

MAKUHARI INTERNATIONAL SCHOOL 

**Covid Related**

**Operational Protocols**

Revised 18 January 2022

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## Message from the Head of School

Greeting from Makuhari International School!

We have learned so much since we reopened our campus in June 2020 with the original set of Operational Protocols. We continue to keep the safety and well-being of our entire school community at the forefront of how we operate as a school.

These 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 Centers for Disease Control and Prevention; and (iii) advice from other international schools, medical professionals, as well as our personal experience as educators working with students on campus for well over a year now. We will, of course, continue to update this guidance as needed and as additional information becomes available.

Government officials have taken measures to reduce the introduction and spread of COVID-19 in our communities. Schools, including MIS, play an important role in these efforts. 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, maximize rich real-life learning opportunities and events, while protecting our community from social stigma and discrimination.

While we have acted commendably to ensure the safety that these protocols bring, we now see the need to reintroduce many of the meaningful and memorable learning experiences and events that were limited during our initial use of these protocols. Some examples of how we will be transitioning back to normality are: reintroducing trips connected to our curriculum and designed to provide teambuilding opportunities; mixing across some grades to create more socialization across the levels of the school (this will also have a positive effect on the daily teaching and learning schedules for staff and students); having a before school recess for all students (which also provides teachers the essential time they need to prepare for the days learning); providing swimming classes in elementary and wet play in kindergarten; relaunching after school clubs, activities, band and strings ensemble to enrich the lives of our students; inviting in outside presenters such as experts in certain academic fields or that can enhance global citizenship; reopening pre-school for 2- and 3-year-old children and their parents to provide them with an early introduction to learning at MIS; bringing cooking back into school learning as it fosters so many essential skills; sharing instructional materials in order to facilitate more authentic learning; redesigning special events to allow students to have special memories created by these; inviting parents back on campus for special events, trips, and meetings as we need this connectedness; dismissing as a school at 3:20pm (except for K1 who dismiss at 1:30pm) to facilitate after-school pick up as well as on-time bus services; and expanding after school care services to students in all grades until 6:30pm daily.

In order to clarify our new school protocols, MIS has prepared the information in this packet for all MIS community members. We ask that you please review these materials with your children so that they will be equipped with age-appropriate COVID-19 knowledge and skills.

In these challenging times, we have all 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,  
Mr. Citrano  
[head@mis.ed.jp](mailto:head@mis.ed.jp)

# 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 loss of taste/smell, 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 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.

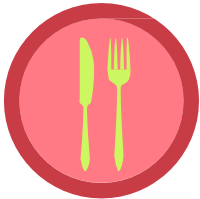
- Wash your hands with soap and water for at least 20 seconds as often as possible, but always:



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 mask – covering both nose and mouth.
- 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 others around you.

## HOW TO WASH YOUR HANDS



Wet hands



Apply soap



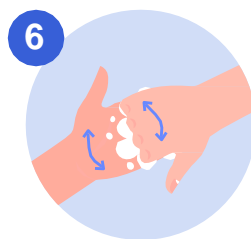
Rub hands  
palm to palm



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

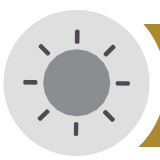
**Parents will play a critical role in keeping our school community safe and healthy. The following are the expectations that the school is asking you to adhere to:**

- Notify the school nurse if your child has any underlying health issues potentially exacerbated by COVID-19.
- 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 parent 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 parent receives notification from a medical professional that the child is safe to return to school.
  - Should anyone in your household be considered a close-contact or take a PCR test, we ask that you contact the school immediately, keep your child(ren) – including siblings – at home until receiving a negative test result. Please notify the school of the results of any tests – either positive or negative.
- 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.
- 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. 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 from school.
- Parents and other visitors to school must:
  - enter campus on foot through the front office and present their parent badge or receive a visitor badge.
  - wear a mask at all times.
  - have their temperature checked upon entering the campus.

## SCHOOL ADMINISTRATION SAFETY EXPECTATIONS AND PRACTICES

**The MIS Administration and Office will:**

- Ensure that all staff and students have their temperature taken and hands sanitized 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.
- Communicate daily with bus drivers and bus monitors.
- Review the weekly absentee report paying particular attention to repeated visits to the nurse's office by any individual.
- 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, disinfection, and ventilation of all school facilities.
- Follow government directives.



## DAILY ROUTINES

### ALL FACULTY AND STAFF

#### **On regular school days, all staff and faculty must:**

- wear a mask at all times (with the exceptions of music, outdoor play, PE, snack, and lunch).
- use hand sanitizer upon entering the building.
- check in at the office immediately upon arrival on campus no later than 8:00am, take their 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 pick up their children from their designated play times at the assigned time.
- ensure that students wash their hands, put away their personal supplies, and are seated with masks on in their own seat socially distanced from other students.
- remind students to practice social distancing, as well as not to linger or congregate
- supervise students travelling to/from other classes, to recesses/breaks, and at 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 grade levels except those designated at recess/break times (K1-2, K3, G1-3, and G4-6).
- sanitize the tables before and after snack and 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.
- 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 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 between 8:20-8:50am with social distancing 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, PE, snack, or lunch) - anyone with a fever and/or other COVID-19 symptoms must go directly to the nurse's room.
- maintain social distancing of 1 meter or two arms lengths away from one another.
- go to their designated play area before school, weather permitting.
- at 8:45, line up in their class lines with social distancing, then follow their teacher to their classroom and unpack their water bottle and supplies.
- wash their hands regularly as directed by staff

## RIDING THE SCHOOL 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 social distancing.
- 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 nurse's room.

