

SUMMER SCHOOL 2022 MANDATORY MID-PANDEMIC HEALTH, SOCIAL CONTACT & TRAVEL POLICY

Kspace reserves the right to amend these policies as and when necessary in order to protect our students, staff and the wider Kspace community.

NOTE: This policy applies to students, parents, staff members and household members including nannies / carers, without exception. Where the policy states 'students' the rules also broadly cover all householders and are related to everyone in physical contact in the family. Please ask us if you are unsure.

COVID-19 POLICY

Students showing any COVID-19 symptoms are not allowed to enter the school and parents must immediately notify details of their health condition to the Principal. If students are not due to attend school and have symptoms/they have not been at school for up to 5 days we will still need to be informed please.

Symptoms include (but are not limited to):

- Temperature of 37.5C or above/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 hoarse voice or loss of voice
- 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 and others.

PCR testing during a specified period of possible contagion for the student and all householders may be required. You will be informed by the School.

Communication

Student/Family to School/Authorities Notification

If any member(s) of your household experiences symptoms or is a 'close contact' with an infected person:

- a) **Do not send your child in to school..**
- b) Please arrange for PCR tests for all householders. For international school members, during term time we request that the PCR test is carried out between the 3rd and 7th day of onset of symptoms or contact.

In order to organise your family's possible isolation and also for the school to effectively manage community updates we must be informed of whether anyone in your family has actually tested positive for COVID-19.

c) Please send the school immediate notice of your family member's illness or symptoms. As written above, Kspace must be notified even if students are not due to attend school but have symptoms, and/or they have not been at school for up to 5 days

Send all information to this email address: (principal@kspacetokyo.org)

- State the exact first date and details of the onset of any symptoms or possible contact with infected person.
- Keep us updated fully with any news of your PCR test results and symptoms.

If you decide not to have PCR tests as a family, we will need to monitor your child's progress daily via mail please, and we will send you our decision on the return date.

In order to be safe, it might be the maximum 'stay away' period, as listed below.

We strongly advise that you receive PCR test(s).

d) Advise your local Health Authority if any member of your family test positive for COVID-19.

Note: Due to the large volume of new cases the Health Authority might not follow up with further information.

Regardless of whether you receive a school return date or not from the Health Authority, the decision regarding the return date will be decided by the School.

An example of possible questions from the local health authority might include:

- Who is sick?
 - When was the first day of symptoms and what symptoms?
 - When did you last have contact with the infected person?
 - Do you and householders wear a mask in the house?
 - Are you in the same room?
 - What is your level of physical contact with the person displaying symptoms?
- Etc

School to Parent Communication

We aim to inform families of cases in a timely manner. There are instances when we must collect information, await results and seek advice. Our office will also keep you well updated about any cases within our staff, the level of contacts that your child may have had, and any individual notices that will be required.

Kindly note that we do not release the names of infected students to the community or enquiring individuals.

School Closure

Before making decisions about closing partially or completely, the Principal will seek advice from the Minato-Ku

Health Authority related to the level of 'close contact' cases we have.

If cases are high and rising both within the staff and community, it is the Principal's decision that is final. Parents will be informed by school community mail.

In the event that we have cases at the school but we decide to remain open, parents may make the choice to keep their children off school, at will. This must be relayed to us in writing.

In seasonal school periods like summer school and winter school, the exact policy related to offering services in lieu is detailed in your Authorisation Pack, and applies to both fully enrolled Kspace community members and attending guest student/families.

SICKNESS GUIDELINES

Please read through all possible cases:

A) STUDENT/HOUSEHOLDER HAVE ONE OR MORE COLD/COVID-19 SYMPTOMS BUT HAVE NOT YET CONSULTED WITH A DOCTOR

Anyone with COVID-19 symptoms (however light or intermittent) is not allowed to come to drop-off or to enter the school, under any circumstances.

Parents must notify us of all the details of symptoms immediately as they start.

PCR testing should be sought - see other notes for timing of this.

Student's return to school is decided by the School, however parents must seek medical help before we accept children back to school, to determine whether the illness/symptoms are contagious.

When we have necessary information, we will follow one of the options from points B) to D) below.

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

In the case that your child/household has received a negative PCR test BUT they have some form of illness (even light), the regular Tokyo Metropolitan

Government standard guidelines for sickness and contagious illnesses will be followed.

- The family will be required to provide a sick note for the School and/or a copy of PCR test(s) may be required.
- For certified non-contagious illnesses: If all symptoms have disappeared for at least 48 hours then the student may return to school. This is reviewed on a case-by-case basis.
- Certified contagious illnesses (non COVID-19, e.g. influenza) require approx 5 days from lack of symptoms. The School policy can be sent to parents in PDF form viewed here for international school members. <http://www.kspacetokyo.org/tspacemembers/parent-handbook>
- Return to school must be authorised by the Principal

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

- Do not come to school.
- Kspace must be immediately informed (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 might be given to you by the ward health authority. This date must be reported to the school when parents receive it, but return to school is authorised in writing by Principal, Juliet Rogove.
- A standard period of 10 days absence, counted from the day after onset of symptoms will be required.

