allow teachers to support students who must continue to work online.
- (21) All after school activities will remain canceled until the end of this school year (June 18, 2020).
- (22) There will be no off campus trips for the remainder of the year.
- (23) Assemblies will not be held for the remainder of this year.
- (24) After each use of the bus, the backs of seats and handles on the bus (where people are likely to grab) will be wiped down with cleansers.
- (25) Some of the bus windows will be partially opened to provide ventilation while traveling.
- (26) Students returning from abroad, will be required to enter self quarantine for two weeks until certain of being virus free
- (27) If a school staff member or student is identified with Covid-19, the school will contact the Sapporo Department of Safety and Hygiene and follow their directions, as prescribed by the Ministry of Education.

### **Additional Advice**

- (1) Please send or bring a water bottle to school as water fountains will be closed.
- (2) For families with infants or for those students living with elderly relatives, we ask that they seriously consider continued online learning before sending their children to attend school in the school building.
- (3) For students that remain outside of Japan, or who feel uncomfortable about returning to school, please continue with online learning.

**Conditions by Which Campus May Have to Close** - In any of the below cases the campus will once again be closed for a predetermined period:

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

### **Our Commitment Your Decision**

Hokkaido International School 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 is 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. Although we do not expect this to be a problem, should a child struggle to observe these precautions consistently we may have to ask families to have a conversation with their child and/or 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.

## Temperature Screening Slips

To be completed by parents:

- Record your child's temperature reading each day and sign your name.
- Tear off the slip of paper.
- Students must submit the completed slip to their first teacher at the start of the day.
- If you or your child's temperature is **37.6°C/99.7°F or higher**, please do not come to campus.



### Friday

Student Name	Temperature (Celcius)	Grade
Date (DD/MM/YY)	Parent Signature	



### Thursday

Student Name	Temperature (Celcius)	Grade
Date (DD/MM/YY)	Parent Signature	



### Wednesday

Student Name	Temperature (Celcius)	Grade
Date (DD/MM/YY)	Parent Signature	



### Tuesday

Student Name	Temperature (Celcius)	Grade
Date (DD/MM/YY)	Parent Signature	



### Monday

Student Name	Temperature (Celcius)	Grade
Date (DD/MM/YY)	Parent Signature	