

(Markups and questions in docs distributed 3/8/21)

Southeast Japanese School COVID-19 Safety Protocols and Procedures

The opening of activities will be in alignment with the California Department of Health and Los Angeles County Health Care Agency guidelines. When we are allowed to resume our activities the following safety equipment and protocols below must be followed. Additionally, each club will provide their Club Safety Protocols and Procedures” and obtain the approval of the COVID Committee before resuming activities at the center.

We cannot eliminate the risks of COVID-19 transmission but the implementation of our safety protocols and procedures will greatly reduce the risks.

Safety procedures and protective equipment at the center

- Provide hand washing stations
- Provide contactless hand sanitizers at each entrances *the 3 main*
- Spray long lasting disinfectant on walls, chairs, tables, door knobs, handles and other high contact areas periodically
- Post messaging signs throughout the facility and provide protocol leaflets.
- Change A/C filters on a regular basis *← Evaluate HVAC system to assure adequate ventilation and filtration*
- Provide fans for air circulation
- Place air purifiers in small rooms
- Provide questionnaire to answer prior to participating in the activities.
- Provide isolation room for people experiencing signs of illness with signage listing protocols and procedures to follow.
- Provide training to all COVID-19 managers

Each Club must

- Spray or wipe disinfectant on all equipment before and after use, *as needed*
- Make available extra masks and/or face shields and gloves for participants. *← appropriate PPE (personal protective equipment, e.g. masks, face shields, or gloves)*
- Screen participants and guests prior to participation for COVID-19 symptoms and possible contact with a person testing positive
- Take temperature of all participants, guests and staff prior to participation of activities
- Obtain COVID -19 waiver from everyone participating

- Purchase a contactless thermometer and take temperature of everyone prior to entry. (100.3 or more cannot participate in activities)
- Open windows and doors, turn A/C fan on to give adequate air circulation
- Assign one or more COVID-19 managers who will manage the protocols and procedures

Each Participants, guests and staff must

- Sanitize hands ^{or wash upon entering the building} [using the contactless dispensers located at each entrance or wash hands.]
- Wear ^{an effective mask that covers the nose and mouth} [a mask at all times whenever and wherever possible]
- Maintain social distancing of 6 or more feet whenever possible.
- Wash hands frequently with soap and water and ~~do not touch~~ face ^{avoid touching}
- Not Handshake
- ? • ~~Cover your coughs and sneezes with tissue and dispose. Wash hands immediately. If you do not have a tissue use your elbow~~]
- Not share water bottles, writing instruments or other sharable items
- Be mindful of others and act with their best interest
- ? • ~~Carry a hand sanitizer having a least 60% alcohol or 70% Isopropanol to use when unable to wash your hands~~]
- Perform personal screening at home before coming to the center.
 - a. ~~Take temperature (stay home if 100.3 degree or more)~~
 - b. Stay home If not feeling well or show symptoms of a flu or COVID-19, [?] ~~[12 hours or more before arriving]~~
 - c. Stay home If anyone in your household has COVID-19.
- ^{Notify your COVID manager if you enter quarantine (due to experiencing symptoms of COVID-19) or isolation (due to testing positive for COVID-19) within 72 hours of attending an activity at the center}

Southeast Japanese School Club Safety Protocols and Procedures

Each club must submit their own protocol and procedures to assure the safety and well-being of their members. The COVID committee must approve the measures before the club can resume activities at the center.

Each Club must provide a list of COVID managers to the committee. These managers are responsible to ^{ensure} ~~assure~~ everyone is ~~following and~~ adhering to the center's and clubs protocols and procedures.

Southeast Japanese School

Set of questions to ask before participation.

Note: to participate in Center activities, you agree to comply with Center and club COVID-19 protocols.

Do **YOU** or **ANYONE** in your household have any symptom(s) of COVID-19?

- Loss sense of taste or smell
- Temperature over 100.3
- Coughing
- Shortness of breath or trouble breathing
- Sore Throat
- Vomiting, Nausea
- Diarrhea
- Extreme fatigue
- Nasal Congestion
- Body ache, headache
- Chills

Are you or anyone in your household currently, or within the past 7 days, in quarantine (due to exposure to or experiencing symptoms of COVID-19) or isolation (due to testing positive for COVID-19)?

