

# Osaka YMCA International School

## COVID-19 Entry Guide



6-7-34 Nakatsu, Kita-ku, Osaka, Osaka Prefecture, Japan, 531-0071  
Phone: +81 (0)6 6345-1661 ● Fax: +81 (0)6 6345-1601  
Email: [general-inquiry@oyis.org](mailto:general-inquiry@oyis.org) ● Website: [www.oyis.org](http://www.oyis.org)



## Table Of Contents

<b>Back to school philosophy</b>	<b>3</b>
<b>Ministry of Education, Culture, Sport, Science and Technology (MEXT) Guidelines</b>	<b>3</b>
<b>Arrival and dismissal expectations</b>	<b>3</b>
<b>General</b>	<b>4</b>
<b>Bus</b>	<b>4</b>
<b>Other Services</b>	<b>4</b>
<b>Arrival Process - Nakatsu</b>	<b>4</b>
Arrival Flowcharts	5
Arrival and Dismissal School Map	6
<b>Arrival Process - Tosabori</b>	<b>6</b>
<b>Health, Safety, and Hygiene</b>	<b>7</b>
<b>Classroom Protocols:</b>	<b>7</b>
<b>Cleaning Protocols for the Classroom</b>	<b>7</b>
<b>Transitions</b>	<b>7</b>
<b>Lunch</b>	<b>8</b>
<b>Outside Play</b>	<b>8</b>
<b>Dismissal</b>	<b>8</b>
<b>Staff illness</b>	<b>9</b>
<b>Expectations for parents</b>	<b>9</b>

## Back to school philosophy

Osaka YMCA International School (OYIS) currently uses the guidelines laid out by the Ministry of Education, Culture, Sport, Science and Technology (MEXT) along with recommendations made by JCIS and the Osaka YMCA headquarters to guide its decision making process.

OYIS's first priority is the health and wellbeing of our school community. Our goal is to continue with on campus face to face teaching as much as the current situation allows us to. For this reason we would like to remind our school community to continue to be vigilant with social distancing, wearing masks and washing hands. As a community it is important that we maintain these habits inside and outside of the school as we are all connected and share the common goal of educating our children.

To ensure the safety of our community we ask that if you or any member of your family is showing signs of COVID-19 that you and all family members initially self isolate until you are cleared by a medical professional before returning to school.

## Ministry of Education, Culture, Sport, Science and Technology (MEXT) Guidelines

These are the re-entry guidelines that OYIS is applying as directed by MEXT:

- Create a workplace environment that teachers and staff can easily take sick leave when they are not well
- Wash hands frequently; when you first arrive at school, before entering classrooms each time from outside, before and after lunch (or snack), after using washrooms.
- Clean frequently with disinfectant; Common-use materials, tools and devices, wash hands before and after touching common-use materials.
- All students, teachers, and staff must wear a mask
- Have open ventilation passing through classrooms (at least 2 different directions)
- Students' seats should be 1-2 m apart. They cannot sit directly opposite.
- Music: No singing or dancing in a closed space.
- PE: No sports that involve body contact between students
- School trips: No trips to outside of the prefecture. No overnight trips.

## Arrival and dismissal expectations

The following expectations and procedures are in place to ensure that health, safety and hygiene standards are met. We recognize the challenges in implementing this plan. It is our hope that the entire community can come together to support this process.

### General

- All students and staff should monitor their temperatures before coming to school daily
- All students and staff will wash their hands upon entering the school

- All students and staff will wear masks upon entering the school (masks should have students names)
- Parents will not be allowed to enter the building
- All movement around and within the building is to happen with the expected 1.5 - 2 meters distance
- Students are requested to bring a small towel and tissues
- Students and staff are not to be in school if they show any symptoms of illness and must be cleared by the school nurse before returning
- Students are on campus only for the duration of the school day
- Students may not enter the building before their arrival time
- All students should write their name on their masks
- If a student on campus refuses to try and follow the re-entry guidelines their parents will be contacted and asked to bring their child home
- From week two, students will need to complete a self-screening form for each day for your child(ren)
- Office phone is open from 8:30 am to 5:30 pm weekdays

