

STATE OF EMERGENCY HEALTH, SOCIAL CONTACT & TRAVEL POLICY

.Policy Amendment Date: January 8th 2021

Kspace reserves the right to amend the policies as and when necessary in order to protect our students, staff and the wider community. This policy applies to students, parents, staff members and household members including nannies / carers, without exception.

COVID-19 POLICY

Students showing any COVID-19 symptoms are not allowed to enter the school and parents must notify details of their health condition to the Principal.

Symptoms include but are not limited to:

- temperature of 37.5C or above and/or a rapid rise in temperature (even if this happens when children are away from school or if temperature decreases rapidly)
- a cough or sore throat
- a runny nose and sneezing
- shortness of breath or increased difficulty breathing
- vomiting

Note: Other behaviours and symptoms to watch out for may be loss of appetite, decreased sensitivity to smell/taste, swollen neck glands, diarrhea.

PCR testing is highly recommended and may be required before return to class.

Communication

If a parent/faculty/staff member notifies us of a positive result, we will reach out to the ward health office for more information to guide us in our course of action. It is our commitment as a School to inform our close or wider community about risk in a timebound and professional manner, and to do all we can to pass accurate notices.

When we know of related cases from our community, we will seek advice before making our decisions about closing partially or completely.

In the unlikely case of force majeure/closure by the local authorities parents will be informed immediately. Kspace seeks to retain a balance of student and community safety, service/education continuity.

SICKNESS GUIDELINES

Please read through all possible cases:

A) STUDENT/HOUSEHOLDER HAVE ONE OR MANY COLD/COVID-19 SYMPTOMS BUT HAVEN'T CONSULTED WITH A DOCTOR

Anyone with COVID-19 symptoms (however light) are not allowed to come to drop-off or to enter the school. Parents have to notify the details of their health condition to the Principal.

Persistent symptoms that show little sign of reduced severity for 4 days require the student/householder to seek medical consultation. Their return to school is dependent on the doctor's recommendation.

No child will be permitted to enter the school if they have a runny nose. If a symptom is observed or develops while at school, the child must leave the school immediately and isolate.

B) STUDENT/HOUSEHOLDER HAS COLD/COVID-19 SYMPTOMS BUT RECEIVED A NEGATIVE PCR TEST

In this case, the regular Tokyo Metropolitan Govt. standard guidelines for sickness will be followed. In this case, the regular Tokyo Metropolitan Govt. standard guidelines for sickness will be followed. The family might be requested to provide a sick note or to seek a medical assessment of illness:

- for non-contagious illness if all symptoms have disappeared for 24 hours then he/she may return to school. This is reviewed on a case-by-case basis.
- contagious illnesses (non COVID 19) require approx 5 days from lack of symptoms. This is reviewed on a case-by-case basis and calculated based on standard health authority guidelines. Return to school must be authorised by the Principal.

C) POSITIVE COVID-19 FAMILIES (single or multiple members of families with COVID-19)

- Please do not come to school.
- Kspace must be informed immediately (regardless of when the students last attendance date was/will be) if any household member/nanny etc. tests positive for COVID-19.
- Family members must immediately isolate and follow instructions from the ward health centre.
- Your advised 'return to school' date will be stated by the ward health centre and this date must be reported to the school when parents receive it.
- A standard period of 14-days absence from onset of symptoms will be required.
- Return to school is authorised in writing by Principal Juliet Rogove

D) COVID-19 Social or Close Contact Cases

It is mandatory to notify us immediately if:

Any householder has been in direct contact with anybody with a positive COVID-19 case either at work/socially. If your child's school (or any regular sports/extracurricular club etc.) has been directly affected/closed due to a case of COVID-19.

In these instances above, student admittance to Kspace is dependent on the situation with said closure and will be dealt with on a case-by-case basis.

Community Cases & Communication

It is our commitment as a School to inform our close or wider community about risk in a timebound and professional manner, and to do all we can to pass accurate notices.

If a parent/faculty/staff member notifies us of a positive result, we will reach out to the local health office for more information to guide us in our course of action.

When we know of related cases from our community, we will seek advice before making our decisions about closing partially or completely.

Parents will be advised in the unlikely case of force majeure/closure by the local authorities, and Kspace seeks to retain a balance of student and community safety, service/education continuity.

TRAVEL POLICY

Domestic and international travel, visits to airports or ports, collecting travellers or people returning to Japan and all related scenarios may present an increased risk. Therefore, with respect to every family's right to freedom, we kindly request that you assist us as follows:

- Abstain from travelling during the State of Emergency (unless necessary)
- Share with us all plans for travel outside of Tokyo (domestic and international).

Note: Regrettably, during the state of emergency we require a full 14-day period of absence for students when they (or any family member/householder/nanny/carer) have travelled by ship/ferry or plane.

SOCIAL CONTACT

In the state of emergency, please refrain from social activities such as play dates, parties, group events, sports (particularly group classes, swimming, going to the gym), communal worship, cinema outings, karaoke, restaurant trips, and others where there are increased risks that can be avoided.

Other Precautions

Please avoid areas where there is more risk of infection. We advise not undertaking any of these unless it is a medical necessity:

- Dental examinations involving aerosol and other dental procedure
- Saunas, onsens, spas
- Regular check-ups involving prolonged exposure to other patients and/or direct touch from another person. We urge you to explore remote services available from your regular providers where possible.
- Massage, physiotherapy, etc.

MID-PANDEMIC PROTOCOLS

- As well as reading and complying with our health and travel policy, all attending families will be asked to provide signed acceptance of the policy, protocols and risk waiver.
- Students/Householders must wear a well-fitting mask, covering both nose and mouth, while outside and inside the school premises. Staff will also be required to wear masks.
- International School students (age 4+) have mandatory full mask policy.
- We regret that Parents will not be allowed into the school itself until further notice.
- We request that you carry out drop-offs and collections swiftly and with as little contact as possible.

- During the state of emergency team members are unable to chat and pass feedback during drop-offs and collections. If you would like to discuss your child's progress or stay in touch, we warmly welcome you to arrange a friendly Zoom meeting so that we connect within safe perimeters.
- Please kindly do not 'high five' or touch any staff member or anyone else's child/children.
- Students must be dropped-off and collected at the entrance (pink gates).
- Temperatures should be below 37 degrees before you make your trip school.
- Temperatures will be taken again prior to entry, beyond the gates. We reserve the right to deny entry if a student's temperature is elevated, even if it has not yet reached 37.5C.
- Hands are also disinfected at the gates and children will wash hands when they get to their classroom.
- Students and Staff will wash and sterilise hands many times throughout the day.
- Students may not bring in their own toys, blankies, pacifiers, games etc.