

## Castleconnell N.S Covid 19 Response Plan

### Returning to School Safely for Parents and their Children

August 2020



Our return to school must be done safely and in strict adherence to the advice and instructions of public health authorities and the Department of Education in line with “*The Roadmap for the Full Return to School*” which can be found at <https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>. This logistical plan should be read in conjunction with this roadmap.

We are all in this together. It is going to take a collective effort to ensure a safe return to school. Parental responsibility is going to be vital in ensuring all the measures we have put in place for our children are adhered to. Please spend some time discussing the relevant changes to our normal school life to your children in a positive way before they return to us next week.

#### **Health and Safety Officer:**

Mr. Ryan

#### **Lead Worker Representative:**

Ms. Greene

#### **Deputy Lead Worker Representative:**

Mrs. Hassett

#### **School Culture**

While the purpose of this document is to focus on Health and Safety, we must also note that Covid-19 will have a significant impact on school culture. Children and staff interactions are very limited by all the measures in this document. We will review what measures we can take to maintain a happy and positive atmosphere in the school among staff and pupils.

#### **Returning to Work**

As noted staff must complete the Return to Work Form 3 days before returning to work.

## **Training**

All staff must complete the DES online training before returning to work. Parents will be asked to educate their child, in an age appropriate way, as to the contents of this document. Online training will also be published by the DES and we will ask parents to complete it with the children before we reopen. Teachers will repeat this training with the children on day 1 and review it regularly.

## **First Aid**

This will be administered as normal but if staff are wearing gloves a fresh pair must be put on first. Face covering and gloves must be worn. First Aid boxes will be available at Senior Corridor and Junior Corridor for use by teachers on supervision.

## **Curriculum Organisation**

Schools will need to re-orientate their work with the curriculum, especially during the initial weeks of the first term as they give greater time and attention to areas such as SPHE, PE, Language and Mathematics. Gradually as we build a comprehensive picture of where pupils are in their learning, we can work towards more typical curriculum plans. (PDF to full document available through this link <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/> )

SPHE: Stay Safe Programme will be in place in Term 1 this year and each teacher will start the Stay Safe programme with their appropriate class. See new SPHE 2 Year Outline.

All teachers will start from where the children are at. Handover meetings to take place where possible before returning to school where the last year's teacher informs this year's teacher of progress of that class. Children attending support settings will continue with the targets set out in their last review of IPLP/IEPs. IEP's/IPLPS will be reviewed in November 2020.

## **Arts**

Each child shall use an individual set of art supplies. After use art supplies should be sanitised before being returned to art supply store.

Music instruments should not be shared.

## **Books**

Where practical, each child must use their own books. Shared books for Graded Reading/LLO should be left for 3 days minimum after use before being reused.

## **Book Rental Books**

Will be left on desks in classrooms with pupil's names on them either on Wednesday before they start or in the first few days back.

## **Blended Learning**

If a child is ill due to Covid 19 and cannot come to school, the support teacher assigned to that class for Literacy and Numeracy will be asked to work with the class teacher in providing learning activities for home.

## **Further Closures**

If there are further closures, we will revert to the distance learning plan we had in place from March to June of the 2019/2020 school year.

## **Sharing**

Staff and pupils should avoid sharing personal property.

## **Monthly Assemblies**

Whole school monthly assemblies are postponed until further notice.

## **School Hall**

Will be used for meetings and will be sanitised after use. The school hall may also be an option for SET teachers to take a group where needed. The area will be sanitised afterwards. The hall will not be rented out for September. This will be reviewed on a monthly basis.

## **Classroom Organisation**

Classrooms have been reorganised for as much physical distance as possible. Rooms should be free of any unnecessary furniture, shelves etc. The teacher's desk should be at least 1 metre and where possible 2 metres away from pupil desks.

Illustrations are available here:

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#additional-guidelines-and-procedures>

## **Classroom Management**

Children from Junior Infants to Second class will work in Pods. These pods once organised should remain in place until midterm. Pods can be reviewed at midterm. Children from 3<sup>rd</sup> to 6<sup>th</sup> class should be placed at the end of desks to allow for 1m distance between all children in the class. Teachers should leave 2 meter distance between their desk and the closest child and also the whiteboard and the closest child where possible. Teachers should endeavour to ensure children remain socially distant. It should be regularly reinforced in the classroom. Correct hand washing, use of hand sanitiser and respiratory hygiene should also be demonstrated and regularly reinforced.

