

MAKUHARI INTERNATIONAL SCHOOL 



Return to School Operation Protocols

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A special thanks to Kenichi Fukaya, Shigeki Kimura, Anthony Hall, Laura McKeown, Sebastian Burton, Samantha Price, Tatsuki Endo, Miyuki Kadoya, Naoko Nishioka, and the MIS Faculty and Staff for their support in refining these operational protocols.

Message from the Head of School

Greeting from the Makuhari International School campus! We are so looking forward to your return to school.

Since closing our doors on February 28, MIS school leaders, staff and faculty have focused their attention on ensuring that we are providing a rich and meaningful distance learning environment for our students, while not losing sight of the ultimate goal of resuming onsite classes. Over the past several weeks our efforts to prepare to reopen school have accelerated. One of the key measures being undertaken is the deep cleaning of the campus, the purchase of infection protection and control products, cleaning supplies and temperature monitoring equipment, as well as the efforts made to ensure that students, staff and faculty returning to campus are healthy (see 'How We Have Prepared for the Re-Opening of MIS' and the 'Other Key Information for Staff, Parents & Students' sections at the end of this document for examples).

We have now turned our attention to creating a set of procedures and protocols which will take effect once students return to campus and onsite classes. The guidelines contained in this document (the 'MIS Return to School Operation Protocols') have been developed after a careful review of (i) relevant directives issued by government officials, (ii) information gathered from global institutions such as the World Health Organization, United Nations Educational Scientific and Cultural Organization and the American Centers for Disease Control and Prevention, and (iii) advice from other international schools, around the world who have already re-opened as well as educational organization and medical professionals. We will update this guidance as needed and as additional information becomes available.

Local government officials have successfully taken measures to reduce the introduction and spread of COVID-19 in our community. Schools, including MIS, play an important role in this effort. The enclosed protocols are designed to implement measures at our school which, to the greatest extent possible, will prevent the introduction and spread of COVID-19 among our students, staff and faculty. At the same time, our goal is to minimize the disruption to teaching and learning and protect our community from social stigma and discrimination.

Some examples of how we will be minimizing the risk of COVID-19 by minimizing contact between students in different classes and with other adults outside of those they would typically interact with are: cancelling all events such as Opening Ceremony, no swimming, no parent evenings or meeting the teachers, no pre-school, no after school care (except for K1 bus riders between 1:30-3:20pm), no clubs or ensembles, no summer school, and no use of shared spaces such as the art, science and ICT rooms. No parents or non-essential visitors will be allowed on campus without prior approval and an appointment (with the exception of our K1 parents at arrival time for the first week).

In order to clarify our new school protocols, MIS has prepared information within this packet for parents and students about how school will be different at MIS upon their return and the procedures we will follow. We ask that you please review these materials with your children before they return to school so that they will be equipped with age-appropriate COVID-19 knowledge and skills relating primarily to proper personal hygiene and social distancing techniques. Once students are back in class, teachers will review these measures to reinforce their importance and answer any questions that the students might have.

In these difficult and uncertain times, I have witnessed tremendous demonstrations of generosity and kindness from our students, parents, teachers, and community. I want to thank you for partnering with us as we come together as the MIS community to support one another.

If you have any questions, please feel free to contact me.

Sincerely,

Trent Citrano

DAILY PROTOCOLS

Throughout this document reference is made to 'fever' and 'other COVID-19 symptoms'. A 'fever' is a body temperature of 37.5 degrees Celsius or higher. 'Other COVID-19 symptoms' primarily include dry cough and difficulty breathing in severe cases, but may also include a sore throat, fatigue, body aches, runny nose, diarrhea and/or nausea.

The following procedures and protocols will be in place until further notice:



SAFETY EXPECTATIONS AND PRACTICES

STUDENT, FACULTY AND STAFF SAFETY EXPECTATIONS AND PRACTICES

Throughout this document, there is reference to specific personal hygiene and social distancing expectations that apply to students, faculty and staff during this COVID-19 outbreak. Many of these habits represent best practices even in normal times. To emphasize the importance of complying with these expectations and for ease of reference, we have compiled the essential expectations below. We ask that everyone in the school community adhere to these expectations until further notice.