## Bus

- Temperature will be checked before students board the bus
- Individuals riding the bus must wear a mask
- Students may not enter the bus without a mask
- Students with a temperature of 37.4 C must remain home and may not board the bus
- Hand sanitizer will be available for students
- The bus will have all windows partially opened to insure good ventilation
- The bus will be aired out for a minimum of 10 minutes before and after usage
- All armrests and handles of the bus will be wiped down with disinfectant after each use

## Other Services

- OYIS will be providing after school activities. This is subject to change based on the prevailing conditions.

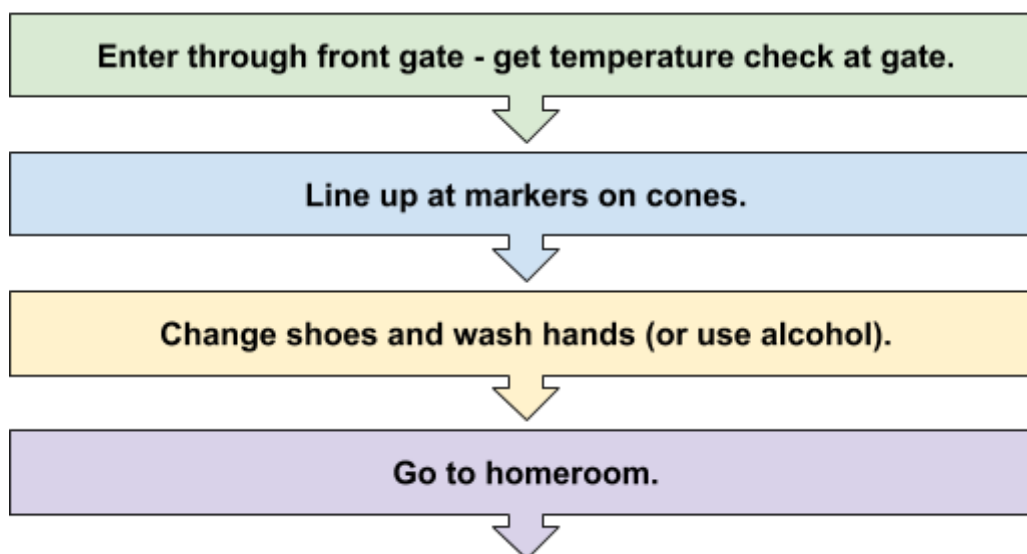
## Arrival Process - Nakatsu

- Everyone entering the school must wear a mask or entry will be denied
- Earliest student arrival time is 8:30
  - If students arrive before this time, they will not be allowed inside.
- School Entrance
  - Grades 1-5 will enter and exit through the east (bus) gate
  - Grades 6-8 will enter and exit through the front gate
  - Early Childhood will enter and exit through the front gate, with parents/caregivers bringing their child(ren) directly to the EC building tent
  - **Any families having two or more children can keep their children together and should use the gate of their youngest child to enter the school**
- Everyone will have their temperature checked upon entry to the school. Individuals with a temperature of about 37.4 degrees will not be permitted to enter