## **Leaving Classroom**

Children should no longer leave the classroom unless they are going home, going outside or in the case of 3<sup>rd</sup> and 5<sup>th</sup> class going to the toilet.

If a child is leaving early parents must have contacted the school in advance.

Unless for urgent reason e.g. use of the toilet, teachers should not leave the classroom unless there is another teacher available to supervise. If a teacher needs the Principal or the Secretary they should use Aladdin connect or if this is not prompt enough they have permission to use their phone to make contact.

## **Toilets**

Toilets in the classrooms are to be used as normal. Children should wash hands thoroughly using soap and water at the classroom sink after using the toilet.

Communal male and female toilets used by 3<sup>rd</sup> and 5<sup>th</sup> class should be timetabled for different times. Cubicles will be assigned to each class also. Children should wash hands thoroughly in the sinks assigned to their class in the communal toilets.

If children need to use the toilet while on yard they must use the toilet their class is normally assigned to. Children coming inside at break times should be avoided if at all possible.

Staff must ensure to hand sanitise before and after using staff toilets.

## **Coats**

No coat hooks are to be used this year. Coats are to be hung on the back of chairs.

## **Uniforms**

Uniforms will be worn as normal. You do not need to purchase the formal uniform. The tracksuit uniform is enough for this year. It is recommended that parents purchase extra school tracksuit tops, white polo shirts and tracksuits bottoms so that uniforms can be washed daily. We know this is not ideal and is an extra financial cost but we have to try to ensure we limit the spread of infection as much as possible. The tracksuit bottoms and polo shirt can be purchased in Dunnes Stores or Penny's. The tracksuit top can be purchased in Fennessys.

Once we are back to school and settled in, we will do a collection from families of uniforms they no longer need and we will set up a system for families who would like to avail of these spare uniforms. St. Vincent De Paul have also agreed to give us any spare uniforms they have. A notice will be sent out to parents via Aladdin when we are ready to put this in place.

## **Lunches**

Parents must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/ drinks among children. If something is forgotten and a parent is dropping it they must buzz the reception entrance and wait outside until they are met by a staff member.

Lunches are not to be shared. As per normal school policy anything that comes to school in the lunch box goes home in the lunch box.

Children must hand sanitise before and after eating.

## **School Milk**

School milk will still be purchased but it will be sanitised once it arrives in the building. See deliveries for more detail.

## **Homework**

There will be no homework for the month of September. This will be reviewed at the end of September.

## **Station Teaching**

Children cannot mix between pods therefore stations should be pods only. Staff will trial put plans in place for stations once we return.

## **Library**

The library will not be used until further notice. A supply of suitable library books will be put in each class and can be rotated by the teacher provided books are left for 3 days between users. The library will now be a second Staff Room.

## **Bins:**

Classroom bins are provided. Tops to be taken off existing bins to help avoid contact with bin surface. Bins will be emptied by the cleaners every evening.

## **Aistear:**

It is hoped that Aistear will continue to take place in the infant classroom but it will have to be modified to ensure pods and resources do not mix.

## **Principal Duties**

The Principal, as leader of the school, must be able to speak with each staff member and visit each class as necessary to fulfil his duties. Like with other staff, he will sanitise before and after entering each room, maintain social distance and wear a mask when unable to maintain social distancing.

### **Support Teachers**

Support teachers are timetabled to work between class levels and will remain with the same class bubbles in so far as is possible. It is hoped that we can keep this to a maximum of 2 class bubbles but this may not always be possible. All support teachers are to sanitise between each class and child/group of children taught. They will clean their work areas between each group of children. Face coverings to be worn when in close contact with children.

### **Team Teaching**

Mata sa Rang/ Literacy Lift Off resources – these are shared resources and will be managed to ensure crossover of usage does not occur unless they have been sanitised or left idle for sufficient time. Teachers will ensure that only one group has access to specific books/resources per week. These books/resources will be cleaned and sanitised for use the following week.

Class teachers and support teachers will still maintain as much a distance as possible while class teaching and team teaching in JI-2nd. Staff wear face coverings and sanitise. Staff will move between groups and maintain as much distance as possible. Children will not move.

### **Support Rooms**

Teachers using their own rooms will maintain as much distance as possible. Where larger groups have normally been timetabled, this may have to be broken into shorter sessions for 2/3 pupils with reduced teaching time. The school hall may also be an option for SET teachers to take a group where needed. The area will be sanitised afterwards

### **SNAs**

SNAs to wear face coverings when 2 meter distancing cannot be observe. Hand sanitising is to be practiced throughout the day, particularly when moving to their next child.