PLEASE REFER TO THE CHART HERE IN ENGLISH:



*Asahi Shinbun source based on government policy Feb 2nd 2022.

PLEASE REFER TO THE CHART HERE IN JAPANESE:



NOTE: Day Count Calculation

- The first day of symptoms is counted as Day Zero (Day 0).
- The days after the onset of symptoms onwards are counted days 1 to 10.
- The quarantine/time away from school period is the symptom day + days days of.
- If your child is well, their return day is scheduled after the 11 day counted together have passed.

D) COVID-19 SOCIAL OR CLOSE CONTACT CASES

It is mandatory to notify us immediately if:

- Any householder who has been in direct contact with anybody who has tested positive for COVID-19 either at work or 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 the instances above, students' admittance to Kspace is dependent on the situation with said closure and will be dealt with on a case by case basis.

What is 'Close Contact?'

The definition of 'close contact' is provided by the Ministry of Health, Labour and Welfare, and is as follows:

- a person who lives with someone who has tested positive for COVID-19 and/or:
- a person who has had contact with a COVID-19 infected person (even unknowingly), within 1 metre distance, for more than 15 minutes without masks/screens (e.g. in an eating, social or home environment).

Please refer to the orange area in the charts above on section C. 'Close contacts' are now expected to isolate for 7 days beginning from the day they were first exposed to the infected person. Anyone designated as a 'close contact' may be able to return to School after the completion of their 7 day isolation period, provided that they have been symptom-free for three days or more. This will be decided by the School, and other factors will be taken into account e.g. number of other cases in the class/staf etc.

MID-PANDEMIC PROTOCOLS

As well as reading and complying with this health and travel policy, all families will be asked to provide signed acceptance of the policy, protocols and risk waiver.

Our protocols are:

Masks

- Mask wearing is mandatory only for children from 4 years old and onwards.
- Children age 4 yrs+ should be encouraged by parents to keep masks on in social situations outside school and children must also make the trip to/from school wearing a mask.
- Mask wearing for children under the age of 4 is voluntary and not enforced by Kspace. However we support it and parents can send their child in wearing a mask if they are age 3.
- All visitors to the school and staff members must at all times wear a clean, tight-fitting mask (that does not slip down) over mouth and nose. In addition, with respect to our local community and neighbours, we also strongly request that community members and visitors to the school continue to wear their mask around the local area and especially standing outside the school premises.

Parent Contact

- Parents are not allowed inside the school and must not casually drop in for a visit or arrive at the school without authorised access or an appointment.
- We request that you carry out drop-offs and collections swiftly and with as little contact as possible.
- Team members are unable to chat and pass feedback during drop-offs and collections. If you have a specific question related to your child or their seasonal school experience, please kindly call the office or send us an email – refer to the communications and contact details in your Starter Pack.
- Please kindly do not 'high five' or touch any staff member or anyone else's child/children.
- Do not send food to share into School and do not share food and items with other children.

Student Drop Off & Collections -

- Students must be dropped-off and collected at the entrance (pink gates).
- Temperatures should be below 37.4 degrees before you make your trip to school and all householders must be symptom-free and feeling well.

- 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 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.

TRAVEL & ENTRANCE POLICY

- Domestic and international travel, visits to airports or ports, collecting travellers or people returning to Japan, and all related scenarios present an increased risk of infection or spread.
- With respect to every family's right to freedom, we kindly request that you assist us as follows:
- Take great care if travelling domestically. Please always wear a mask, sanitise hands, and try to avoid close contact where possible.
- Attempt to refrain from travelling during official State of Emergency periods and/or times when cases are rising (unless necessary).

International Flights/Travel Policy (Summer and Winter School Periods)

Note: This policy starts July 10th 2022, or earlier for families visiting us for tours/trials.

- **It is mandatory to share with us all plans for international travel (for any householder) before the trip is taken, and all international flight details related to entering Japan (July 10th 2022 onwards) must be disclosed to our office.**
- During the summer school period our quarantine/isolation policies may not relate to those set out as guidelines from the Ministry of Health, Labour and Welfare.
- The Kspace policy is: Parents should have **a certificate for three (or four) vaccination doses** (Vaccine Certificate).
- **Travellers entering/returning to Japan from overseas must** quarantine at home/accommodation for at least five days AND the traveller (plus any family member/student who has had any contact with them) must take a PCR test on Day 5 after arrival in Japan. Test results received prior to the 5th full date will not be accepted by Kspace.
- **If the PCR** results from Day 5 (onwards) after arrival in Japan are negative (and no householder has any symptoms at all) your child may return to school upon written approval from the Principal, Juliet Rogove.
- Please note that the national guidelines from the Ministry of Health, Labour and Welfare related to travellers only quarantining for three days, and/or receiving negative PCR tests prior to day five upon arrival in Japan are not accepted by Kspace during the Summer and Winter School periods. In order to protect our students, parents, staff and broader community it is essential that we maximise safeguards. It has been an overwhelming experience during the period of the pandemic that the policies in place above help us to help you 😊