~~Have **YOU** or **ANYONE** in your household had contact with someone who tested positive with COVID-19 and is,~~

- ~~• Currently in quarantine?~~
- ~~• Out of quarantine for less than 7 days.~~

If you answer yes to any of the questions, we ask you not to participate in today's activities.

Southeast Japanese School Attendance sheet

(Make a master attendance sheet and update as new names are added)

Date: _____ CLUB: _____

Participant/Guest Name	Cell Phone	Email	Time In	Time out
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
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<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____	_____

Southeast Japanese School Emergency Contact list

CLUB:

Participant Name:	Contact person (Do not list yourself)	Cell number	Email

Southeast Japanese School

Person with illness symptoms developed during or after the center activity

Name of person _____

Club: _____

Date: _____ Time: _____

Describe illness symptoms:

Give participant/guest "Letter A" center's instruction for those who become ill during or 48 hours after attending the center activity.

within 72

Southeast Japanese School

COVID Manager Duties and responsibilities

CLUB: _____ Manager name: _____

The safety and well-being of our staff, participants and guests is our greatest responsibility during this pandemic. We require you to assure everyone follows the protocols and procedures the center and your club have set forth

Upon arrival

1. All participants must read the set of questions (Exhibit 1) 24 hours prior to arriving. The same questions will be placed at the entrances. Everyone must confirm verbally they read and can answer negative to all [✓] questions.
2. Take temperature –must be 100.3 degrees or less screening
3. A dated Attendance sheet is filled out (Keep in binder)
4. Emergency contact list is reviewed to be sure participant information has been updated (Keep in binder)
5. Make sure everyone has mask and/or face shield on
6. Everyone uses hand sanitizer or washes hand upon entering building
7. Ensure Watch to assure social distancing is followed
8. Assure all club protocols are being followed

Person becomes ill at the center and they cannot be sent home or wait outside

1. Take to isolation room
2. Be sure to have your mask, face shield and gloves on.
3. Fill out illness symptoms form
4. Be sure ill person washes their hands keeps a face mask and gloves on
5. Turn on air purifier and HVAC fan.
6. Leave the room once the person is comfortable and protected
7. Give the procedures they must follow before they can return. (Letter A)
8. Spray the room with a disinfectant and wipe down all area touched with a disinfectant wipe.
9. Once the person is gone turn off air purifier and HVAC fan before locking the room.

- 10. Discard mask, face shields and gloves in plastic bag and dispose properly. Wash hands with soap and water immediately and do not touch your face. (Recommend placing a change of clothes and plastic bag in your car to place infected clothing)
- 11. If you do not change your clothes at the center, upon returning home remove all clothing and place in washing machine or in a plastic bag to be washed later. Wash hands and shower
- 12. Promptly, contact the Covid committee members. ~~Call or text the incident and email the illness and attendance sheet to the committee.~~
- 13. ~~Inform all individuals on the attendance sheet by sending the center's contact tracing "Letter B".~~
- 14. ~~Stay in contact with the infected person and those on the attendance sheet (contact tracing) form to get updated information on their condition. Keep the committee informed and updated.~~

Participant informs you ~~48 hours after the activity~~ that they developed COVID symptoms and later testing positive.

within 72 hours of the activity

- 1. Inform all participants they have been exposed by sending the Center contact tracing "Letter B". This letter must be sent even though some people have downloaded a contact app.

Covid committee contact information

Dean Wada	Cell (714)-651-5198	Email: Dwada@jatai.net
Kimie Matsumoto	Cell (562)-926-2536	Email: Kimimatsu@yahoo.com
Ernie Nishii	Cell (Email: ernie.nishii@gmail.com

Each club will keep the COVID committee informed and updated, while maintaining member privacy. The COVID committee will keep all clubs informed and updated, while maintaining club privacy.

Southeast Japanese School (Letter B)

Center Policies and Procedures

Positive test results of a participant

(Contact Tracing)

You have received this ^{notification} ~~letter~~ because a participant in ^{the activity you attended on} ~~your recent activity~~ has tested positive for COVID-19. The center has established guidelines for you to follow for your safety and others before returning.

~~Center~~

It is the center's policy that we keep a safe and healthy environment for all participants and guest at the center. Covid-19 is serious and requires strict enforcement of this policy.