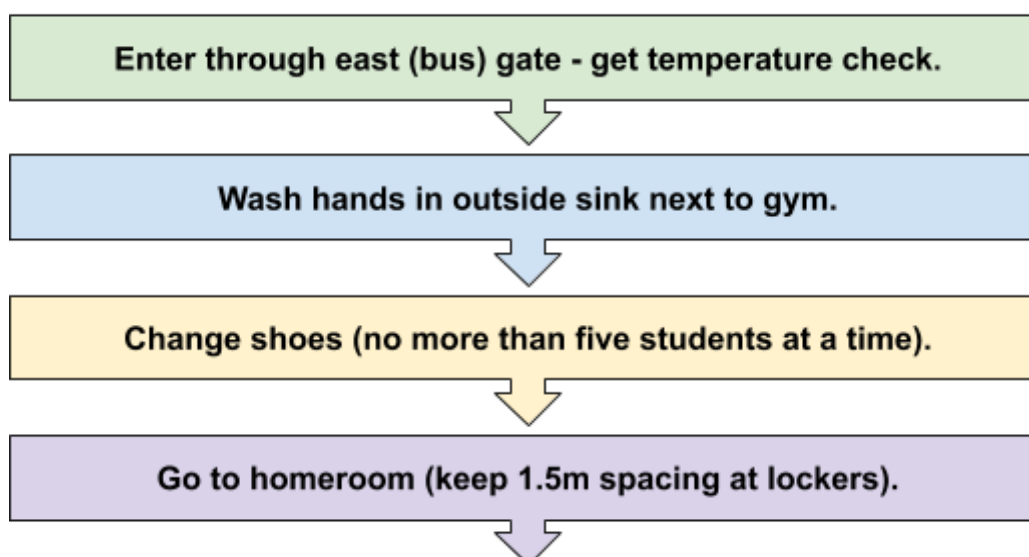
- Everyone must wash their hands upon entry to the school
- Parents of students in Grade 1 or higher must remain at the school gate
- EC parents will be permitted to drop their child off at the EC tent
- Parents should limit their interactions after drop off and are encouraged to promote social distancing

