

## Guidelines for resuming Manila Japanese School (draft)

### Manila Japanese School attached to the Embassy of Japan in the Philippines

For the reopening of the school, we will make every effort to take measures against infectious diseases in the school according to the following principles. This guidelines are based on “Recommencement Guidelines for School Responding to New Coronavirus Infections” published by Ministry of Education, Culture, Sports, Science and Technology on March 24, 2020 in order to reduce the risk of infectious diseases in school management.

Please note that these guidelines are possible to be revised or added depending on the future situation.

Our school will implement basic measures against infectious diseases (the purposes are cutting off the source of infection, cutting off the route of infection, improving resistance to diseases) and at the same time the measures respond to the risk of outbreaks (avoiding ”Three Cs: Closed spaces with poor ventilation, Crowded places with many people nearby and Close-contact setting such as close-range conversations ). We will resume educational activities step by step and the following measures will be taken for the time being after resuming of the school.

#### 1. Principles for preventing the spread of infection

##### (1) Before and during school attendance

- ① Take body temperature every morning.

Students temperature of over 37.5°C (or more than 1°C higher than normal temperature) must take a rest at home. If normal temperature is lower or higher than the average, parents are required to consult the school in advance.

- ② Even the temperature is below 37.5 °C, if the temperature is above normal temperature of the student, or if he/she has a cold, the one must take a rest at home.

- ③ Bring and wear a mask and keep distance of at least 1 meter from others on the way to school.

##### ④ Regarding students attending school by bus

- Take body temperature at each home, fill in the checklist distributed by the school, and bring it to the school.
- If the temperature is 37.5°C or higher at home, the student cannot be on board.
- Before riding the bus, disinfect hands with alcohol.

- On the bus, students should refrain from having conversations with others to prevent from droplet infection while going to and from school.
- Before getting on the bus at the time of leaving school, bus attendant measures the body temperature of students. If there is a student temperature of over 37.5°C, the attendant contacts his/her parent and discusses bus usage.
- The number of people who can board the bus needs to be less than half of the capacity. Only one person can be seated on the bus seats that are designed for two people.

#### ⑤ Regarding students who do not use the bus

- Take body temperature at each home, fill the checklist distributed by the school, and bring it to the school.
- Refrain from going to school if the temperature is over 37.5°C at home.
- Use a non-contact thermometer to measure the temperature of students before entering the school building.
- If the temperature exceeds 37.5°C when entering school, emergency contact person suspects the infection and does check-ups. If necessary, we contact the Taguig City hotline. (body temperature over 37.8°C is considered a illness in the Philippines).

⑥ When a student finds his/her temperature is higher than normal temperature or feels sick during school hours, the student is moved to another room for isolation. And emergency contact person interviews the student to confirm the condition.

⑦ If more than one people get infected in the school, immediately we report it to the Taguig City hotline. And we contact both the embassy, school management board and the Japanese Association clinic.

#### (2) School life

○ Be sure to instruct students to wash their hands during every recess (require more often: when attending school, before lunch time, after physical education classes, after playing outdoors, after using the toilet) and teach cough etiquette (such as wearing a mask) over and over. Besides, encourage students to intake water frequently, to wear masks in the building. In addition, we ventilate each room(at least in every recess) and disinfect common space.

#### ① school environment

(A) Install soap (liquid soap) or rubbing alcohol in all handwashing areas in the school. Place disinfection foot mats at multiple places.

(B) To maintain an appropriate environment, keep frequent ventilation in the classrooms and

control temperature and humidity by using air conditioner and wearing appropriate clothing. Ventilation requires opening doors and windows of the classroom at least every recess.

(C) Always use alcohol disinfection when entering a classroom or special classroom. Also, wipe the places where the students touch often (doorknobs, handrails, switches...etc) with disinfections(ethanol or Sodium hypochlorite) more than twice a day.

(3) Each class consists of 20 students or less

## 2.Regarding learning instruction

(1) Classes will be advanced with measures such as considered placement of the sheats and designed group activities.

