



# New School Lifestyle – COVID-19 Infection Control Manuals and Guidelines for Schools

(December 3, 2020 Ver.5)

**[For International Schools]**



## Countermeasures to prevent the spread of COVID-19 within schools

### ■ Basic policies for preventing of the COVID-19 in schools

Schools need to adopt the *new lifestyle*, which are basic infection prevention measures such as avoiding the *3Cs (Closed spaces, Crowded places and Close-contact settings)*, *wearing masks when adequate physical distance cannot be maintained*, and *washing hands*.

Furthermore, it is important for schools to continue lessons, club activities, school events and other educational activities and to ensure a healthy learning environment for children while taking countermeasures against COVID-19 depending on local infection situation.

Even though the level of vigilance may have to be raised depending on the COVID-19 situation in the region, such as when the number of infection with unknown transmission is increasing, schools should consider not only temporarily closures but also initiatives for continuing children's learning by actively studying the possibilities for dividing attendance for several days, online learning, and so on.

In addition, whatever measures to prevent infection are taken, it is impossible to reduce the risk of infection to zero. With this fact as a premise, it is important to cooperate with board of education and public health management bureau within the local governments and to put a together a health management structure at the school that involves experts such as school physicians and school pharmacists, so as to ensure that prompt and proper action can be taken in case someone is infected.

In the case, if someone in the school is infected, it is required to be careful not to cause discrimination, prejudice, bullying and defamation against a student who is infected or who has had close contact with infected person.

■ Regional codes of conduct

Standards for action in schools based on the *new lifestyle*

Regional infection level	Physical distance	School activities with high infection risk	Club activities (voluntary activities)
Level 3	2m if possible (at least 1m)	Do not carry out	Limit activities to individual or small-group ones that are low risk and carried out for a short period of time
Level 2	With 1m as a guideline, maximize distance inside classrooms	Gradually start with low-risk activities	Gradually start with low-risk activities, and ensure that a teacher checks how the activities are carried out
Level 1	With 1m as a guideline, maximize distance inside classrooms	Carry out while taking appropriate measures to prevent infection	Carry out with sufficient measures to prevent infection

Infections declining  
 ↓  
 Gradually start with low-risk activities  
 ↑  
 Infections rising  
 Suspend high-risk activities

Note: Which of the levels 1–3 the region corresponds to will be determined by the school establisher (local government or education boards ) after consulting with the local government’s public health management bureau in light of the number of local infections, the systems for delivering medical care, etc.

<Example determination process in case of public school (other than university)>

① The board of education gather information about infections in the region by cooperating with the local government' s public health management department, utilizing an electronic system for each school to enter information on infected persons, which makes it possible to collect information centrally, and so on .



② In light of ① and medical situation etc. regional classifications will be discussed with the local government' s public health management department.



③ The board of education discusses regional classifications with the head of region (governor of prefecture or mayor of municipality).



④ Based on the above, the regional classification is determined.

## Chapter 2. Basic Infection Prevention Measures in Schools

### ■ Guidance to students

At schools, behavior of students without the direct supervision of teachers and staff, such as during break times and when going to and from school, poses a major risk to the spread of infection. First, it is necessary to teach students about this disease in order to correctly understand it, make their own judgements concerning infection risk, and behave in such a way as to avoid such risk.

In the case of kindergartners, it is difficult for them to take adequate hygiene measures themselves, so support and attention from adults are necessary.