## Arrival Flowcharts

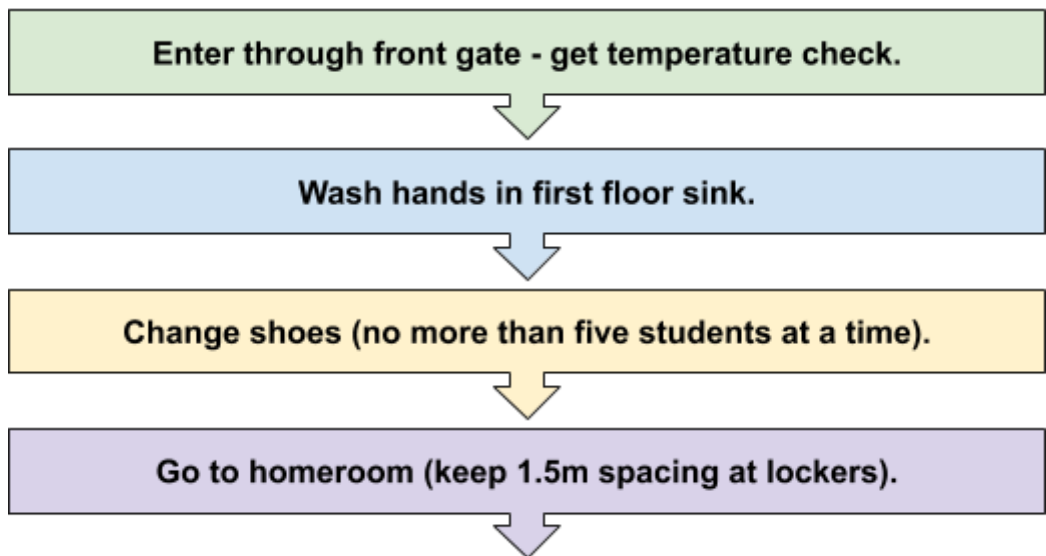
### Early Childhood



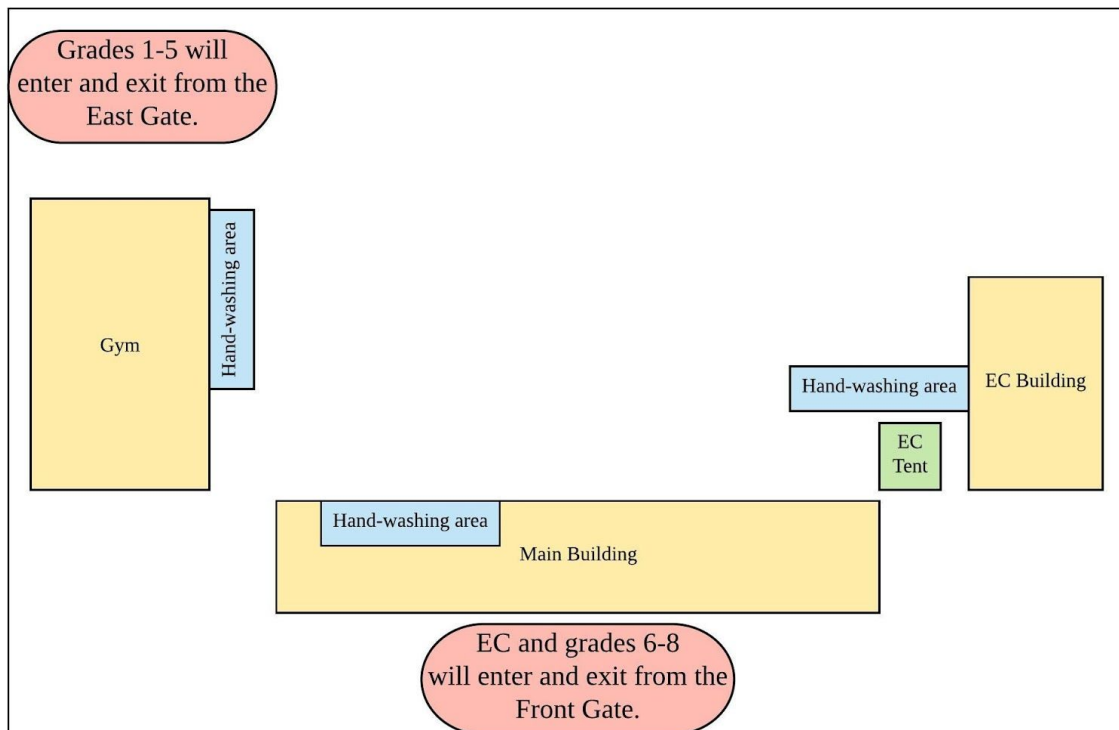
### Grades 1-5



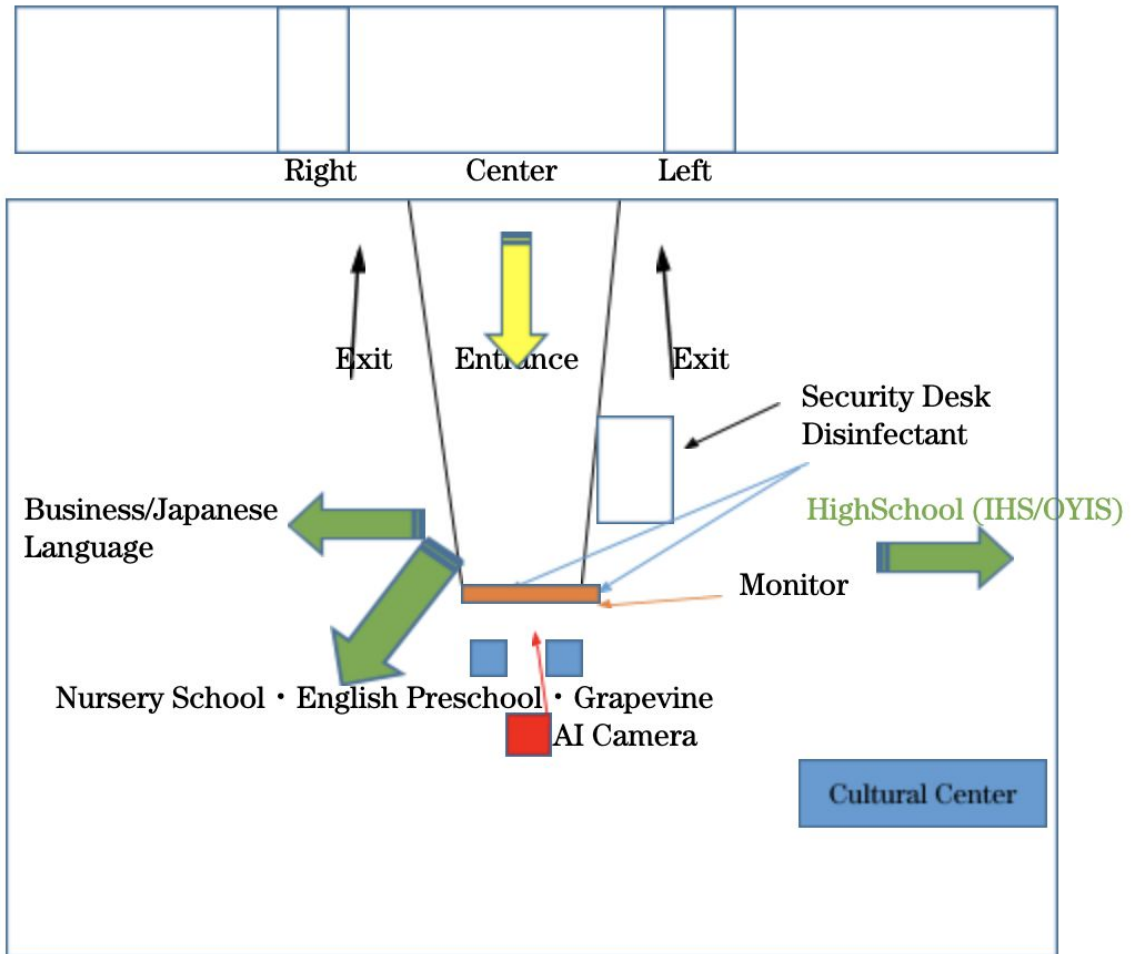
## Grades 6, 7, 8



Arrival and Dismissal School Map (Nakatsu)



### Arrival Process - Tosabori



### Grades 9-10

```

    graph TD
      A[Enter through main doors (wearing mask and ID badge) - sanitize hands and get temperature checked by thermal camera] --> B[Take left-most elevator to the 9th floor (only 5 people allowed in elevator at a time)]
      B --> C[Proceed to bathrooms, DART room, or science lab to wash hands]
      C --> D[Go to homeroom (keep 1.5m space between students at lockers)]
  
```

- Everyone entering the Tosabori building (and the 9F) must wear a mask at all times or entry will be denied.
- Students will be given a sky blue lanyard on their first day of school. They must wear it upon entering the lobby of the Tosabori building (morning and lunch times).
- A thermal camera will check each person's temperature when they enter the building to ensure that they do not have a fever.
  - Individuals with a temperature registering over 37.5°C will not be allowed to enter the building. An alarm will sound should the camera detect a high temperature.
  - For more information on coronavirus procedures, please see the documents linked below:
    - [OYIS-T Guidelines for COVID-19](#)
    - [OYIS-T Sick Student Protocol](#)
    - [OYIS-T Information about the Thermal Camera](#)
- All individuals must access the 9F with the left-most elevator.
  - Due to coronavirus procedures, only 5 individuals are allowed in the elevator at a time. With this in mind, it may take some time to come up to the 9F, so please leave plenty of time.
- Earliest student arrival time is 8:30am.
  - If students arrive before this time, they will not be allowed inside.

## Health, Safety, and Hygiene

- All students and staff must wash their hands when entering the school
- Water fountains will be deactivated. Students are encouraged to bring additional water.
  - Note: there are no water fountains currently available at the Tosabori building.
- All classes will have sanitization kits to facilitate regular cleaning practice. Students will be involved in the regular cleaning of their desks
- Students will wipe down shared equipment once used
- Bathrooms will undergo regular cleaning
- Students must wash hands after using the toilet
- Students will be frequently reminded not to touch the face covering and to wash their hands frequently
- At the end of each day the cleaning staff will be wiping down high-traffic and high-use areas with disinfectant (door knobs, desks, etc.)