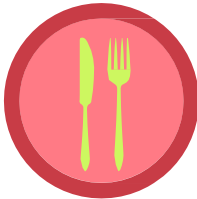
- Wash your hands with soap and water for at least 20 seconds as often as possible, but always:



before and after using the toilet



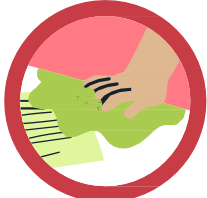
before touching your eyes, nose or mouth



before and after eating



after sneezing, coughing or using a tissue



after contact with garbage or high exposure areas such as a door handles, etc.



after touching an animal



before leaving for school and as soon as you get home from school



before and after break times and between classes

- If you do not have access to soap and water, use hand sanitizer with at least 60% alcohol content.
- Ensure that you are using the proper technique when handling and wearing a protective mask. When masks need to be removed, they will be slid under an individual's chin and not taken off completely. When they are taken off completely, they should be disposed of in the designated trash can.
- Come to school with at least two protective masks per day.
- Reusable masks should be washed daily. Non-reusable masks should be replaced daily.
- Do not share food or drinks – always have a personal water bottle that is cleaned thoroughly each day with soap and water.
- Use disposable alcohol wipes to clean your tablets, cell phones and laptops.
- Cover your mouth and nose with a tissue if you need to cough or sneeze.
- Mouth and nose secretions should be wrapped with tissue and discarded in a designated garbage can.
- If you do not have a tissue, use the inside of your elbow to block secretions from your mouth and nose.
- No spitting within the school building or grounds.
- As much as possible, always maintain a distance of 1 meter or two arm lengths between you and the people around you.

HOW TO WASH YOUR HANDS



Wet hands



Apply soap



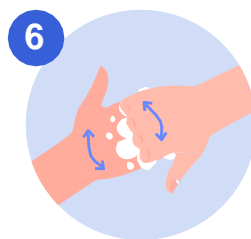
Rub hands
palm to palm



Lather the back
of both hands



Scrub between
your fingers



Rub the back of
fingers on the
opposing palm



Clean thumbs



Wash fingernails
and fingertips



Rinse hands



Dry with a
single use towel



Use the towel
to turn off the faucet



Your hands are clean

PARENT SAFETY EXPECTATIONS AND PRACTICES

Parents will also play a critical role in keeping our school community safe and healthy.

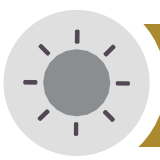
The following are the expectations that the school is asking you to adhere to:

- Notify the school nurse if your child has any underlying health issues potentially exacerbated by COVID-19.
- Take your child's temperature before they leave home daily.
- Never give your child medication before going to school that could mask or reduce a fever.
- If your child has a fever and/or other COVID-19 symptoms, please keep them at home and contact the School Office to tell them why your child will be absent.
 - Students with a fever will not be permitted back to school until the school receives notification from a medical professional that the child is safe to return to school.
 - Students with other COVID-19 symptoms (and not a fever) will not be permitted back to school until the school receives notification from a medical professional that the child is safe to return to school.
- Ensure that your child has at least 2 masks per day – the school nurse will have a limited emergency supply, but we ask that you supply your child's masks. Reusable masks should be washed daily and non-reusable masks should be replaced daily.
- If possible, send a bottle of hand sanitizer with your child to school.
- Ensure that your child has their own water bottle that is washed thoroughly every day.
- Ensure that your child has their own pencil case with their own supplies that are not to be shared. These include pencils, small pencil sharpener, eraser, colored pencils or crayons, scissors, a glue stick, white board marker, rag for erasing the white board, ruler, and (for G4-6 a protractor).
- Maintain social distancing at arrival and dismissal of school, keeping children at their side.
- Discourage your child from gathering or socializing in large groups after the school day is finished at places like a friend's house, a park, or shopping center.
- Non-essential visitors, including parents (except for K1 parents at arrival during the first week of school), are not permitted on campus without prior approval and an appointment. If you do have approval and an appointment, you must:
 - enter campus on foot through the front office and present your parent badge
 - wear protective mask at all times
 - have your temperature checked before entry to campus
 - receive a visitor's badge and report directly to the appropriate building and not roam campus
 - after appointment, sign out and leave campus