Therefore all participants listed on the attendance sheet cannot return to the center for a **minimum of 10 days** ^{after the date of the activity} even if you exhibit no symptoms. COVID manager will inform you when it is safe to return.

To resume participation, protocols to reenter the center must be followed such as answering the questionnaire, taking temperature, wearing masks, washing hands and social distancing.

Individual

(see pg 10a, next page)

Most importantly you must ~~feel safe along with your household members.~~

- ~~1. It is recommended you practice self-quarantine for 14 days if you do not want to get tested.~~
- ~~2. If you prefer to get tested, it is recommended to wait 72 hours after you have been exposed before getting tested. Testing too early may give a false result.~~
- ~~3. If tested for COVID-19 and the results are:~~
 - ~~a. NEGATIVE can return to the center when the COVID manager informs you it is safe to return.~~
 - ~~b. POSITIVE result participant must self-quarantine for 10 days from date of test. After all symptoms subside wait 72 hours minimum before you are allowed to return. COVID manager will inform you when you can return.~~
 - ~~c. Notify your club COVID19 manager of the results immediately and keep them updated.~~

(for bottom of "Letter B")

Protocol after receiving this notification

1. If you have symptoms, contact your doctor and get tested. It is recommended to wait 72 hrs after exposure for testing. Testing too early may give a false negative result.
2. If you have a positive test, you require 10 days (following testing) of isolation. After all symptoms subside, 72 hr minimum wait period before you are allowed to return.
3. If you have no symptoms and a negative test, quarantine for 7 days after exposure
4. If you have no symptoms and are not tested, quarantine for 10 days after exposure
5. Notify your COVID manager immediately of any test results.
6. You cannot return to the Center while you are under quarantine or isolation. Update your COVID manager of your condition before returning.

Southeast Japanese School (Letter A)

Participant/Guest who become ill
during or ~~48~~ hours after attending the center activity
within 72

Instructions to follow before returning

1. ~~Suggest contacting~~ ^{contact} your doctor to determine if you have COVID. ^{Even} If the doctor confirms you do not have COVID, you cannot return until all symptoms no longer persist.
2. ~~Recommend COVID testing.~~ *Get tested for COVID-19*
3. ~~If [tested for COVID-19 and] the results are:~~
 - a. ~~NEGATIVE and all symptoms subsides after~~ ^{after all symptoms subside} 72 hours, ^{can} return to the center.
 - b. ~~POSITIVE result~~ participant must self- quarantine for 10 days from date of test. After all symptoms subside wait 72 hours minimum before you are allowed to return.
 - c. Notify your club COVID19 manager of the results immediately and keep them updated.
 - ~~d. COVID manager gives final okay to return.~~
3. ~~e.~~ If you are unwilling to see a doctor or get tested
You cannot return for 14 days from date you experienced the symptoms and must notify the Covid Manager of your status. You must not exhibit any symptoms before returning and adhere to all the center and club protocols.



Southeast Japanese School & Community Center

14615 Gridley Road, Norwalk, CA 90650 • (562) 863-5996

Liability Release Waiver – COVID-19

need to cover clubs

In consideration of my participation in the Southeast Japanese School (SEJS) and Community Center activities, I, the undersigned

need lines for name of undersigned and name of child

1. Confirm that I have taken good note of the SEJS COVID PROTOCOLS and hereby undertake comply with it.

2. Acknowledge and agree to the following:

a. I am aware of the existence of the risk my participation in the SEJS activities and my participation may cause illness such as, COVID 19.

b. I have not experienced symptoms such as fever, fatigue, difficulty breathing, cough, loss of taste or smell or any other symptoms relating to COVID-19 within the last 14 days.

c. I have not been, nor any of my family members, friends or co-workers whom I live or work with been diagnosed to be infected of COVID-19 virus within the last 30 days.

3. And, following the pronouncements above I hereby declare the following

3 a. I am fully and personally responsible for my own safety and actions while and during my participation and I recognize that I may be in any case be at risk of contracting COVID-19.

4 b. With full knowledge of the risk involved, I hereby release, waive, discharge the SEJS of any and all liabilities, claims, demands, actions and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any SEJS activities while in, on, or around the premises or while using the facilities that may lead to unintended exposure or harm due to COVID-19.

