

# Southeast Japanese School and Community Center

## 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 south entrance only
- Spray long lasting disinfectant on walls, chairs, tables, door knobs, handles and other high contact areas periodically
- Post messaging signs throughout the facility.
- Change A/C filters regularly
- Provide fans for air circulation where necessary
- Place air purifiers in classrooms where necessary
- Provide questionnaire to answer prior to participating in center activities.
- Provide isolation room for people experiencing signs of illness.
- Provide training to all COVID managers

### Each Club must

- Spray or wipe disinfectant on all equipment used
- Make available extra masks and/or face shields and gloves for participants.
- 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 (One Time)

- 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 managers who will manage the protocols and procedures

Each Participants, guests and staff must

- Wear a mask that effectively covers your nose and mouth at all times
- Sanitize or wash hands regularly
- Maintain social distancing of 6 or more feet whenever possible.
- Wash hands frequently with soap and water and avoid touching face
- Not Handshake
- 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,
  - c. Stay home if anyone in your household has COVID-19.
- Notify your COVID manager if you have entered into quarantine because of Covid 19 symptoms.

## Southeast Japanese School and Community Center 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 assure everyone is following and adhering to the center's and clubs protocols and procedures.

Southeast Japanese School and Community Center  
Set of questions to ask before participation.

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

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 and Community Center Attendance sheet

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

Date: \_\_\_\_\_ CLUB: \_\_\_\_\_

| Participant/Guest Name         | Time In | Time out |
|--------------------------------|---------|----------|
| <input type="checkbox"/> _____ | _____   | _____    |
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# Southeast Japanese School and Community Center Emergency Contact list

CLUB:

| Participant Name: | Contact person<br>(Do not list yourself) | Cell number | Email |
|-------------------|--|-------------|-------|
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## Southeast Japanese School and Community Center

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 within 72 hours of center activity.

# Southeast Japanese School and Community Center

## 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 screening questions 24 hours prior to arriving. The same questions are 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
3. 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. Watch to ensure social distancing is followed
8. Assure all club protocols are being followed

### Person becomes ill at the center

1. Take to isolation room (door to remain unlocked at all times)
2. Be sure to have your mask, face shield and gloves on.
3. Be sure ill person washes their hands keeps a face mask and gloves on
4. Turn on air purifier and HVAC fan.
5. Fill out illness symptoms form
6. Give Instructions to follow before returning to the center (Letter A)
7. If they have transportation they can leave
8. If participant has no transportation, contact person on emergency list
  - a. Leave the room once the person is comfortable and protected as he or she waits for their ride.
9. When room is empty
  - a. Spray the room with a disinfectant and wipe down all area touched with a disinfectant wipe.
  - b. Turn off air purifier and HVAC fan before leaving 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 wash 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. Stay in contact with the infected person for updates on their condition
14. If the person informs you they have COVID 19 then send Letter B to all participants/guests on the attendance sheet (contact tracing). Keep the committee and club leadership informed and updated.

**Participant informs you that they developed COVID symptoms within 72 hours of center activity and later tested positive.**

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.

**Important: For privacy purposes you are not to divulge the name of the person to anyone, except club leadership and the COVID committee.**

COVID committee contact information

|                 |                     |                               |
|-----------------|---------------------|-------------------------------|
| Dean Wada       | Cell (714)-651-5198 | Email: Dwada@jatai.net        |
| Kimie Matsumoto | (562)-926-2536      | Email: Kimimatsu@yahoo.com    |
| Ernie Nishii    | Cell (714) 553-3663 | Email: Ernie.nishii@gmail.com |

# Southeast Japanese School and Community Center (Letter B)

## Positive test results of a participant (Contact Tracing)

You have received this notification because a participant in the activity you recently attended on (date) \_\_\_\_\_ has tested positive for COVID-19. The center has established guidelines for you to follow for your safety and others before returning.

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 activity even if you exhibit no symptoms. You are allowed to return when COVID manager and club leadership inform you 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**

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

1. It is recommended you practice self-quarantine for 10 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 you tested for COVID-19 and the results are:
  - a. **NEGATIVE:** can return to the center when the minimum 10 days has passed and when COVID manager and club leadership informs you it is safe to return.
  - b. **POSITIVE:** must self- quarantine for 10 days from date of test. After all symptoms subside wait 72 hours minimum before you are allowed to return and when COVID manager and club leadership inform you it is safe to return
4. Notify your club COVID manager immediately of the steps you have taken and the results of any test.

# Southeast Japanese School and Community Center (Letter A)

Participant/Guest who become ill  
during or within 72 hours of center activity

## Instructions to follow before returning

1. It is recommended you practice self-quarantine for 10 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 and when COVID manager and club leadership informs you it is safe to return.
  - b. POSITIVE: must self- quarantine for 10 days from date of test. After all symptoms subside wait 72 hours minimum before you are allowed to return and when COVID manager and club leadership informs you it is safe to return.
4. Notify your club COVID manager immediately of the steps you have taken and the results of any test.