



We Welcome, We Encourage, We Learn.

Latest update: 21st Sept 2020

Scoil na Croise Naofa

Covid-19 Response Plan

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Covid-19 Response Plan

1. Introduction:

This Covid-19 Response Plan was drawn up in August 2020. The initial draft document was drawn up by the In-School Management Team, following instruction from the Board of Management to do so. The Lead Worker Representative is a member of the ISM Team and therefore was present at the meeting. The document was then circulated to staff for feedback, adapted and ratified by the Board of Management on 20th August 2020

The plan was then communicated with all members of the school community – Staff, pupils and parents. It will also available on our school website

The Scoil na Croise Naofa Covid-19 Response Plan will be monitored, reviewed and updated regularly, based on the experiences of our first day / week / month etc. back at school.

2. Lead Worker Representative

Lead Worker Representative (LWR):	David Hayes	(Teacher)
Deputy LWR:	David O' Donoghue	(Caretaker)

3. Social Distancing

Social distancing should be respected by all in the school, where possible. 2m ideally (or 1m as per DES Guidelines for schools) should be maintained between all persons, where possible.

Corridors: On school corridors, social distancing should be possible – and therefore we do not have an INTERNAL one-way system in place. It is recommended that everyone walk on the LEFT of the corridor to assist with this. Signs are place.

Classrooms – Pods & Bubbles: As social distancing will not be possible / required in class settings, the following arrangements are in place:

Junior-2nd

- Social distancing is NOT a prerequisite in the junior classes as per DES Guidelines, though it will be encouraged.
- However, it is recommended that the class be grouped in to 'PODS of no more than 6 pupils and that physical interaction between the pods be limited as much as is practically possible. Pupils should remain in these pods as much as possible.



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- Toys and resources maybe be shared by pupils in a pod, but where practically possible pupils will be provided with their own items for personal use. Storage containers have been purchased for toys from Early Start to Senior Infants to assist with this.
- Teachers / staff may move from pod to pod throughout the day, as is necessary to work on topics / support children etc. Staff will be provided with PPE for use if social distancing is not possible. Visors and masks (medical grade & reusable) have been purchased and are available. Chin guard/shields have also been purchased.
- Teachers should plan the 'pods' as best as possible keeping in mind station teaching groups.

3rd to 6th Class

After measuring our classrooms, it will be possible to set up 1m socially distant seating for ALL pupils from 3rd to 6th Class, where pupils will be 1m apart, as per the DES Guidelines.

Stickers have been used to mark the flooring so that pupils know if their desk has moved during the day & re position it.

These pupils (though seated apart) should be put into & know their 'pods' in case there are occasions where full social distancing is not possible & this is required.

The DES guidelines and subsequent correspondence from the DES and Inspectorate both state that our Special Education Teachers can not be used to spilt a class up, therefore we will use above strategies to maintain social distancing between pupils as much as possible.

Parents will be informed that pupils can wear face coverings in school, if they so wish.

4. Staff Allocation

As per the DES Guidelines, we will aim to reduce the number of (changing) personnel working with a class group.

As a result, we have aimed to allocate one SET to work with one class, as much as is practically possible. This is also our aim with our SNAs.

Where it is not possible to assign an SET exclusively to one class, the SET will support the classes in two distinct blocks (E.g. Morning / Afternoon) and will not change several times between classes.

Also as per the DES Guidelines, SETs may be required to teach classes in the absence of teachers (and any subs would then cover the role of the SET). The Principal may also be used as a sub in a class.



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Our Home School Community Liaison (HSCL) Teacher from September 2020 is Ms. Maeve Heaphy and she will work closely with all members of staff and parents, as required.

The following is our revised Staff Allocation Plan for 2020/21:

Class & No of Pupils	Class teacher	Support teacher	SNA
Early Start	Carol Gaine	Carmel O Brien	
Junior Infants (19)	Shúin Murray	Deb O Donovan (until infants go home)	Carole Connelly
Senior Infants (24) (1 new pupil)	Anita Kelly	Éaibhín O Loughlin	Martina Griffin
1 st Class (20) (2 new pupils)	Niamh Doherty	Anne Roche	Shirley
2 nd Class (26)	Áine Kirby	Ciara Barry	Charlotte Boyle
3 rd Class (17) (1 new pupil)	Eve Cooney	Shane O' Connell (Until 11am) Deb O Donovan (After 1:30pm - Stations)	Carol O' Keeffe
4 th Class (22)	Jas McCarthy	(Sub for Tara Brosnan): Caragh Sugrue	Martina (After 1:30pm – Stations)
5 th Class (15)	Sara Petrie	Shane O' Connell (After 11:30pm)	Anne Deighan
6 th Class (26) (1 new pupil)	Dave Collins	Sarah Coughlan / Kathleen Crowley Éaibhin O Loughlin (After 1:30pm – Stations)	

Dave Hayes is our Behaviour Support Teacher.

