

Common to all schools

May 15, 2020

## **Guidelines for staggering start times of school during temporary closure in Tsukuba City.**

### **<For teachers>**

Check your body temperature at home every morning and keep a close eye on your health condition. Always wear a mask both inside and outside and wash your hands. Always be vigilant to prevent infection and instruct your students as follows:

- Make sure that students sanitize their hands and confirm whether they are wearing a mask or not when they come to school. If not, provide them with a mask from the spares at school.
- Check all students' health check sheets, and if some students have checked any of the boxes, a designated teacher will take them to room A (a separate room) and measure their body temperature and observe their physical condition. Also, do the same thing in room B (another separate room) for students who have not brought their health check sheet.
- To prevent students from close contact with each other at the school entrance when they arrive and leave school, instruct them to keep more than 1 meter distance from each other. Instruct them according to the conditions at your school.
- Make students wash their hands in each break time. When doing so, ensure that students do not cluster together, and make them wash their hands one by one.
- Always require students to wear a mask both inside and outside.
- Encourage students to drink enough water in break time and prevent them from suffering heatstroke.
- In order to avoid 3-Cs, change your teaching plan accordingly. For the meantime, avoid any learning activities that run the risk of causing infection to spread.  
Examples of activities to be avoided:
  - Singing or activities with close physical contact in closed spaces or small rooms.
  - Cooking classes.
  - Sports with closer physical contact.
- Hold classes with a maximum of about 20 students per class.
- Instruct students to keep more than 1 meter distance between each student on the way to and from school. Place desks and chairs more than 1 meter apart and avoid overlapping desks.
- Keep more than 1 meter distance from teacher to student seated at the front of the class.
  - Ensure that students refrain from talking in close proximity, or in a loud voice.
  - Open diagonal windows in the class for maximum ventilation.

- Sterilize any place where teachers and students touch with their hands, such as handrails and doorknobs, 3 times a day.
- Sterilize not only toilets but also places that many people touch such as switches and door knobs, 3 times a day
- Make sick students rest in a separate room, except for the school nurse's office, and contact to parents/guardians immediately.
- Contact any student who fails to attend school due to anxiety from coronavirus infection or who is self-isolating at home, by phone, e-mail or post.

\*Guidelines for lunch time will be added in due course.

\*Break time is 5~10 minutes.

### **<For guardians and students>**

- Check your body temperature at home every morning, write it down on your health check sheet, and bring it to school.
  - \* A health check application called "Medical Consultation Application LEBER" is scheduled to be introduced in the near future.
- Stay at home if your body temperature is higher than usual or if you have cold-like symptoms.
- Bring your water bottle for adequate hydration.
- Wear a mask on the way to and from school.
- Keep more than 1 meter distance from each other on the way to and from school.
- Sanitize your hands at the school entrance upon arrival.
- Wash your hands before entering each classroom and during break times. Bring your own towel or handkerchief and change it everyday. Do not share it with others.
- Always wear a mask both inside and outside.
- Refrain from talking in close proximity to others, or in a loud voice.
- Tell your teacher immediately when you feel sick. Do not suffer in silence.

Education Bureau of Tsukuba City.