SCHOOL ADMINISTRATION SAFETY EXPECTATIONS AND PRACTICES

The MIS Administration and Office will:

- Ensure that all staff and students have their temperature taken upon arrival.
- Produce daily attendance reports for students, staff and faculty.
- Contact parents/guardians for each student absence or in case of a child's illness.
- Review nurse's daily report of office visits.
- Communicate daily with transportation coordinator and receive bus personnel and student health report.
- Review weekly absentee report paying particular attention to repeated visits to the nurse's office by any individual.
- Follow government directives not to have events, field trips, assemblies, clubs, performances and other gatherings.
- Maintain distance learning contingency plans in the event that the school must close again temporarily.
- Ensure that the janitorial staff complies with all applicable government regulations with respect to the cleaning, disinfecting and ventilation of all school facilities.



DAILY ROUTINES

ALL FACULTY AND STAFF

On regular school days, all staff and faculty must:

- take their body temperature before they leave home in the morning
- wear a mask at all times (with the exceptions of music and PE as mentioned later)
- use hand sanitizer upon entering the building
- check in at the office immediately upon arrival on campus no later than 8:00am, take temperature, and record it in the daily sign-in book
- open windows in their classrooms as soon as they arrive and leave open all day, weather permitting. If it is too hot, rainy or windy, open as much as possible to allow ventilation
- ensure that tables are arranged so that they are no closer than 1 meter apart and that students have their own tray with their own texts and notebooks at/under their seat
- homeroom teachers need to be in the vicinity of their classrooms to monitor students as they arrive starting at 8:20am
- ensure that students wash their hands, put away their personal supplies, and are seated with masks on in their own seat social distanced from other students
- any teachers who do not teach the first block of the day, will need to help supervise students as they enter
- remind students to practice social distancing, as well as not to linger or congregate
- supervise arrival, break times and student dismissal - reminding students to practice social distancing
- ensure that staff and students wash their hands regularly, per the safety expectations on pages 1 and 2 of this booklet
- not mix students between different classes (e.g. for human relationships, guided reading)
- sanitize the tables before and after lunch. Teacher sprays the solution and the students can wipe down the desks with a paper towel.
- send out one boy/one girl to the bathroom at one time.
- line up students in groups for breaks/dismissal – leading them out to their play/exit point, guiding them on social distancing no less than one meter or two arm lengths apart
- teachers have the discretion to determine when shared manipulatives will be wiped down.
- ensure that iPads are wiped down after they are used and put back into the iPad cart for the next class.
- ensure that students' water bottles are to be kept on top of the table at each student's seat.
- provide learning opportunities outdoors, when possible

ALL STUDENTS

On regular school days, all students must:

- arrive with social distancing between 8:20-8:50am and avoid congestion at the front gate or bus gate
- have their temperature checked and wear a mask at all times (except as directed otherwise in music or PE) - anyone with a fever and/or other COVID-19 symptoms must go directly to the Isolation Room (see Nurse's Office Protocols later in this document)
- maintain social distancing of 1 meter or two arms lengths away from one another
- go directly to their classroom and unpack their water bottle, supplies (backpacks stay at seats)
- wash their hands regularly as directed by staff
- sit quietly at their desk, students can
 - read a book
 - work on an entry task assigned by the teacher
 - talk quietly with one another

ALL STUDENTS THAT TAKE THE BUS

In order to maintain a safe and healthy environment for students being transported to school, the bus company will comply with all applicable government regulations and adhere to the following protocols:

The bus driver and bus monitor must:

- not board the bus unless they are free of a fever and/or other COVID-19 symptoms
- wear a protective mask at all times
- clean and disinfect the bus in the morning and afternoon before pick up and after drop off
- weather permitting, keep the bus windows open for proper ventilation
- when the bus arrives at a bus stop, the bus monitor will exit the bus and stand outside the bus door, ensuring that students are wearing masks, providing hand sanitizer to students, and directing them to their assigned seats

Students must:

- line up at the bus stop, keeping a distance of 1 meter between each student in the line
- always wear a protective mask before, during and after the bus ride
- use hand sanitizer before entering the bus
- sit only in their assigned seats
- not eat or drink on the bus
- be accompanied by a parent or guardian to the bus stop, when possible
- have their temperature taken and sanitize hands upon arrival to school - anyone with a fever and/or other COVID-19 symptoms must go directly to the Isolation Room (see Nurse's Office Protocols later in this document)

ALL STUDENTS DROPPED OFF BY CAR IN THE MIS PARKING LOT

On regular school days, all students dropped off by car must follow these procedures:

- Arrive at campus between 8:20-8:50am and enter through the bus gate
- Only vehicles with blue or red placards only will be allowed to enter the parking lot. Drivers will be directed to drop off students in the roundabout, then immediately leave the premises
- Students exit the vehicle independently - only students will be permitted to leave the vehicle
- enter campus one at a time maintaining a distance of 1 meter or two arm lengths between each student in the line
- have their temperature checked and hands sanitized - anyone with a fever and/or other COVID-19 symptoms must go directly to the Isolation Room (see Nurse's Office Protocols later in this document)
- walk directly to their classroom with social distancing

PE Class Protocols

Teachers will use their discretion when determining if students should remove their protective masks depending on the level of aerobic or anaerobic activity. The following guidelines will be implemented in all PE classes:

- teachers will plan outdoor classes and activities whenever possible, weather permitting.
- students will not be allowed to leave their PE clothes and materials in the locker room
- personal water bottles are allowed and recommended but must not be shared at any time
- teachers will avoid activities that require physical contact between students
- teachers will refrain from having students exercise on wrestling, yoga and gymnastics mats
- when masks need to be removed in class, they will be slid under a student's chin and not taken off completely
- teachers will spray and wipe down sports equipment with disinfectant after each class
- Swimming classes have been cancelled until further notice

Music Class Protocols

Mr. Satterwhite will be delivering music instruction in classrooms. He will use his discretion when determining if students should remove their protective masks depending on the activity. The following guidelines will be implemented in all music classes:

- students will not share instruments and will have music lesson either sitting at or standing next to their table space
- when masks need to be removed to perform in class, they will be slid under a student's chin and not taken off completely
- music classes will incorporate movement, singing, along with other music appreciation and learning in alignment with our music curriculum

Library Protocols

Our Librarian, Mr. Hall, will be providing the opportunity for students to check out books and read a story to them back in their classroom, time permitting, on a weekly basis. The procedures for this are as follows:

- Teachers will have students wash or sanitize their hands, then lead their classes to the Library-Media Centre in line with social distancing of at least 1 meter or two arm lengths between students
- Students will check out books while practicing social distancing
- Teachers will lead the students back to their class where they will put their book on their table, sanitize or wash their hands
- Time permitting, Mr. Hall will read the students a story in the classroom with students sitting at their desks
- Books will be sanitized before being returned to the shelves for circulation



SNACK AND LUNCH PROTOCOLS

Our school lunch catering company Wakuwaku Hiroba will comply with all applicable government regulations with respect to food preparation and service and adhere to the following protocols. The caterer produces and publishes a monthly menu. For students wanting to order from the caterer, parents will be asked to complete their orders using the usual process as outlined on the MIS website.

At the assigned daily lunch time, the caterer will be delivering lunch to the school. Staff will deliver the boxed lunch to the classrooms. Students will eat lunch in their classroom. Prior to eating, teachers will spray each student's desk/workstation with approved disinfectant solution (students must not touch the disinfectant bottle without a teacher directive). Before eating their morning snack or lunch, students must:

- wash hands thoroughly with soap and water
- eat lunch in their classroom in assigned seats and all facing in the same direction
- when eating lunch, students will slide their masks under their chins and not take them off completely
- dispose of all lunchtime garbage in designated trash bin

Before dismissing the students from snack or lunch to go out to recess, teachers will spray each student's desk/workstation with approved disinfectant solution (students must not touch the disinfectant bottle without a teacher directive).

Students will wipe down their desk/workstation with paper towels/wipes provided by the teacher and dispose of the paper towel in designated trash can. Students must use hand sanitizer provided by the teacher or, if possible, go to the bathroom and wash hands thoroughly with soap and water before going to recess.