See P9 IZA (next page)

By signing below, I acknowledge that I have read the foregoing Liability Release Waiver and understand its content. I am at least (18) years old and fully competent to give my consent. I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed. I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same and free from any inducement or representation.

~~This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.~~

(This whole waiver needs to be rewritten to be the general waiver, updated to include illness (e.g. MRSA, influenza, COVID-19, etc. See pg12b for example)

Date Signed: _____ Participant Signature: _____

If participant under (18) years of age requires signature of Parent or Guardian

Signed on behalf of (Participant name) _____

Parent or Guardian Signature: _____

(top of minimally updated waiver)

I, _____, acknowledge that I have voluntarily applied, or
(print name)

have voluntarily allowed my child _____, to apply, to
(print child's name)

participate in activities at the Southeast Japanese School and Community Center (hereinafter, any and all affiliated organizations and clubs are referred to as "SEJS"). I, the undersigned

1. Confirm that I have taken good note of SEJS COVID PROTOCOLS and hereby undertake to comply with them.
2. Am aware that participation in SEJS activities may result in exposure to illnesses, such as COVID-19.
3. Am fully and personally responsible for my own safety and actions while participating in SEJS activities.
4. With full knowledge of the risk involved, I hereby release, waive, and discharge SEJS of any all liabilities, claims, {... remainder ...}

(Example for fully updated waiver)



**AGREEMENT, WAIVER AND RELEASE FROM LIABILITY
(All United States Kendo Federation)**

1. **Voluntary Participation.** I, _____, acknowledge that I have
(print name)
voluntarily applied, or have voluntarily allowed my child _____ to apply, to
(print child's name)
participate in kendo instruction and training at a dojo, club or federation which is affiliated with the All United States Kendo Federation (hereinafter, any and all affiliated dojo, clubs, federations are referred to as "AUSKF").

2. **Assumption of Risk.** I AM AWARE THAT PARTICIPATION IN KENDO, AS IN ANY SPORT OR PHYSICAL ACTIVITY, MAY RESULT IN PHYSICAL INJURY, EXPOSURE TO ILLNESS (E.G. MRSA, INFLUENZA, COVID-19, ETC.), DAMAGE TO PROPERTY, AND, IN RARE INSTANCES, EVEN DEATH. I AM VOLUNTARILY PARTICIPATING, OR ALLOWING MY CHILD TO PARTICIPATE, IN THIS ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED, HEREBY AGREE TO ACCEPT ANY AND ALL RISKS OF INJURY, DAMAGE, AND/OR DEATH, AND VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE. _____.

IN ADDITION, I WILLING AGREE TO COMPLY WITH ANY STATED AND CUSTOMARY TERMS AND CONDITIONS FOR PARTICIPATION. IF I OBSERVE ANY SIGNIFICANT HAZARD DURING MY PRESENCE OR PARTICIPATION, I WILL REMOVE MYSELF FROM PARTICIPATION AND IMMEDIATELY NOTIFY THE NEAREST OFFICIAL. VERIFY THIS STATEMENT BY PLACING MY INITIALS HERE. _____.

3. **Waiver and Release.** As consideration for being permitted by AUSKF to participate in these activities and use related facilities, I hereby agree that I, my assignees, heirs, distributees, guardians, and legal representatives will not make a claim against, sue, or attack the property of AUSKF on account of injury, damage, or death resulting from the gross negligence, recklessness or other acts or omissions (both known and unknown), however caused, by any employee, agent, or contractor of AUSKF as a result of my, or my child's, participation in kendo. I hereby knowingly and voluntarily waive and release AUSKF from all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, and legal representatives now have or may hereafter have for injury, damage or death resulting from my, or my child's, participation in kendo.

4. **Knowing and Voluntary Execution.** I HAVE CAREFULLY READ THIS RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN AUSKF AND ME AND SIGN IT OF MY OWN FREE WILL.

Executed on [date] _____ at [city] _____, [state] _____.

*Signature of participant or, if participant is a minor,
signature of participant's parent or guardian*

Print name

DECLARATION OF WITNESS

I certify that _____ [above participant/parent of participant]
acknowledged in my presence that he/she read and fully understood the meaning and consequences of the above release, and signed it in my presence.

Executed on [date] _____ at [city] _____, [state] _____.

Signature of witness

Print name