## Classroom Protocols:

- Windows are to be open at all times
- Furniture will be separated 1.5 meters. Each student will have a designated learning space.
- Students will be encouraged to remain socially-distanced during the lesson
- Students will be assigned a seat for the day
- Students will wash their hands before and at the end of each class
- Students will not share personal equipment
- All shared school equipment must be cleaned after each usage
- Group work must have an appropriate distance of 1.5m.



## Cleaning Protocols for the Classroom

- Clean tabletops, door handles and other surfaces that are frequently touched by using disinfectant spray bottles
- All desks and equipment will be wiped down with disinfectant after each usage
- Disinfection Protocol: Spray the disinfection solution on the item and let sit for 30 seconds, then wipe the surface dry with paper towels if still wet.

## Transitions

- Moving between classrooms, students wash their hands (teachers will supervise)
- Be mindful of spacing
- Limit physical contact with others
- Spread out along the hallway
- Move on the left when moving up and down the stairs and through the hallways
- Stay three steps apart on the stairs
- Move up and down the stairs one step at a time

## Lunch

- Before lunch, all desks need to be cleaned using the OYIS disinfection guidelines
- MYP (Grades 7-8 if applicable) will have their lunch outside, should weather conditions permit
- MYP (Grades 9-10) students at OYIS-T will either bring their own lunch in insulated containers or procure lunch outside the campus
  - Students are not allowed to eat lunch in a sit-down restaurant. If students leave the building to get lunch, they return with it to eat on campus or they may eat in a safe, designated outdoor area if the weather permits
- Limit of 1 person at microwave (spread out)
- Limit of four students per picnic table
- Before the students may eat, wash the tabletop with a damp cloth soaked in plain water.
- After lunch, wash the tabletop again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria.
- No sharing snacks, food or drinks

## Outside Play

- Students are expected to follow the school rules and cooperate when instructed and directed
- Students are expected to adhere to all new procedures so the school can follow the guidelines for health and safety
- Students should bring a drink bottle with their name on it
- Students who struggle to meet the new expectations will not be permitted on the playground
- Students must maintain a 1-2 meter distance when playing
- Team sports are not permitted during this time (this is subject to review)

- Students will have limited access to playground toys and bikes
- No gym use during break times

## Dismissal

- Pick up times are very important. It is essential that you arrive at the appropriate time to pick up your child
- Teachers will bring students down to the east gate for grade 1 - 5. Students in grades 6-9 may exist independently through the front gate.
- Parents will pick up their children at the gate without entering the campus
- EC parents can enter through the front gate and pick their children up outside of the EC building
- Nakatsu Departure Gates:
  - School Entrance
    - Grades 1-5 will exit through the east (bus) gate
      - Grades 1-2 will exit at 16:00
      - Grades 3-5 will exit at 16:05
    - Grades 6-8 will exit through the front gate 16:00
    - Early Childhood will enter and exit through the front gate bring their child directly to the EC building at 15:45
- Tosabori Departure will be through the main entrance and exit.

## Staff illness

- Staff will follow the same health and safety protocols as students
- Upon entering the building staff will have their temperature checked. Staff with a temperature about 37.4 degree will be sent home.
- Masks are required to be worn on campus
- Should a staff member feel sick during the day, they should report this to the school nurse and their programme coordinator using Slack.
- If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform the persons with whom they have been in close contact
- If a staff are unable to come to campus due to being ill or at high risk, they will instruct their class remotely while a substitute supervises the class

## Expectations for parents

- **If any family member is showing signs of COVID-19, the child should remain home until the family member is cleared by a medical professional**
- Parents should model social distancing and hygiene
- Parents that pick up their children should be on time
- Parents should wear a mask
- Parents should remind their children to wear a mask and support us in the implementation of this safety policy
- Parents should do a daily temperature check before coming to school and have the child stay home if the temperature exceeds 37.4C or if they are symptomatic

- 
- When your child feels sick at school and needs to go home, please pick them up as soon as possible.