Snack and lunch times as well as recesses have been staggered to maximize social distancing with only one grade level on a designated play area at a time.

RECESS PROTOCOLS

During recess, students will be limited to their grade levels and separated into distinct play areas – upper and lower playgrounds, one grade level on each. Students will be limited to playing with their grade level peers. Students will rotate through these areas daily. Students will:

- sanitize or wash their hands before recess.
- maintain social distancing of 1 meter or two arm lengths apart
- wash hands thoroughly with soap and water after recess
- replace their masks, where appropriate and dispose of their used masks in the designated trashbin
- in case of indoor recess, students will remain in their classrooms



DAILY AFTERNOON ROUTINE

Teachers will open the windows in their work areas including offices and classrooms after lunch if the windows have not been left open all day. If it is too hot, windy, rainy, they will open them as often as possible.

DISMISSAL

At the end of the school day students will be dismissed in staggered groups. No parents or guardians will be allowed to enter the school or exit their cars. Parents picking up students by foot or bike should wait practicing social distancing of at least 1 meter in front of the school and keep their children right next to them.

Students will follow these procedures for dismissal:

- All students need to be reminded to practice social distancing at dismissal
- Students in K1 will be dismissed 1:30pm. K1 bus riders will go to after school care
- Students in Grades 6, 3, 1 and K2 will be dismissed at 3:15pm
- Students in Grades 5, 4, 2 and K3 will be dismissed at 3:20pm
- Students will be directed to leave the school promptly without lingering and will not be allowed to congregate together or loiter in common areas or outside on school grounds
- Bus riders will exit through the Bus Gate practicing social distancing, disinfect hands before boarding, wear masks at all times, sit in their assigned seats, and not eat or drink on the bus
- Home Alone and Pick up by Foot students will exit through the Front Gate, except for Home Alone students in Grades 4-6 that are not bike riders, who will exit via the Back Gate
- Pick up by Car students and Shin-Urayasu Bus Riders will go to the Gym and will be lined up in order to maintain social distancing. Siblings will wait with each other
- Parents should stay inside of their car - only cars with the designated MIS blue or red placards will be permitted to enter the parking lot

HEALTH AND SAFETY EXPECTATIONS AND PRACTICES



NURSE'S OFFICE PROTOCOLS

In order to maintain a safe and healthy environment the nurse will comply with all applicable government regulations and follow the protocols set out below.

Every teacher will be provided with sick passes. Individuals will not be permitted to enter the nurse's office without one of these sick passes.

If a student, staff or faculty member has a fever or shows other obvious COVID-19 symptoms while at school:

- the individual will be issued a sick pass indicating that they are experiencing a fever or other COVID-19 symptoms. The individual will be escorted to the Isolation Room (this is a separate room from the nurse's room – at MIS we have refitted the small meeting room in the Administration Building to serve as the Isolation Room), ensuring that their mask is on properly, they are maintaining a distance of at least 2 meters between them and others they encounter and they are not to touch any surfaces. The escort will remain with the student, outside the Isolation Room.
- if the individual is a teacher, they must contact the School Office and ask for classroom coverage before walking directly to the Isolation Room
- In the case of a student, the school personnel involved with the individual will immediately report the case to the School Nurse
- The School Office will notify the School Nurse and the nurse will contact the student's parents or, in the case of staff and faculty, the individual's designated contact person
- the nurse will be wearing a clean set of protective personal gear including mask, face shield, gloves and gown for each individual she sees
- if more than one individual needs to be seen by the nurse for a fever and/or other COVID-19 symptoms, the individuals will be kept separate from each other within the Isolation Room
- the School Nurse will always err on the side of caution and send home any student that have a fever or who exhibit symptoms.
- the nurse will complete an assessment on the individual and follow applicable government protocols to determine if she suspects a case of COVID-19
- We ask that parents who are called to pick up children from school, do so promptly, by going to the bus gate in the MIS parking lot and calling the school office upon their arrival. The school nurse will then bring the child to the car or parent via the bus gate to minimize contact with others.
- Parents will be instructed to contact their doctor or local health center for guidance.
- Parents must notify the school nurse of the results before the child may return.