In addition, students generally need to carry the following items as means of preventing infection:

[Items that each student needs to carry]

- Clean handkerchief and tissues
- Mask
- Clean plastic, cloth, etc. wallet to put the mask in



### ■ Implementation of basic infection prevention measures

It is important to implement infection prevention measures based on the following three points:

- Cutting off sources of infection
- Cutting off routes of infection
- Building up immunity

#### (1) Cutting off sources of infection

If students or teachers / staff members have cold-like symptoms such as fever, they must stay at home. (In Level 3 and Level 2 areas, students who live with their family members with such

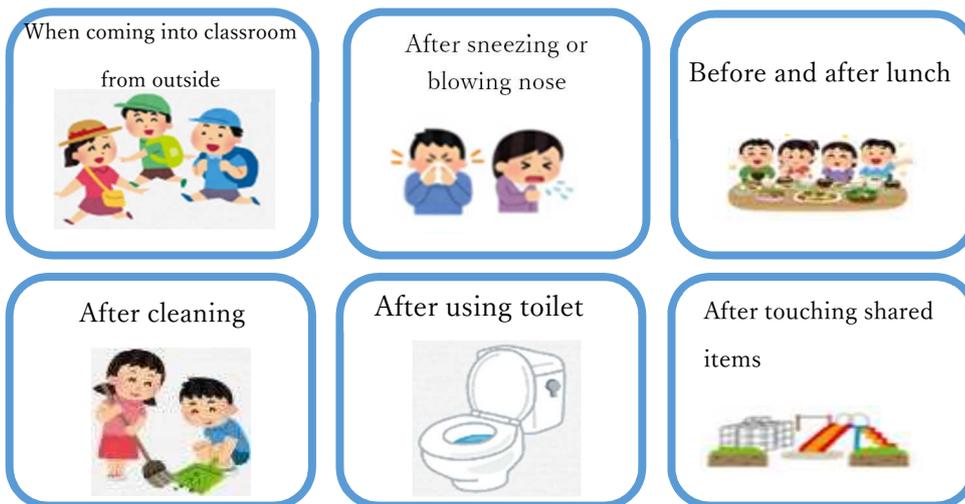
symptoms should also not be allowed to go to school.)

## (2) Cutting off routes of infection

COVID-19 is generally transmitted in these ways: droplet transmission or contact transmission. In environments such as close-range conversations, there is a risk of spreading infection even without any symptoms. To cut off infection routes, it is important to (1) wash hands, (2) practice coughing manners, and (3) clean and disinfect surfaces.

### ① Washing hands

## Six timings to wash hands





## ②Coughing manners



## ③ Cleaning and disinfection surfaces

### ○Key points for daily cleaning/disinfection

- Places and surfaces that many students and others often touch (door knobs, handrails, electric switches, etc.) should be cleaned with damp cloths once a day and then wiped with cloths or paper towels soaked in a disinfectant.

For items for common use like equipment, tools, cleaning implements, etc., students should wash their hands before and after they use them each time without needing to use disinfectants. Reference: Children cleaning their desks before leaving school



6



○ Disinfection after someone has been infected

- If students or teachers / staff members are infected, areas in which they went should be identified, and items that are likely to be contaminated (i.e. items that the infected person handled frequently) should be disinfected with rubbing alcohol or a 0.05% concentration solution of sodium hypochlorite.
- The period of time that the virus can survive on the surfaces of objects depends on the type of object, but is said to be between 24 and 72 hours. So if there are areas that cannot be disinfected, there is also a method of keeping out areas that are not disinfected considering virus survival time. (3) Building up immunity

Encourage students to build up their immunity by *getting enough sleep, taking proper exercise, and eating a balanced diet.*



■ Reducing the risk of clusters

The risk of the occurrence of cluster is higher in the following three conditions (3Cs):

- Closed spaces with poor ventilation
- Crowded places with many people nearby
- Close-contact settings such as close-range conversations

It is obviously crucial to keep “3Cs” from overlapping, but even when not all 3Cs are overlapped, it is preferable to avoid each “C” as much as possible