These are initial allocations and will be monitored and reviewed after September, based on experience and the school circumstances at that time.

5. Arrival & Dismissal Procedures

- School gates will remain closed until 8:35am & opened at this time by the caretaker.
- All relevant school doors will be opened at 8:40am and pupils may enter from this time.



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- Parents will not be admitted to the school with their child (except for Early Start & Junior Infants as necessary in the early days.
- Each class group will be assigned an entry / exit door. The assigned door are:
 - Early Start: Door by Early Start
 - Junior Infants: Main front door
 - Senior Infants: Emergency exit by the J.I. Support Teacher's room
 - 1st & 2nd Class: Emergency exit beside 1st Class
 - 3rd and 4th Class: Emergency exit door by their classroom (Door to side gate)
 - 5th Class: Door to the yard by 5th Class room
 - 6th Class: Emergency exit door 6th Class room
- A member of teaching staff will be present at both of the two gates & at the door entrances for Junior & Senior Infants each day. The ISM team have agreed to be on duty every morning.
- Hand sanitisers will be located at these door and children will sanitise their hands as they enter.
- All SNAs will be present IN their classrooms at 8:40am to assist with reminders about hand sanitising and supervision.
- 1st, 3rd and 5th Class will be dismissed at 2:25pm and will exit through their assigned door. Pupils will be reminded not to gather on school premises or at the school gate.
- 2nd, 4th and 6th will be dismissed at 2:30pm and will exit through their assigned door. Pupils will be reminded not to gather on school premises or at the school gate.
- The classes finishing at 2:25pm and 2:30pm will be rotated after the midterm break.
- Senior Infant collection will be at their entrance/exit door. Markers will be in place to encourage socially distant queue by parents on the path. *It is advised that parents of Senior Infants will enter school grounds through the main gate and exit through the side gate to assist with social distancing on what is a narrow path.*
- Junior Infants collection will be at the front door. Markers will be in place to encourage socially distant queue by parents on the path. *It is advised that parents of Junior Infant enter through the main pedestrian gate and exit through the carpark gate to assist with social distancing in this area.*
- Maps using photographs taken by drone will be used to give parents a visual of this. A video was made for parents and put on Facebook to explain further.



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6. Yard / Lunches

- There will be staggered yard times so that only one class is in the yard at a time.
- As per the DES Guidelines, children can interact with their classmates (even classmates not in their bubble) during play time as they are outdoors. However, class groups cannot mix.
- Classes will enter and exit through their own assigned doors, as with arrivals and dismissals.
- It is crucial that the times are stuck to, and that teachers on duty / class teachers etc are prompt at lunch times so that classes do not overlap etc.
- ***Please see the attached suggested Supervision Rota. This will be reviewed and monitored and updates as necessary, following our experiences in week one.***
- Carambola lunches will be provided as normal. Caretaker will deliver the crates to rooms. There can be no swapping of lunches etc. If a pupil does not want some of their lunch they must take it home. Any spare lunches can be distributed to pupils within that class.
- Empty Crates (or crate with leftovers) will be collected by the caretaker after school.

7. Junior Infants – First Day / First Week

- We recognise that the First Day of School is an important moment in all families' lives.
- It will be important for Junior Infant pupils and their parents to come to the class together.
- Arrival Time will be staggered into 3 groups on the first morning – 9:10am, 9:30am, 9:45am, to allow time for the Junior Infant pupil to be brought to the classroom and for parents to see that they are settled.
- The Junior Infant SET & SNA will support the Class Teacher in welcoming pupils and engaging pupils when the next 'group' arrives.
- The Junior Infant SET room may be used as an overflow room, to ensure social distancing during this period.



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- Parents may accompany JI pupils to the classroom door (but not inside the classroom) for the first number of days, if necessary, but where possible, once happy, it would be preferable that parents say good-bye to their child at the front door.
- JI Parents will be reminded to sanitise hands on arrival and departure and sign in for contact tracing purposes etc. (See Visitors below).

Ms Shúin Murray is the Junior Infant Teacher for 2020/21 and she recorded a video introducing herself to her pupils and giving them a tour of their classroom etc. This was posted on our website on Friday 21st August 2020 and on our Facebook page and parents of JI were made aware of it by text.

The J.I. teacher also consulted with Early Start staff, to discuss any pupils who attended E.S. in order to assist in grouping the class pods.