(Examples)

- ① Avoid interactive classroom activities. Take the form of a simultaneous lessons.
- ② Keep distance among tables as wide as possible. Avoid attaching tables to other's or making U shape with desks for the time being. Instead of straightening the desks in one row, put them alternately in a row to take a vertical and a horizontal distance.
- ③ Suppress active vocal activities in the classroom such as reading aloud. Utilize "micro-reading". And use schoolyard in case of speaking loud.
- ④ When submitting prints or something like that, secure multiple spaces for sorting and submitting so that many people can not settle at one time.

(2) In the instruction of each subject, especially in some practical instruction, the order of the annual instruction plan is possible to be changed when the infection is still likely to occur even if infection prevention measures are taken.

(Example)

- ① Do not engage in physicaly contacting activities (such as preparatory exercises and sports by multiple people) in health and physical education. So do activities requiring basic skills and do physical fitness training in consideration of the physical strength and health status of children and students. In addition, if it is conducted in a gymnasium, or somewhere inside, provide adequate ventilation.
- ② In the music department, singing activities and activities using wind instruments (recorders, etc.) are not performed.
- ③ In home economics, cooking training will not be conducted.

## 3. How to spend time between classes and lunch break

- Encourage students to play outside when the weather is nice. Divide the place and time to

play to play outside.

- In case of rain, prepare things for students to play alone and recommend reading.
- Open windows in the classrooms and provide adequate ventilation.
- Recommend washing hands up to the elbows and washing the face when students sweat after playing in the playground or gym. In addition, tell them to bring a towel and handkerchief.

#### 4. Lunch time

- Instruct all children and students to wash their hands before they eat meals.
- When eating, do not place the desks facing each other, make a space between seats (1 meter or more). During lunch time, take measures such as refraining from conversations.
- Open places other than the classrooms to disperse place to eat.

#### 5. Children and student council activities

- ① For committee activities, carefully select the activity contents and discussion contents and devise that they can be done in a short time.
- ② The general meeting of children and student councils will make available in each class using broadcasting.

#### 6. The use of school facilities for such as social form of physical education

- Until the Government of the Philippines lifts restrictions on meetings, the use of school facilities will not be permitted.

#### 7. Implementation of school events, etc.

To prevent the spread of infection, take appropriate measures for the school events specially which require face-to-face activities. If necessary, postpone the events.

A. Events that require with lodging such as school excursions, social studies trips, and activities outside the school will be postponed or cancelled. (Even if the lodging activities or activities which need bus ride are cancelled, we announce the cancelation as postponed not to disappoint students.)

B. Health checkups will be conducted in each grade so that measurements can be performed smoothly. And measures will be taken to prevent waiting persons from waiting for the checkups.

C. Activities such as lecture meetings, evacuation drills, disaster prevention drills, lockdown drills, ball games, etc. that need to gather students at one place will be postponed or cancelled. However, staff confirms the evacuation route.

#### 8. Parents' access to the school facilities.

Parents can only access to the bus entrance/exit and picks to pick-up and drop-off for children

and students. Do not allow them to enter the classroom building or special classroom building. When using the PTA room or library for PTA activities, parents need to disinfect with alcohol and wear a mask.

#### 9. Attendance, etc.

##### (1) Handling of suspension from school, etc.

If the principal decides that he/she should not attend school, the reason for attendance will be considered as "suspension from school under Article 19 of the School Health and Safety Act" or "the reason such as emergency disaster cannot be attributed to children/students or parents/guardians." So the absences are acknowledged as a period principal considered he/she does not have to attend. In the students record as well, the absence will be recorded as the days of suspension or days in mourning" .

##### (2) In case that parents do not allow children and students to attend for the prevention of infectious diseases.

If parents/guardians do not allow children and students to attend school due to the epidemic of COVID-19, the absence can be treated as "the days when the principal permitted the students not to attend".

##### (3) Regarding children and students arrive from Japan

When entering the Philippines from Japan, they need to take PCR test at the airport, and they need to stay at a hotel or a facility the government designated until they get the result.

After that, if the test shows negative reaction, they can leave the isolation facility. (June 8, 2020).

Regarding school attendance, it is possible to attend the school after 14 days from the day of their arrive in the Philippines. About the treatment of the absence during that period, please look at (1) written above.

(Principally, we follow the guidelines of the Philippine government.)