**( 1 ) Avoiding *closed spaces* (ensuring proper ventilation)**

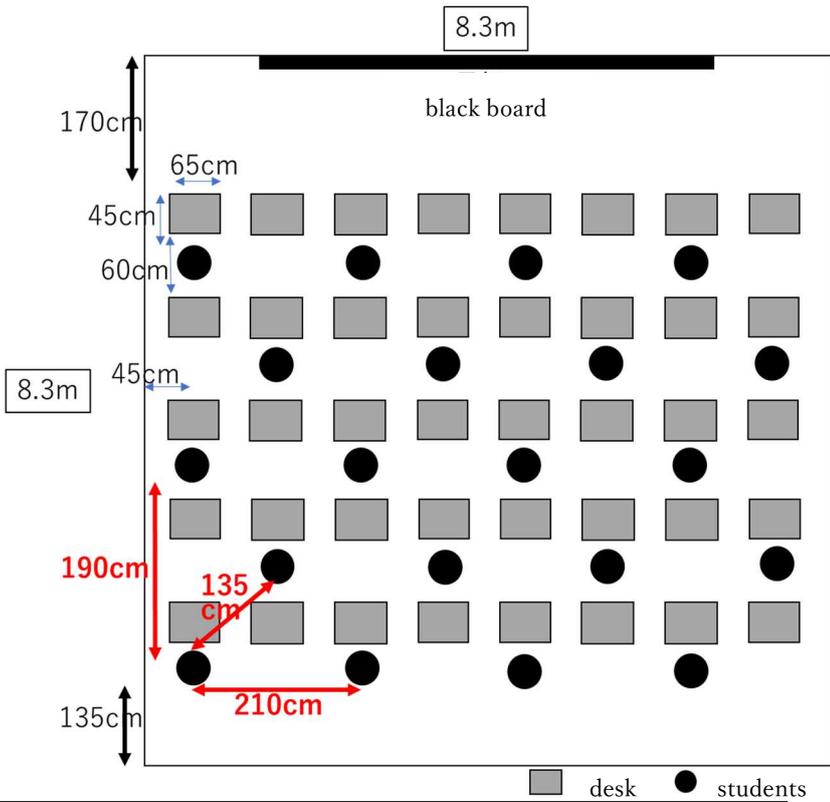
Spaces should be ventilated by simultaneously opening windows in two directions at all times as far as weather permits. If it does not, they should be ventilated frequently (windows should be fully opened for several minutes once every 30 minutes at least). Windows don' t necessarily have to be kept fully open during lessons, but if necessary, each school should consult about ventilation methods with a school pharmacist etc. considering the climate, weather, location of the classroom, and so on.

**( 2 ) Avoiding *crowded places* (keeping physical distance)**

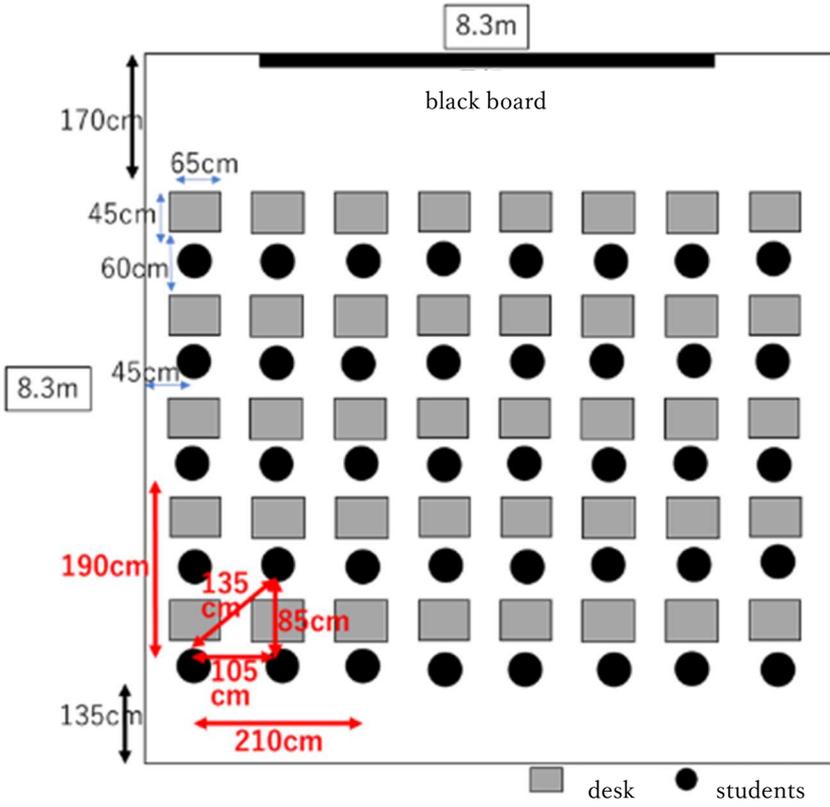
In the *new lifestyle*, it is preferable to keep a distance of two meters as much as possible (at least one meter) between two persons. Even in regions where the disease is no longer spreading, schools are still places in which the 3Cs are apt to occur, so it is important to keep physical distance.

