

HIS Campus Access Guidelines for Families:

PANDEMIC COVID-19

(Adapted based on approved protocols in use across other JCIS-member schools)

Dear HIS Families: The guidelines below were adapted from those we are using for staff and designed to help you make decisions about when a student should stay home from school. We recognize that sometimes this decision is complex. In most cases, our standard attendance and absence policies will not apply if families are keeping a student home in response to these protocols and out of concern for the health of others. If you have any specific questions, please don't hesitate to reach out to HIS administration (tschlosser@his.ac.jp; ncooke@his.ac.jp; bmernin@his.ac.jp) Thank you.

SECTION ONE: CAMPUS ACCESS & WHAT TO DO IF YOU ARE ILL

1a. Staying away from Campus, and Criteria for Safe Return

	REASON WHY CAMPUS ACCESS IS NOT PERMITTED	CRITERIA TO RETURN TO CAMPUS
A	Someone who has been diagnosed with COVID-19	You can provide a negative COVID-19 test result AND written confirmation from the doctor that you are able to return to school
B	Someone who has a high fever (37.5 degrees or higher), a persistent cough, a loss of sense of smell/taste, or any cold/flu-like symptoms	<p><u>In the case of absence caused by symptoms of up to 3 days</u> return to campus is permissible in accordance with usual school criteria (i.e. as soon as you feel better and are 1 full calendar day symptom-free without aid of medication)</p> <p><u>In the case of absence caused by symptoms of more than 3 days but in the case that COVID-19 testing has NOT been recommended</u> by the public health department, return to school is possible only after all THREE of the below criteria are met:</p> <ul style="list-style-type: none"> ● You have been free of fever for THREE full calendar days without the use of fever-reducing medication ● Any other symptoms (for example, cough or shortness of breath) have improved ● At least 7 calendar days have passed since the symptoms first appeared (counting the first day of symptoms as day 1) <p><u>In the case of absence caused by illness (fever, cold or flu-like symptoms) of more than 3 days and in the case that COVID-19 testing has been recommended or undertaken</u>, return to school is possible only after all THREE of the below criteria are met:</p> <ul style="list-style-type: none"> ● You are free of fever without the use of fever-reducing medication ● Any other symptoms (for example, cough or shortness of breath) have improved ● You can provide a negative COVID-19 test result AND written confirmation from the doctor that you are able to return to school

C	Someone who is staying in the same household of a family member (or other close contact) who has a high fever (37.5 degrees or higher), a persistent cough, a loss of sense of smell/taste, or any cold/flu-like symptoms	<p>If the symptoms of the family member/close contact <u>do not last for more than three days</u> then return to campus is possible from one full calendar day AFTER the final day of symptoms of the family member. For example, if the family member exhibits symptoms on Monday and these are clear on Wednesday, then the quarantining person should stay home ALSO on Thursday. Provided that family member/close contact remains symptom free, the quarantining person can return to campus from Friday.</p> <p>If symptoms of the family member/close contact <u>last longer than three days</u>, then the person should quarantine for 14 days from the onset of symptoms of the family member/close contact. So, if those symptoms were first observed on Jan 1, the quarantining person should stay home until Jan 16, provided he/she is also symptom-free.</p> <p><u>In either case</u>, if the condition of the family member/close contact is proven NOT to be COVID-19 then return to campus is also possible from one full calendar day AFTER the final day of symptoms of the family member/close contact.</p> <p>Please note that in the case of the dormitory, roommates will be considered members of the household and fall under the guidance outlined above.</p>
D	Someone who has been in close contact with anyone diagnosed with COVID 19 within the past 14 days and so is recommended to self-quarantine by a doctor or the public health authorities	May return when symptom-free and after having been in quarantine for 14 days since the last point of contact with the infected person <i>(so if the last contact was on Jan 1, campus access would be available from Jan 16, provided the person is symptom-free)</i>
E	Someone who has returned from any country within the past 14 days	Consult with HIS administration regarding the specific situation. Possibly: may return when symptom-free and after having been in quarantine for 14 full calendar days since the day of arrival <i>(so if arriving on Jan 1, campus access would be available from Jan 16 provided the person is symptom-free)</i>
F	Someone who is staying in the same household / is a close contact with anyone who has returned to Japan from a foreign country within the past 14 days	Consult with HIS administration regarding the specific situation. Possibly: may return when symptom-free and after having been in quarantine for 14 full calendar days since the day of arrival of their family member/close contact <i>(so if arriving on Jan 1, campus access would be available from Jan 16 provided the all family members are symptom-free)</i>

1b. Information for contacting the Public Health Authorities in the case of suspected COVID-19

- If a person presents a fever (37.5 degrees and above), a cough or any other cold or flu-like symptoms for up to three days they should stay home and self-isolate. No report or action is necessary.
- However, if these symptoms persist for 4 or more days then on the 4th day you should contact the public health authorities. Please do this BEFORE visiting a doctor.
- Exceptions: if you are in a higher-risk category due to age or underlying conditions do not wait until the 4th day. Please make contact from the 3rd day of symptoms.
- Please contact the school to help make a report to the public health authorities; we are here to help

Section Two: Campus Safety for Staff During COVID-19

2a. The Three Cs and General Hygiene

- We ask that all HIS community members make efforts to observe the three Cs at all time. These prevent AEROSOL TRANSMISSION of COVID. This means continually asking the question:
 - CLOSE CONTACT – have I mitigated close contact as much as possible, for example by physical distancing of 1-2m, and/or by wearing masks?
 - CONFINED SPACES – have I ensured the maximum amount of fresh air ventilation possible, for example by ensuring that windows/doors are open in my room/space to allow for a cross-breeze
 - CROWDED SPACES – am I using the largest reasonable space I can for this activity or otherwise, when possible, limiting the numbers within the space?
- The community should also be aware of how the disease might spread through SURFACE CONTACT by continually asking the questions:
 - Do I have a good general hygiene routine in my space of wiping down surfaces and insisting on masks being worn to avoid droplet transmission?
 - Am I ensuring that I and my family continually wash hands, use sanitiser and avoid touching our faces?

2.b Visitors

- Please notify the office in the case you need to invite visitors to campus. All visitors should be approved by administration with the exception of essential parent meetings which cannot happen online. Any visit which causes non-essential travel to campus should not occur.

2c. Elevated Circumstances (such as State of Emergency)

Should elevated circumstances occur, such as special government announcements/advisories or the declaration of a State of Emergency, the school may add additional measures regarding campus access and use in order to safeguard staff while ensuring for continuity of operations.

2d. Observing the Three Cs Off-Campus

HIS is one big bubble and our community safety relies on all of us. We are asking all community members – staff, students and parents – to follow the three Cs in their lives OUTSIDE of school as well as while on campus. It is important please that staff model this in the choices made in the evenings and on weekends. Please make choices that mitigate the risks of crowded, confined spaces with close contact, and be aware of the general hygiene needs of hand washing, etc.

These guidelines are based on current understanding of COVID transmission and that they may be reviewed and modified as and when needed should new information come to light. While it isn't possible to completely eliminate the risk of transmission compliance with guidelines will significantly mitigate risk for staff, students and families.