8. Special Education

- See revised allocation as above. As per the DES Guidelines the movement of SETs between classes will be reduced / limited as much as is practically possible.
- As per the DES Guidelines, it is envisaged that the majority of the SET support will be provided IN-Class initially.
- As of 21st September 2020, many SETs in consultation with their class teacher, have already begun to reduce the level of in-class support, and have started withdrawing pupils individually or in small groups, following the guidelines below.
- If withdrawal of a pupil(s), is deemed necessary, a SET may work with the child(ren) in their assigned room.
- The room (surfaces at which children sat / resources they used) must be cleaned thoroughly by the SET after each withdrawal.
- If more than one pupil is being withdrawn, these pupils will all come from within the same 'pod' in the class.
- Pupils should sit at least 1m apart in the SETs room where possible.
- Station Teaching: As per our DEIS Plan SIPs – Station Teaching is very important in our school. We hope that with the revised allocation of SETs and SNAs to classes that this will still be able to continue, as there will be 3 assigned staff members available most of the day. An independent station may also be possible.
- Class Teachers should as much as is possible, arrange seating so that pupils (even if 1m apart 3rd-6th) are grouped in PODS that will be suitable for Station Teaching.



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- As per DES Guidelines & our DEIS Wellbeing SIP – supporting the wellbeing of our pupils will be a priority in September. The SET working in Class will be invaluable for this. The DES Guidelines recommend using the Continuum of Support to document any additional wellbeing supports being put in place for the class / specific pupils.
- Student Support Plans: These are ordinarily drawn up by the end of September by SETs in collaboration with the Class Teacher, for pupils on Stage 2 and 3 of the Continuum of Support. As our emphasis will initially be on IN CLASS support, this will have an impact on SSPs.
- Where SETs have begun to withdraw pupils individually or in small groups, an SSP should be submitted to the Principal within 4 weeks of commencing this type of support (i.e. withdrawal).
- Our school approach to certain initiatives such as Reading Recovery, Maths Recovery, Happy Talk, Speech & Language UCC Students etc., have to be adapted initially in light of the DES Guidelines, and our initial priority of supporting pupils and teachers. This will be monitored and reviewed regularly.
- Reading Recovery & Maths recovery will be introduced in 1st Class at the end of September by Support Teacher Anne Roche. This has been decided in consultation with the class teacher and the Principal. All necessary precautions, with regards to PPE & cleaning, will be taken when working 1-to-1 with a pupil.
- Reading Recovery may be introduced in Senior Infants in Term 2. This will be done in consultation with the class teacher and the Principal.
- An adapted approach to the UCC Speech & Language Programme will be taken this year. This has been decided following a number of sessions of consultation with the Principal & Noreen O Loughlin Speech & Language Therapist.
 - Just two 4th year students will work with 3 pupils (individually) in 2nd Class for 6 sessions.
 - There will be two adults, and one child in the parents' room, and social distancing will be maintained.
 - Clear procedures have been drawn up with regards to social distancing, contact tracing, PPE & cleaning before, after and in between sessions.
 - Parental consent will be required & procedures drawn up will be explained to parents.
 - The visiting student & tutor will remain in parents' room at all times during their visits.
 - They will arrive after normal school start time, and will leave at approx. midday – to minimise any potential contacts.
 - Any review sessions with UCC students will take place off site – UCC students and tutor will be in the school for the sessions with pupils only, and no longer.
 - Sessions will not begin until late October (circa 21st / 22nd October.)



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○ All healthy and safety procedures associated with the sessions will be reviewed weekly.

- Our Behaviour Support Teacher – David Hayes – will not be assigned exclusively to work with any one class. He will be available to support pupils identified by their Class & SET teacher as needing additional support (Level 2 or 3 on Continuum) relating to their wellbeing. As he will be working with pupils across a variety of class levels, there will be stringent guidelines for him to follow relating to cleaning and hygiene.

9. Staff – Return to Work / Training / PPE

- All staff will need to fill in a 'Pre-Return to Work Questionnaire'. A new form should be completed, even if one was completed in June. This should be completed and returned no later than Wednesday 26th August 2020.
- All substitute teachers / SNAs will be asked to complete a "Pre-Return to Work Questionnaire", every time they begin a block of sub work.
- The names of all substitute teachers and SNAs will be posted daily on Aladdin, so all staff will be aware of the change in staff for the day.
- Any staff who falls into the "Very High Risk" category and feels they will be unable to return to work, should contact the School Principal ASAP to discuss this.
- Supports are available to school staff through the DES Occupational Health and wellbeing Programme – Spectrum Life. <https://www.spectrum.life/>
- PPE will be provided for all staff:
- Both disposable medical face masks & re-useable cotton face coverings have been purchased and will be available for use staff use. It is recognised that the medical grade face masks and cotton face coverings are acknowledged as the most effective form of PPE for staff. The DES Guidelines currently (as of 13/08/20) recommend that primary school staff WEAR face coverings / masks in schools, when they cannot remain a 2m social distance from pupils or each other. Staff members can use their own masks / face coverings if they would prefer, but they are available in school for staff to use / keep.
- SCENARIO: If a teacher is teaching at the top of the class and can remain socially distant from their pupils, then they may teach without a face covering (but optionally wear a shield). However if a teacher / SNA is working beside a child / in a group with a child / going around between children ... then the staff member must wear a face covering. Tape will be put down to mark the 'teacher's 2m zone' at the top of the classroom. This tape has been purchased and our caretaker will liaise with teachers about putting it down)