In regions in which there are a large numbers of new infections and infection with unknown transmission, it is even more essential to avoid the 3Cs. In Level-3 areas, it is vital to make efforts to reduce the risk such as dividing attendance to keep physical distance.

Reference: Level-3 area (example of 20 students per class)



Reference: Level-1/2 area (example of 40 students per class)



### (3) Avoiding close-contact settings (wearing masks)

#### ① Wearing masks

At schools, students and teachers/staff should wear masks when physical distance cannot be adequately maintained.

However, they should not wear masks in the following situations:

1) When adequate physical distance can be maintained, masks are not required.

2) when the temperature/humidity or heat index (WBGT)<sup>1</sup> is high, please remove masks because there is a risk of heatstroke etc.

(It is important to decide whether or not to wear masks in light of circumstances such as the types of activities and conditions of students etc.)

(It is necessary to instruct students to pull masks away from their face and dangle from one ear for a while by themselves when students find it difficult to breathe due to the heat,)

(In the case of kindergarteners, it is important for teachers/staff and parents to care to ensure that they are wearing their masks correctly and are able to breathe comfortably.)

3) students do not need to wear masks in PE classes. However, in situations where physical distance is not enough, and situations where there is no risk of being unable to breathe properly or of suffering heatstroke, they should wear masks.

Reference: Use of face shields and mouth shields

Compared with masks, face shields and mouth shields are said to be less effective for preventing infection. If they are worn alone (without a mask underneath) in school, physical distance should be

---

<sup>1</sup> The heat index (WBGT: wet-bulb globe temperature) is a measure of heat intensity that reflects the three factors of temperature, humidity, and heat radiation. It is correlated with the likelihood of heatstroke.

maintained.

## ② Handling of masks

When removing masks, students should grip the rubber band or string, and avoid touching the surface of the mask so as to prevent virus particles etc. adhering to the fingers. Fold the mask inwards and place it in a clean plastic, cloth, etc. to keep it clean.

And when disposing a mask, place it in a plastic bag etc. without touching the surface of the mask. Tie up the opening of the bag to seal it, and then throw it away.

## ■ Suspension of attendance

In the following cases, record the student's nonattendance as "suspension of attendance" rather than an absence in their cumulative guidance record.

Cases in which coming to school is prohibited	<ul style="list-style-type: none"> <li>• Infected Person</li> <li>• Person who has a close contact with an infected person</li> <li>• Person who have cold-like symptoms such as fever</li> <li>• (In Level-2 and -3 areas) Person with co-habiting family member with cold-like symptoms such as fever</li> </ul>
Cases in which not coming to school is acceptable	<ul style="list-style-type: none"> <li>• In case of children requiring constant medical care or child with medical problem, who are said not go to school</li> <li>• In case of student whose parents do not want their children to go to school due to concerns about infection, and the case that school principal considers that the parent's thought is reasonable, for example, when the number of infection with unknown transmission is increasing rapidly</li> </ul>

## ■ Measures to prevent infection among teachers/staff

Measures to prevent infection among teachers/staff should be the same as those for students etc.