##### (4) Regarding children and students who need medical care on a daily basis.

A. Require children who need medical care to consult the attending physician for advice on the school attendance based on the status of infection in the area. And we decide to allow the student to come to school or not individually.

B. Regarding children and students who are at high risk of becoming severe condition when they are infected due to underlying diseases, etc., as well, make individual decisions about school attendance after consultation with the attending physician and considering the status of infection in the area.

C. Do psychological care with households with careful attention to each student's changes in the body, mind, behavior, and lifestyle.

##### (5) Regarding prejudice and discrimination against infected people and those who had close contact with someone who got infected.

Strictly do not accept actions that may lead to prejudice or discrimination against infected

people, those who had close contact with someone who got infected and their families, workers in the medical field and their families. So not to have prejudice or discriminate others, educate students with appropriate information of COVID-19 and instruction according to the development stage.

#### 10. Regarding health management of faculty members.

(1) Take temperature and check the cold symptoms every morning at home and fill "health checklist" then bring the data to the school. At the school, place "health checklist" on the desk of the principal in the staff room and fill it out when they come to school. Managers must check the contents of the "Health Checklist" every day and keep it for one month.

(2) Recommend teachers and staff with cold symptoms to take a rest at home. In case they feel sick due to a fever during school hours, report it to his/her manager immediately and return home, and be careful not to come into contact with people as close as possible.

(3) Thoroughly wash hands and follow cough etiquette, and wear a mask to prevent splashing when needing to talk or speak in a short distance.

(4) Avoid "Three Cs: Closed spaces with poor ventilation, Crowded places with many people nearby and Close-contact setting such as close-range conversations" even during non-working hours. We require family members and cohabitants to do the same, and to restrict the range of their activities.

#### 11. Work and service of faculty members

The handling of notifications issued so far will continue for the time being. The details will be notified separately and will be reviewed appropriately according to the situation of future infectious diseases.

#### 12. When an infected person appears

(1) In the case of children and students, etc

A. The principal must stop attending of the him/her until the doctor in charge determines that the child/student has been cured.

Stop.

B. The principal reports to the Chairman of the School Management Board, the honorary principal, and the Japanese Association Clinic.

C. As a general rule, we close the school for 14 days since the last day of attendance of the student who gets positive result from PCR test (based on Article 20 of the School Health and Safety Act). However, we reconsider about the duration and the range of school closure after consulting with the school administration board, the embassy, and the Japanese Association clinic, and checking the condition of the infected student, the student's active level in the school

and the number of students he/she had contacts with.

D. Disinfect school with ethanol and sodium hypochlorite stored in the school considering the range of action of the student concerned.

E. Distribute explanatory documents to parents in consideration of privacy.

(2) In the case of faculty and staff

The principal will allow the faculty and staff to take a rest until the attending physician judges that he/she has been cured.

In addition, we take the same treatment as "12(1) In the case of children and students, etc". Even faculty and staff are found infected, as a general rule, we implement temporarily closed for 14 days from the last work day of the person who get positive result by PCR test.

(3) Other

In case of temporary closure due to Article 20 of the School Health and Safety Act, prepare materials such as drills and handouts in advance so that children and students can study at home.

In addition, we will utilize ICT such as online lessons as a learning support for students during temporarily closure.

13. When we get inform about people had close contact with someone who got infected (for example, a family member of people who infected)

(1) In case of children and students

A. In advance, principal asks the parents/guardians to inform about infections (when the family member get infected or had close contact with someone infected) as soon as possible.

B. When the principal notices that there are students or their parents/guardians had close contact with someone who infected, he takes measures to suspend attendance for the relevant students, etc.

C. The principal reports to the school management board, the embassy, and the Japanese Association clinic.

D. In this case, as a general rule, temporary closure is not implemented, but if necessary, when the Japanese Association clinic advises to close the school, it is possible to implement it.

E. We observe the health of other children and students as necessary.

F. When necessary, we provide explanatory documents to parents in consideration of privacy.

(2) In case of faculty and staff

If the principal get information about the faculty member who had a close contact with someone infected or who living with a family member who infected, the principal allow the staff to take a rest at home until the infectious conditions turn out clearly (for instance, the staff

shows negative result of the infection).Regarding the subsequent actions, the same measures will be applied as in "12(1) In the case of children and students" from C to E.

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