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- As we are aware of the importance of children being able to see adults' faces for expression, visual cues, language development and a variety of other reasons, staff will be provided with transparent face coverings also – Transparent chin guards / shields as well as face visors have been purchased and are available for each staff member to use. Once they receive a visor, they should write their name on it. The staff member is then responsible for cleaning, storing etc. their visor. Additional stocks of visors will be purchased as and when they become necessary to replace.
- Fibreglass screens for on table tops, have been be purchased for use in 1-to-1 situations (Special Education etc.) where social distancing may not be possible.
- All staff MUST SIGN IN DAILY. This is for contact tracing purposes and should be done as soon as is possible on arrival and immediately prior to departure. Sign in books are for this purpose only and each book will be shredded once 14 days after the last date in that book.
- There will be a specific sign-in/out BOOK for staff and it will be located outside the secretary's office every morning until 8:50am. Thereafter, the sign in folder will be INSIDE the Secretary's Office or in the Principal's Office. It is essential that staff members sign this every day.
- The Department of Education has provided online training webinars for staff and details of this has been circulated to staff. All members of staff must ensure they have completed the induction training. <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/#primary-school-induction>

10. Staff Communication / Staff Meetings

- ALL members of staff should check BOTH their Aladdin account and SCHOOL EMAIL account daily (twice a day if possible – in the morning and later in the day also), as this will be the main methods of communication for updates for all staff.
- Communication between the office and classrooms during the day will take place using the school intercom system.
- Staff may communicate with each other using their SCHOOL Email accounts / leaving an Aladdin Noticeboard message for each other. This is the preferred method of communication for NON-Urgent messages between staff.
- If there is an URGENT message that needs to be relayed to another staff member – the Class teacher may deliver the message themselves, leaving the SET & SNA supervising their class, or the SET or SNA may deliver the message.



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- Pupils should not be sent on 'jobs' for the foreseeable future. Movement around the school by both pupils and staff should be limited as much as is practically possible
- It is preferable if staff members did not use their own mobile phones / WhatsApp etc. to communicate with each other during the school day.

11. Communication with Parents

- Website and school Facebook is being regularly updated at the end of August.
 - An informational video / powerpoint explained the key points of the Covid-19 Response Plan for Parents:
 - Names of all class teachers and support teachers & SNAs working with classes.
 - Entrance/ doors for the different classes & will be provided with a map / photograph to assist.
 - Arrival & Dismissal Times
 - The information contained in the relevant sections of this Covid-19 Response Plan
- Parents are asked not to congregate outside the school building or school grounds once they have dropped off / collected their child and to leave the area as promptly as possible to avoid congregating or congestion.
- Parents have been advised that pupils cannot attend school for the 14 days following a trip abroad.
- We will attempt to confirm / clarify any incorrect contact numbers for parents during September, and gather email addresses where possible.
- Text to parents can be sent frequently, as necessary, from any individual teacher to a single / group of parents. If a class teacher needs a text to be sent to a parent(s) of a child(ren) their class, they should speak with the secretary or Principal.
- Homework journal can also be used to communicate with parents, as always.
- Meetings between parents and teacher should be by appointment only. A room will be designed at the time and will be cleaned after.
- HSCL will be a key link with parents & class teachers should liaise with HSCL regarding any specific concerns / communications required.