## DROPPING OFF STUDENTS 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 purple or orange placards 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.
- Students enter campus one at a time maintaining social distancing.
- have their temperature checked and hands sanitized - anyone with a fever and/or other COVID-19 symptoms must go directly to the nurse's room.
- 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 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 required and 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.
- Teachers will spray and wipe down sports equipment with disinfectant after each class.
- During kindergarten wet play, students will not be required to wear mask as wet masks would pose a significant risk to breathing freely. Students will be encouraged to social distance.
- Swimming classes will be held with appropriate social distancing measures.

## MUSIC CLASS PROTOCOLS

**Mr. Satterwhite will be delivering music instruction in the Music Room. The following guidelines will be implemented in all music classes:**

- Students will not share instruments.
- 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 in the Library-Media Centre 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.
- Mr. Hall will read the students a story in the Library-Media Centre with students sitting at their desks.
- 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.
- Books will be sanitized before being returned to the shelves for circulation.

## COOKING PROTOCOLS

### **Teachers and students will follow these guidelines when cooking:**

- Teachers will limit the number of students in each group that is cooking to ensure social distancing and supervision.
- Teachers will sanitize all work surfaces and utensils before and after the students cook.
- Teachers and students will wear masks while preparing food and cooking.
- Students will only eat the food that their group has prepared.
- Students will not eat sitting face-to-face and should refrain from talking while eating.

## TRIPS PROTOCOLS

### **Teachers, students, and parents will follow these guidelines when preparing for and participating in trips:**

- Teachers will contact the venue where they plan to take the trip to find out their protocols involving the prevention of COVID-19.
- They will include this information in the Risk Assessment for the trip for review by the Deputy Head and Head of School.
- Parents who chaperone will be briefed about any trip protocols before departing.
- All participants on the trip will wear masks at all times, except for when eating snack or lunch.
- All participants on the trip will practice social distancing.
- When traveling on the bus, all participants will follow the guidelines found under 'Riding the School Bus' on page 5.
- During snack or lunch time, participants may remove their masks, but should not eat face-to-face, should practice social distancing, and refrain from talking while eating.
- Trips may need to be cancelled under the direction of government authorities or by the school. This may incur costs to parents on overnight trips.

## EVENTS PROTOCOLS

### **Events will be planned with the following guidelines in mind:**

- The school will plan events so as to avoid the 3-Cs: avoid closed spaces (ensure proper ventilation); avoid crowded places (ensure social distancing); Avoid close-contact settings (wear masks).
- All participants at events will have their temperatures taken and hands sanitized before upon entering the campus.
- Events may be modified and the number of participants may be limited.
- Events may need to be cancelled under the direction of government authorities or by the school.



## 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 table with disinfectant solution. 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.
- dispose of all lunchtime garbage in the designated garbage can.

Before dismissing the students from snack or lunch to go out to recess, teachers will spray each student's table with disinfectant.

Students will wipe down their table with paper towels provided by the teacher and dispose of the paper towel in designated garbage 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 K1/K2, K3, G1-3, and G4-6 on designated play areas.

## RECESS PROTOCOLS

**During recess, students will be limited to the grade levels listed above and separated into distinct play areas. 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 garbage can.
- in case of indoor recess, students will remain in their classrooms, MPR, or Gym.
- during outdoor play, especially when temperatures and humidity are high, may remove their masks, placing them in their pocket, and do their best not to have sustained close contact with others.
- when lining up after recess and transitioning back indoors, must wear masks.



## 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 at 3:20pm (with the exception of K1 who are dismissed at 1:30pm). 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 at 1:30pm. K1 bus riders will go to after school care.
- Students in K2-Grade 6 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 seated in order to maintain social distancing.
- Parents should stay inside of their car - only cars with the designated MIS purple or orange 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.

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

- the individual will make their way to the nurse's office. They will ensure that their mask is on properly, maintain a distance of 2 meters between them and others they encounter, and not to touch any surfaces.
- the nurse will contact the student's parents or, in the case of staff or faculty, the individual's designated contact person.
- 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.
- the nurse will always err on the side of caution and send home any student that has a fever or who exhibits symptoms.
- 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.
- The School Nurse will also follow up with any staff members or parents of students who are sent home to determine their condition and whether they are able to return to school.



### **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 government guidelines, the school is instructed to contact health authorities to seek their guidance. This may involve temporarily closing a class, grade, or school.
- Out of respect for privacy and to minimize social stigma, the identity of the individual would not be shared.
- Students, staff, or other community members who are identified as 'close contacts' with the student or staff member would be notified.
- In the case of class or school closure, distance learning would be continued via Seesaw.
- The class(es) and other school areas would once again be thoroughly sanitized based on government guidelines before re-opening.
- The school would follow the guidance of the local health authorities on correct procedures for re-opening.

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

- the individual will be sent to the Nurse's Room
- the nurse or front office staff will administer treatment, based on availability



## OTHER KEY INFORMATION FOR STAFF, PARENTS, AND STUDENTS

All inbound travellers in the MIS Community will be required to follow the period of home quarantine as prescribed by the Japanese government after entering Japan. During this time, access to the school campus is not permitted.

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 serve as our main online communication tools. 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.

We have revised timetables to enable for staggered recess times with separate recess breaks for K1-3, G1-3, and G4-6. Teachers will send home their class timetable during the first days of the new term.

Based on the advice from international education and health organizations as well as our own personal experience with our students since returning to on-campus learning in June 2020, the MIS staff have a renewed focus on providing opportunities for students 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.

