

Revised COVID-19 Guidelines

The management of Gymboree International School and Gymboree Play & Music has decided to implement the following guidelines to prevent the spread of COVID-19 and protect the health and safety of our members and staff. We request your understanding and commitment.

【Initiatives Regarding Staff and Site Safety Management】

1. We will enforce that all staff take their temperature when they arrive at work and are careful about their health daily.
2. Staff who have a temperature of 37.2°C or higher will be requested to go home immediately.
3. We will require all staff to wear masks, wash their hands regularly and use Listerine to gargle on a regular basis.
4. We will make a list of all people who enter the school on a daily basis for health management purposes.
5. All children will be requested to take their temperature and fill out the health check sheet at the reception desk.
6. Children will be asked not to participate if they have a fever of 37.2°C or higher.
7. All children will be requested to wash their hands and gargle with disposable paper cups after each lesson (for preschool and after school on an hourly basis) and all children over 2 years old will also be requested to wear masks while at the site.

***Wash hands & gargle at**

9:00, 10:00, 11:00, 11:45, 1:30, 3:00, 3:30, 4:00, 5:00, (6:00)

【Initiatives Regarding the School Environment】

1. We will make a list of all people who enter the school daily.
2. We will use a non-contact thermometer for children/adults at all sites.
3. We will always place alcohol gel at the entrance of each location.
4. We will control the air environment using air ventilation and air conditioning.
5. We will disinfect door knobs and handles on a regular basis.
6. We will carefully disinfect the classrooms and props after each class.
7. We will sterilize the sites using hypochlorous acid disinfectant after the class.
8. We will open the doors to ventilate and sanitize the site except the class time
9. Play Gyms and use of the lobby will be prohibited until further notice.
10. We will remove all carpets and rugs at Sugunami Asagaya/Yokohama Bashamichi sites.
11. We will use the steam cleaners to clean carpets and rugs at Motoazabu/Jiyugaoka sites.
12. We will clean the tables using disinfectant after each class.
13. We will place a **Dirty Toy Clean-up Box** in each room and collect used toys after each class and play gym.

【Classroom management】

1. We will limit the number of people in each room depending on the size of the room.
 PRESCHOOL: PREP – 6 pairs, 2-3YRS – 16 children, 3-4YRS – 16 children
 AFTER SCHOOL: KINDER – 18 children, ELEMENTARY – 18 children
 MOMMY & ME: Gym/Music/Art – 6 children, Sports/Global Kids/Saturday – 15 children
 * We will accept one preview student(pair) in each class
2. We will use the individual cushions to sit on at intervals of 50 cm during circle time or other sitting time on the floor.
3. We will use toys and materials that can be disinfected easily (no soft toys or cloth materials)
4. Children will always use hand sanitizer before playing with toys.
5. We will avoid having children sit facing each other/next to one another (if they do, sit at intervals of 50 cm)
6. We will guide children to line up at intervals of 50 cm.

7. We will wear masks when going out to park for the purpose of hygiene control.
8. Only teachers will read books for children.

【Pick up services】

- 1.Children who has a temperature of 37.2°C or higher will be requested not to get on the school bus (Children will be requested to take their temperature before getting on the bus)
- 2.Children who has a temperature of 37.2°C or higher will be requested not to get on the pick-up van.

*If we cannot secure the safety of the child at the pick-up site, our staff will pick up the child by taxi and s/he will be waiting for her parent in another room at Gymboree.

【Our Requests to Our Members】

1. When entering our locations, all adults will be required to wear masks and use the hand gel at the entrance.
2. All children will be requested to wear masks at the site.
3. All children and parents (guardians) will be requested to take their temperature before they enter the site.
4. All children will be requested to wash their hands and gargle after each lesson.
5. We will ask the members to fill out the health check sheet. Members with fevers or cold symptoms will be asked not to participate.
6. If a child or her guardian to pick up the child has a fever of 37.2°C or higher, we will request the child not to participate the class.

7 If a child has a fever of 37.2°C or higher during preschool or after school, we will request that a guardian comes and picks them up as soon as possible (within 30 minutes at the latest).

- 8 Children and guardians who have had a fever will be requested to stay home for more than 48 hours after their fever has gone away.
- 9 Children and guardians with respiratory symptoms will not be able to participate.
① ※ This applies to viruses other than COVID-19 as well.
- 10 Customers who have been in contact with people who have influenza or COVID-19 are strongly asked to stay home.
- 11 We will restrict entry if we feel that a customer (child or guardian) is not in good health.

【Procedures to be Taken When A Member of Staff Becomes Infected】

◇We will request that members/staff follow the below procedures and reports to us immediately if they or someone they are in close contact with becomes infected.

1. When a member/staff or someone they are in close contact with has become infected
⇒We request that they inform school management as soon as possible
2. When a member/staff or someone they are in close contact with travels abroad or interacts with someone who is infected
⇒Please contact the returnee / contact person consultation center established by each prefecture and follow the instructions.
⇒Then, as in (1), please report to the school management.
⇒Even if the consultation center determines that there is no problem, please stay home for at least 14 days from the day you return to Japan or the day you were in contact with an infected person
3. When you are one of your family members have the following symptoms:

✓ Cold symptoms and fever of 37.5 ° C or higher for 4 days or more

✓ Strong drowsiness or breathlessness

⇒ (2) In the same way, contact the Returnees / Contacts Consultation Center established by the prefecture and follow the instructions.

⇒ Then like (1) and (2) please report to school management.

◇ When someone infected with COVID-19 visits the school

If an infected person visits or uses our school within 2 days prior to the onset of symptoms, and someone at the school is defined as a close contact of the infected person, we will follow the guidance of the public health center. If we are told to close the school building, we will disinfect the facility as advised by the public health center and follow their procedures regarding the school closure. We will follow the rules of the public health center in regards to confirming the date when the infected individual can return to the school.

◇ When a Close Contact of someone with COVID-19 visits the school

If a close contact visits or uses our school within 2 days prior to the onset of symptoms, and someone at the school is defined as a close contact of the infected person, we will follow the guidance of the public health center.

<When the PCR Test of the Close Contact is Positive>

We will follow the guidance of the public health center. If we are told to close the school building, we will disinfect the facility as advised by the public health center and follow their procedures regarding the school closure. We will follow the rules of the public health center in regards to confirming the date when the infected individual can return to the school.

<When the PCR Test of the Close Contact is Negative>

After the PCR test is conducted, the close contact will be suspended from using the facility for 2 weeks from the day after the last contact with the infected person. (However, we will also follow any separate guidance from the public health center.)

【Other】

It is the responsibility of each family to decide when their child will return to Gymboree. These guidelines may be changed without notice.

For Inquiries: Please contact each school using the below emails.

Gymboree International School Motoazabu(Hiroo)	gis-motoazabu@gymboglobal.jp
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