12. Staffroom



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- It is very important that all staff members have at least one break every day. This has been taken into account in the Supervision Rota for Lunches.
- Staff are asked to use the main staffroom as their first option for break time. Each chair is 2m apart. There is a screen across the centre of the table in case the chairs move closer than 2m. 2 chairs are at each table. As a result **6 people** can now be in the staffroom at the one time.
- In the hall, there is an overflow area - with **FOUR chairs** and should be used only when the main staffroom is FULL. There will be an X where the chairs should be (in by wall so the hall is mostly clear and doesn't need rearrangement if a teacher comes to use it with their class). **The hall should be a secondary option...** especially as we move into colder / wetter weather and teachers may need to use the hall for PE other lessons etc.
- Staff members should take responsibility for cleaning the area they sat in as they leave. Wipes and disinfectant spray will be provided.
- A maximum of 2 persons should be in the kitchenette area at the one time. Please respect this and respect socially distance queuing while waiting.
- The Parents' Room will NOT be used as an overflow break room for staff. Guidelines from HSCL & TUSLA is that Parents' areas be kept staff & pupil free as much as possible and still made available to parents, in appropriately organised settings.
- The DES Guidelines recommend that all staff members use their own cup etc. On 31st August (or before) staff members may take one of the school mugs and keep it for their own exclusive use all year. After that, the school supply of mugs will no longer be available for use.
- School cutlery may be used, if staff wish and should be placed into the dishwasher. **Staff should NOT take cutlery etc OUT OF the dishwasher, even to wash themselves.** Additional stocks of cutlery will be purchased so that there should be ample supplies.
- **Staff always have the option of bringing their own cutlery etc. TO and FROM school with them if they prefer.**
- Central Supplies of Tea / Coffee will be available as always & will be located near the burker boiler.
- Hand Sanitiser is located in the kitchenette. ALL staff should sanitise their hands BEFORE and AFTER.



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- Signage with reminders re: these procedures will be located in the kitchenette.

13. Visitors

- ALL VISITORS MUST BE BY PRE-ARRANGED appointment only.
- STAFF are asked NOT to open the front door to visitors (other than someone they themselves have a pre-arranged appointment with). The secretary / principal should deal with these visitors.
- If the secretary / principal are not available to attend to the door, staff members should not allow the visitor to enter – and may (if they wish) advise the person outside that someone will attend to them shortly.
- Where possible visitors should STAY OUTSIDE the main door, especially if they do not have an appointment, or if they are a parents dropping / collecting a child.
- ALL visitors MUST sign the Visitor's Book, which will be located in the Secretary's Office (or outside it in her absence). This includes parents who are dropping an item to the office, no matter how brief they are on premises for. The Visitor's Book is GDPR compliant.
- Any visitor who is admitted past the office or meets a member of staff (other than the secretary) will have to complete a full Contact Tracing Form, when leaving. This Contact Tracing form is based on the template provided by the DES in their recent Guidelines. These forms will be filed securely in the office, for contact tracing purposes. They are for contact tracing purposes only, and will be shredded once 14 days have passed.
- SCP Co-ordinator, Music Generation Teacher, GAA Coaches and any regular visiting teacher etc. all MUST complete their full Contact Tracing Form upon leaving after every visit.
- There should be no visitors to classrooms for the foreseeable future
- Parents who need to collect a child early / late or drop something their child has forgotten etc. will visit the Secretary's Office. The secretary will contact the class teacher using the intercom system. The SNA / SET in the class can accompany a child going home early to the office / collect the item dropped in it.

14. Hand / Respiratory Hygiene

- Hand Sanitiser dispensers have been installed in all rooms in the school and at all entrances exits. More dispensers have been ordered for any area that is identified in the future as needing one. Appropriate signage will be installed at these locations.



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- Dispensers will be topped up regularly – or the Caretaker or LWR should be informed if running low.
- Regular handwashing will be encouraged throughout the day in class.
- Pupils (parents) have been asked to bring their own toilet bag (or simple zip lock bag) with their own
 - Hand sanitiser
 - Face cloth / cut up towel to dry hands
 - Own tissues

As part of homework pupils should be regularly reminded to replace / wash these.

EARLY START, Junior and Senior Infants will be using paper towel dispensers .

- Towels have been removed from staffrooms. Hand dryers are in place there. Disposal blue paper is also there (with bins) to dry hands. Dispensers for the blue paper will be installed.
- Early Start will also trial disposable paper cloths for hand drying.
- Handwashing should take place:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
- The HSE video 'how to wash your hands' will be made available to all staff and should be shared with pupils.
- There will be regular reminders of good coughing etiquette, by reminding staff / pupils / community and signage etc.

15. Illness / Covid-19 Case

- No staff member or pupil should come to school if they are displaying ANY Covid-19 Symptoms
 - a fever (high temperature - 38 degrees Celsius or above)
 - a new cough - this can be any kind of cough, not just dry



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- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Signage with these symptoms will be put at prominent locations (near gate & entrances) to remind parents not to send their child to school if they have one of the symptoms.
- The isolation room for suspect Covid-19 cases is:
 1. Photocopying Room / Old Office.
 2. The back-up room is the 'normal' staffroom.
 3. A further isolation room would be the music room.
 4. Principal's Office

All of these rooms will be stocked with the supplied outlined in the DES Guidelines – water, bowl, seat, signage for outside room etc. There will be no sign on the door unless it is in use. We do not need to refer to these rooms as Isolation rooms to children so as not to worry them unnecessarily.