## ■ Measures to prevent infection in dormitories

Because dormitories are places where students live communally, where is numerous shared facilities, and where large numbers of people spend their daily lives together, it is necessary for the school to work with school physicians and relevant agencies to consider what health-management and infection-prevention measures to take at normal time and what measures to take when an infection occurs, and to then prepare the relevant measures with adequate care. The main points to keep in mind are as follows:

At normal time:

- It is unrealistic to expect students to wear masks in their rooms at all times, so if each room is shared by two or more students, encourage them to practice coughing manners and not converse loudly at close range.
- Towels for wiping hands after using the toilet should not be shared.
- Shared facilities (water fountains, vending machines, etc.) as well as parts that are touched frequently by multiple individuals, such as shoe racks, doorknobs, toilet surfaces, toilet lever, and faucet handles, should be disinfected regularly (several times each day).

When someone has fever or feels unwell:

- Isolate them in their room (a private room if possible).
- Even if symptoms disappear soon, secure a private room etc. for them and do not allow them to participate in communal activities such as club activities and dormitory activities until two days have passed since their main symptoms subsided.
- If multiple persons (e.g. three or more persons) are feeling unwell at the same time, consult a school physician or medical institution.

When someone is suspected of being infected:

- Isolate them in a private room.
- If a private room is unavailable, have them and their roommate(s) wear masks at all times, and ventilate the room. Maintain a distance of at least 1m, and minimize conversation and interactions.
- Avoid using shared spaces as much as possible, and if the infected person use the spaces, ensure that use is at a different time from use by other persons. Also disinfect the relevant items before and after their use by a person suspected of being infected.

## Flow chart when students or teachers/ staff members are infected

[School contacts the school establisher (local governments or education cooperation) and suspends the attendance of the infected person]

When the school has been informed that a student or teacher / staff member has been infected, it should:

- Inform the school establisher and tell them about the activities that the infected person had engaged in at the school.
- If the infected person is a student, **suspend their attendance** pursuant to Article 19 of the School Health and Safety Act\*.

If the infected person is a teacher / staff member, do not allow them to come to work.

\*According to the miscellaneous school, School Health and Safety Act in not adopted.



[School establisher consults the public health center]

The school establisher consults the local public health center to discuss, for example, whether the school needs to be closed temporarily.



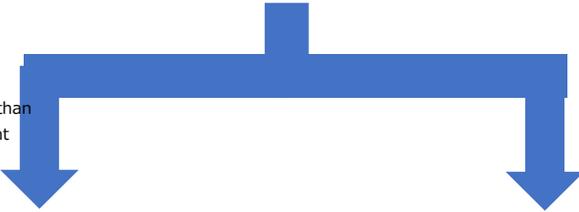
[Investigation by public health center]

The public health center gathers the information it needs (i.e. conducts an investigation) to identify people who has had close contacts with the infected person. The school and the establisher cooperate with the above investigation.



[Decision by school establisher on whether to temporarily close school]

The school establisher considers, in view of opinions from the public health center, advice from a school physician etc. , whether all or part of the school needs to be closed temporarily.



Cases other than those on the right

- Continue school education activities

(Depending on the circumstances, consider whether to halt activities with a high risk of infection)

- If there are close contacts of the infected person:

If a close contact is student, **suspend their attendance**.

If a close contact is a teacher or staff member, do not allow them to come to work.

Cases such as where infections are highly likely to be spreading within the school

**Temporarily close** all or part of the school pursuant to Article 20 of the School Health and Safety Act

Examples of situations in which infections are highly likely to be spreading within the school:

- There are several infected persons who do not become infected in their homes
- Without wearing a mask, the infected person interacted at close range with a large number of unidentified persons.