If a student or staff member, or if a family member or house guest of the student or staff member, is diagnosed to have COVID-19:

- The staff member or parent must immediately notify the school.
- Per Chiba City guidelines, the school is instructed to contact health authorities and is advised to close the school for 14 days.
- Out of respect for privacy and to minimize social stigma, the identity of the individual would not be shared.
- Students and staff who were potentially in contact with the student or staff member would be notified.
- Distance learning would be continued via Seesaw and Zoom.
- The school would once again be thoroughly sanitized based on government and CDC guidelines before re-opening.
- The school would follow the guidance of the local health authorities on correct procedures for re-opening.

If a student, staff or faculty has a medical issue other than a fever and/or other COVID-19 symptoms (such as a scrape, cut, sprained ankle, migraine, etc.) while at school:

- the individual will be sent to the Nurse's Room (not Isolation Room)
- the front office staff or nurse will administer treatment, based on availability

After each student, staff or faculty visits the Nurse's Office or Isolation Room, the School Nurse will:

- disinfect all surfaces touched by the individual
- properly dispose of disinfectant wipes and protective gear
- wash her hands thoroughly with soap and water
- put on a clean set of protective personal gear including mask, face shield, gloves and gown, in the case of the Isolation Room

The School Nurse will complete a daily report of office visits and submit that report to the Director and Head of School.

The School Nurse will also follow up with any staff members or parents of students who visited the Isolation Room to determine their condition and whether they are able to return to school.



How We Have Prepared for the Re-Opening of MIS

Cleaning, Disinfecting and Ventilating

Over the past several weeks the cleaning crew at MIS has been busy deep cleaning, disinfecting and ventilating campus facilities. These sanitation procedures have and will continue to take place throughout the school including in classrooms, offices, bathrooms, gymnasium, library, shared rooms, common areas, playground structures and school buses.



Purchase of Protective Materials

MIS has acquired an adequate supply of personal protective gear such as masks, gloves, isolation gear, as well as purchasing hand sanitizer, hand sanitizing dispensers, soap, thermometers, and disinfecting cleaning supplies.



Set Up and Supplying of Isolation Room

As mentioned in the Nurse's Office Protocols, in order to be able separate students and staff who may be symptomatic from students who may only have minor scrapes or bumps, MIS has set up and supplied an Isolation Room within the Administration Building. Our nurse has acquired protective gear and sanitizer to be able to minimize any risk of infection.



Social Distancing Measures School-wide

As you've read throughout this booklet, we are working before students arrive on June 1st to put social distancing measures in place school-wide. Classrooms will have tables separated by at least one meter and staff will work with children to have them practice social distancing both in and out of class. Students having their own supplies brought from home will assist in minimizing the sharing of materials.





Other Key Information for Staff, Parents & Students

All inbound travellers, or students/staff with family who are returning from travel abroad, or who are hosting a guest who has travelled abroad will be required to follow a 14-day period of home quarantine after entering Japan. During this time, access to the school campus is not permitted.

For students who need to be away from the classroom for any length of time (only due to a 14-day home quarantine or due to being stranded abroad), we ask their parents to contact the school to receive the necessary instruction and assignments. We know that it is difficult to be away from school and the school will work hard to support students during this interval away from school. Our Home Learning Team will provide distance learning via Seesaw to those students still abroad or who are home quarantined.

Emergency procedures in the case of a fire, earthquake or other eventuality will remain in place and will take precedent over social distancing (e.g. students would get under tables and evacuate quickly in line in the case of a major earthquake).

We value open communication, especially during these unprecedented times. The Seesaw Family Inbox Messaging and Seesaw Family Announcements will now serve in place of Communication Books. Should a parent or teacher wish to communicate, they should do so via Seesaw Inbox Messages. Parents, please be aware that teachers will only be able to respond as available during the hours of 8:00am-4:30pm Monday-Friday.

During these first weeks back in school, we will have revised timetables to enable for staggered recess times as well as staggered dismissal. Teachers will send home their class timetable during the first days of school.

Based on the advice from international education and health organizations as well as other international schools who have already re-opened the MIS staff will have a renewed focus on providing opportunities to discuss their feelings, emotions, and experiences during this time of living differently as a result of COVID-19. During these times, socio-emotional learning activities will be as important as academic learning activities.