- If a child displays or complains of any of the above symptoms, they should be removed immediately from the class and accompanied to the Isolation Room. The child should put on a face covering masks (these will be in a box in each room). The staff member should already be wearing one.
- The accompanying staff member should check the child's temperature (using the non contact thermometer). This should be recorded. The accompanying staff member then closes the door and waits outside. (Depending on age of child, if the child is distressed etc the staff member may wait INSIDE with the child, socially distanced, both wearing face coverings. A fibre glass partition can also be put between the child and staff member.
- A sign is placed on the door to state the isolation room is in use. Parents of the child are immediately contacted and (regardless of temperature) the child is sent home.
- If a staff member is feeling unwell (Covid-19 symptom), the same procedure is followed. Staff member is immediately isolated. The Principal / Deputy Principal discusses / assesses if they are well enough to drive home / arrange transport for them.
- The isolation room (and any other area that the unwell child / member of staff was in) will be fully disinfected as soon as possible.

Full Guidelines are available from the DES & will be followed exactly.

- As per "Schools Pathway for Covid-19, the Public Health Approach" "Schools do not need to inform parents that a pupil or teacher has been removed due to their



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symptoms. Other pupils or staff do not need to be removed from class. HSE Departments of Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed.

- As per the above if there is a confirmed case of Covid-19 reported in the school, the HSE will become immediately involved and will determine the close contacts of the case. These may include children within the same classroom pod and school staff working with the pod. The HSE will determine the course of action.
- If the HSE advises any staff member or pupil to restrict their movements or self-isolate, they may not return to school for 14 days, regardless of whether they have received Covid-19 negative or not. This is also the procedure for if a pupil or staff member returns from another country - they must restrict their movements for 14 days. This is due to the fact that symptoms may develop for up to 14 days.
- If a child or staff member is tested for Covid-19 due to symptoms, and receives a negative test result, they may return to work or school, once they are symptom free for 48 hours. The member of staff will need to complete Appendix B of Circular 49/2020 and submit it to the principal, along with a screen shot of the text for the Covid-19 Test Appointment & the HSE Covid-19 Test result .
- If any member of a pupil's household is referred for a Covid-19 test, no child from that household should attend school until a negative result has been received.
- If any member of a staff member's household is referred for a Covid-19 test, the staff member should not attend school until a negative result has been received. The member of staff will need to complete Appendix B of Circular 49/2020 and submit it to the principal, along with a screen shot of the text for the Covid-19 Test Appointment & the HSE Covid-19 Test result .
- The school will continue to work remotely with any pupil advised by HSE to self-isolate or restrict movement.

16. Contingency plan for working remotely

- Due to the lack of IT resources and reliable internet in the school community it is likely that any supports provided in the event of pupils/staff self-isolating or a partial / whole school closure would be in hard copy.
- Therefore, with support from SET and SNA, EVERY MONTH class teachers should devise two weeks' worth of worksheets to support pupils remotely. It is recommended that work for each 'day' include 3 sheets – numeracy, literacy and other.



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- Creating 2 weeks' worth of work packages each month will ensure that there will be an adequate bank of resources pre-prepared in the event of self-isolation measures or partial / full closure.
- In the event of self-isolation / closure, these sheets will be photocopied and delivered to parents via the most appropriate method at the time.
- Class teachers are also encouraged to carry out an audit of devices at home, by asking pupils if they have access to tablet / laptop / smart phone, in order to have a clearer understanding of potential for online support.
- School secretary & Principal will continue to gather as many emails as possible from parents.
- Once we have settled back into the new routine of school life, teachers may discuss further with the Principal and relevant staff trialling use of 'Google Classroom' or Seesaw etc.
- HSCL will research how best to support parents remotely – e.g. provide training re: Google Classroom etc.

17. Office Procedures

- **Only the school secretary and/or the school principal should enter the secretary's office (without the permission of the secretary / principal).** We will aim to man the office the majority of the day so there is always someone available by the intercom or to make a phone etc.
- The photocopier will remain in the old office. Please sanitise your hands BEFORE and AFTER you use the photocopier. Staff members may change the paper. But again, please ensure hands have been appropriately sanitised.
- A maximum of TWO persons can be in the photocopier room at any one time (STAFF ONLY – no pupils) and should respect social distancing.
- Photocopying paper will be left by the photocopier. Further stores of paper will be located in the Uniform Storeroom. The key to this is available from the school secretary 9am-1pm and from the Principal thereafter.
- Paper for use in the classrooms may be ordered from the school secretary and paid for using school supplies money.
- **FILING CABINETS:** The filing cabinets with pupils' files have been relocated to the storage room, within the new secretary's office. Files should be requested from the



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secretary between 9am-1pm, and from the Principal after 1pm. The Secretary / Principal will document (in a shared file) the name of the staff member taking the file, and the name of the pupil. It is important that files are signed out and back in, in this way.

- Teachers should remove files from the office for the shortest time frame possible, in order to prevent any file being unintentionally misplaced. Any lost or misplaced file is considered a GDPR breach, and the Data Protection Commissioner & parents would have to be informed of any such breach.

18. Cleaning

- Each classroom will be provided with a box of cleaning supplies containing
 - Disinfectant Spray (To be refilled using ZOFLORA)
 - Blue Roll / Kitchen Roll
 - Disinfectant Wipes
 - Dettol Disinfectant Aersol Spray (For hard and soft surfaces)
 - Box of gloves
 - Spare soaps
 - Cloths (Jay / Microfibre)
 - Masks
 - Bin bags
- These products will be circulated to classes on Thurs & Friday 27th and 28th August. The boxes for these will not arrive until Tuesday 1st Sept. Please store securely until then. A laminated check list for the cover of the box will be provided.
- There will be a large supply of these available in a central store.
- As per the DES guidelines all staff should take responsibility for the cleaning of their work area during the day.
- At the end of the school day 1st -6th class pupils should assist with the cleaning of their own desks by clearing their desks. Class teacher / SET / SNA should spray some disinfectant on to the desk & pupils wipe their desk using provided blue roll tissue.
- Each classroom & toilets will be cleaned thoroughly after school by the school cleaners. New cleaning rotas have been arranged.
- The school has also purchased a (disinfectant) fog-sprayer and this will be used to enhance this cleaning. It may also be used during the school day in an empty room (E.g. In between Early Start Class sessions, Sensory room, isolation room etc). A number of members of staff will receive training in how to use this, so there should always be some one on premises to assist with this.



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- It is recommended that classrooms be well ventilated throughout the school day – opening windows as much as possible / taking fresh air breaks.

19. Shared Resources / Books etc.

- As per DES Guidelines, shared use of resources will be reduced / limited where possible.
- Pupils / parents have been asked to provide their own pencils / colouring pencils etc as sharing will not be allowed.
- In all classes pupils books / resources / belongings should be stored in individual boxes). 3rd-6th already have these. They will be purchased for Juniors – 2nd (and Early Start, if required).
- Pupils should keep books that have been brought from home (used for homework etc) in their bag, where possible.
- Pupil's coats should be hung on the back of their chair, where possible. If, in wet weather there are some very coats, coat hangers may be used, with appropriate spacing between coats so they are not touching etc.
- Regularly used class-level specific resources (e.g. a number line, counters etc) should be bagged / boxed exclusively for the use of an individual pupils where possible.
- Less frequently used resources maybe shared within class 'bubbles'.
- After use, resources either need to be washed in warm soapy water, or 'Quarantined'. THREE Labelled quarantine boxes will be provided to each classroom for resources requiring quarantining. Once placed in the box these cannot be used again until 3 days later. SNA / SET should assist class teacher in re-organising resources when ready to be used again.
- PM Books / Library Books may still be borrowed by children in-class or may be taken home. However as soon as the child is finished with it (either that day, or days later) it should be quarantined in the relevant box and not used by another child until the following day. SNA / SET should assist class teacher in re-organising resources when ready to be used again.
- Centrally stored books / Maths equipment etc.: If a teacher borrows resources from a central store room (E.g. clocks) – they should keep these for the entire school day and (not used for 2 more). After the 3rd day - They should then be returned to the central storage area at the end of the school day, where they will quarantine overnight and will be ready for use by another teacher the following day.



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- Shared iPads / Laptops / Beebots: Only staff members should collect the iPad Trolley / iPads / laptops from the IT storage room. There will be disinfectant wipes included in the trolley and the iPads / laptops / beebots / Beebot mats should be wiped down before being put back in the box / trolley.
- Visualizers have been made available to all class teachers to assist with story time etc.
- Wireless speakers (that will connect with iPads or phones) have been purchased and a total of 4 speakers will be available for outdoor lessons (dance / music / relaxation).
- Teachers will be asked to provide feedback towards the end of September with regards to additional resources (IT or other) that might be required moving forward.

20. Uniforms

- Pupils will be expected to wear their school uniform as normal.
- Junior Infant & Senior Infant pupils will wear school tracksuit only for the month of September to assist teachers with practicalities of handwashing etc. It has been decided that this will continue long term.
- Pupils from Early Start to Senior Infants MUST wear Velcro shoes, as staff will be unable to assist with tying of laces. Children from 1st upwards who cannot tie their own laces will be asked to do the same.
- Teachers will inform parents of tracksuit days as early as possible on return to school. Teachers will make every effort to schedule uniform days & tracksuit days every second day.
- Pupils / Parents will be encouraged to take off their uniform AS SOON AS they get home.

21. Homework

- Class Teachers will be assigning homework, though it will be gradually introduced across the first two weeks of September.
- Limited and consistent books / folders should be sent home. Any PM readers etc. sent home should be quarantined as described above.
- Emphasis on good hygiene habits / replacing / changing toiletries etc. should be included in homework



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- English / Irish / Maths / Wellbeing should be the core focus of any homework assigned.
- Junior & Senior Infants will not assign homework for the month of September. This will then be reviewed.

22. Wellbeing

- Supporting the Wellbeing of Pupils and staff as we return to school is a priority
- Our DEIS Wellbeing SIP outlines clearly our plan in relation to wellbeing. Our actions may need to be adapted.
- The DES document: “Supporting the wellbeing of school communities as schools reopen: Guidance for schools” will be provided to all staff. Key aspects are:
 - promoting a sense of safety – so that people feel that they are safe, and that those around them are safe
 - promoting a sense of calm – so that people feel relaxed, composed and grounded (regulated)
 - promoting a sense of belonging and connectedness – so that people experience having meaningful relationships with others who understand and support them
 - promoting a sense of self-efficacy and community-efficacy – so that people believe that they can manage and do what is needed, and so can their school community
 - promoting a sense of hope – so that people believe that things will work out well
- Regular fresh air breaks are encouraged. We are fortunate to have a large grounds – teachers should consider if the weather is fine activities outdoors – games, reading, read-aloud, SPHE lessons, circle time, vegetable garden, wellbeing activities, PE – any other activity that is appropriate for outdoors within the Guidelines.
- It is recommended that classrooms be well ventilated throughout the school day – opening windows as much as possible
- Regular in class movement breaks are recommended.
- Consulting with Behaviour Support Teacher to support any specific needs.
- Appropriate use of Sensory Room. (There will be specific cleaning procedures for after use).
- Appropriate Wellbeing event / support for staff will be organised – NEPS Wellbeing Webinar (22/09/2020) and Webinar with Psychologist Shane Martin (13/10/2020)



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- It is important that as a staff we support each other. The initial days / weeks and months as we find our feet with new procedures will be challenging.
- If any member of staff has a concern, worry, needs support, feels overwhelmed, please talk to a colleague or approach the Principal.

23. Extra Curricular Activities / Swimming / Sacraments

- As our focus will be on safe return of pupils and teachers to the classroom, and supporting their wellbeing, additional extra-Curricular activities such as Green Schools, Vex Robotics, Sciath na Scol, School Choir etc. **will not** take place for the foreseeable future, especially as these would usually involve pupils from a variety of classes / outside of class time.
- Activities in class pods / bubbles such as PE, SPHE, Music, Science and use of digital technologies in class will ensure pupils still experience these types of activities.
- Music Generation (Brass Instrument) lessons will be delivered remotely for now. Tutor Michael Mullins has contacted parents directly.
- The following projects will be discussed at Whole Staff Meetings, ISM and Board of Management meetings during October and onwards so that the school can forward plan for their development during 2020/2021 and beyond.
 - Junior Playground: Servicing/repair/replacement of some playground equipment (circa €5,000) and upgrading of the playground soft surfacing (Circa €12-15,000) No grant available at moment.
 - Investment in IT (DES IT Grant)
 - Sensory Garden / Outdoor Learning garden (Private Donation/sponsorship)
- Swimming will not be scheduled in Term 1.
- This will be monitored and reviewed in light of experience on a monthly basis.
- Sacraments: Mahon Parish have rescheduled the Confirmation for Saturday 28th September at 12midday and the Communion for Saturday 10th October at 10am. **Sacrament candidate & 2 adults only.**
- Any practices will be arranged in the church (no visitors to the school), respecting social distancing at these times. Further information will be provided to the school by the parish in September. **This has been issued to Confirmation Candidates.**

24. Building / Health & Safety



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- Signage has been purchased and will be displayed prominently around the school – re: Handwashing, Sanitising of Hands, Social Distancing, Queuing (As necessary). This will be installed before 1st September 2020.
- A full risk assessment will be taking place before 1st September 2020 by members of the Board of Management.
- Additional furniture has been purchased – new staffroom chairs, new office chair for secretary.
- New mats have been purchased for all entry doors in use.
- Disinfectant Fog Sprayer has been purchased
- Non-Contact Thermometer has been purchased.
- Cleaning supplies and storage boxes have been ordered and awaiting delivery.

Conclusion

This Covid-19 Response document is a working document and will be reviewed regularly, based on our experiences and on any changing school circumstances.

The Board of Management would like to acknowledge and thank in advance all of our hardworking staff for their flexibility, understanding and commitment as we begin to re-open our school.

The Board of Management would like to state their appreciate to all members of the school community – staff, pupils, parents etc. – for their co-operation with the procedures outlined in this plan.

Lilian Daly, Chairperson Board of Management

Ciara Bowe, Principal