### **Secretaries Office**

Only Helen and one other member of staff can enter the secretary's office at a time. All communication from parents should be via phone/email. Antibacterial wipes will be placed at the photocopier and each staff member is to wipe the photocopier down after use. The same applies to the photocopier in the computer room. No parents or pupils are allowed in the office.

### **Computer Room**

The computer room will only be used for storage until further notice

### **Staff Meetings**

These will be held in the school hall. Staff meetings may also occur in small groups.

## School Resources

Arrangements are being put in place for the use of different school resources. These include cleaning arrangements for certain resources, splitting up resources and arrangements for leaving idle (for a period of 3 days) some resources that cannot be easily cleaned.

## IPads

These will be disinfected between use. Timetable will be set up in September.

## PE Equipment

PE equipment will not be used during September. The focus of PE for September will be functional movement and possibly the dance strand. Procedures for the use of PE equipment will be developed during the month of September.

## Homework

Written homework will not be given for the first month, only oral work will be given. Copies will be kept in school and not sent home until further notice. This will be reviewed in September.

### Pupils Entering and Exiting the School

We appreciate your co-operation in getting all students to school safely and home safely at their designated times.

Note, children should never be dropped before 9.10 am as supervision will not be provided before then. The yards at the back of the school will be off limits until 9.10 am

The bell will ring at 9.10 am to remind staff of supervision and at 9.20 am to signal the beginning of instruction.

At 9.10 am class teachers will go to their classes to begin supervision.

At 9.10 am SET teachers, SNA's and Secretary will open their assigned door and stay there ensuring all children that enter through that door hand sanitise and go directly to their class.

### **Children from each class will enter the building as follows:**

<b>Class</b>	<b>Entry/Exit</b>
Junior Infants	Enter school grounds via the smaller car park at the village side. Use the door on the school gable end at the Junior end of the school. Visible on your right as you walk up the hill towards the Junior yard. *Note: Junior Infants are starting at 10 am on their first day
Senior Infants	Enter school grounds via centre entrance to school and use left footpath to main reception entrance
1 <sup>st</sup> Classes	Enter school grounds via the smaller car park entrance at the village side of the school and enter the Junior yard. Use the entrance in the Junior yard.

2 <sup>nd</sup> Class	Enter the school via the central entrance to the school and use the right footpath to the door at the top of the footpath.
3 <sup>rd</sup> Class	Enter the school via the upper entrance and come into the Senior yard. Use the second entrance into the school in the Senior yard (closest to the staffroom/Library building)
4 <sup>th</sup> Class	Enter the school via the upper entrance and come into the Senior yard. Use the first entrance into the school
5 <sup>th</sup> Class	Enter school grounds via the smaller car park at the village side. Walk through the Junior yard and enter the school via the door next to the Principals office.
6 <sup>th</sup> Class	Enter the school via the upper entrance and come into the Senior yard. Walk around by the upper gable end of the school and enter the school via the staff entrance. <b>Note: Children are not to walk through the teacher car park to get to this door under any circumstances. Same applies to exiting.</b>

**Children from each class will exit through the same door they enter. They will be accompanied to the door and dismissed by their teacher as is appropriate to their class level and as normal.**

**Parents should wait at the road entrance/exit closest to where their child/children are exiting. If you have more than one younger child exiting from different doors the teacher will wait with the children until they are collected. The exception to this rule is Junior Infants and 1<sup>st</sup> class whose parents will be allowed enter the junior yard for collection. There may be a few teething problems in the beginning but we will work these out in the first few days**

### **Yard Time**

In general we have sufficient yard space and it is hoped that staggering of breaks will not be necessary. Children will play in the yard in their class bubbles. Each class will have a clearly marked yard space separated from other classes using large cones. Children will be accompanied to their yard by their teacher at breaks.

Yards will be supervised by teachers and SNA's as normal. Normal arrangements will also be in place for accidents in the yard.

When break ends classes will freeze in their own yard spaces. They will then form a line in their yard space one meter apart. They will be collected from their yard space again by their class teacher and accompanied back to their class.

**Note:** We may have to look at alternatives for break times for the first few weeks if our astro turf is not ready.

On wet days classes will remain in their class either one meter apart or in their pod depending on the class level and will be supervised. Classes will have movement breaks/PE slot with their class teacher as an alternative.

### **School Bubbles**

Each class/bubble will remain separate throughout the school day.

### **After School Activities**

We will not be facilitating after school activities for the moment. This will be reviewed in September.

### **Stationary Supplies**

Parents to supply full sets of stationary supplies and ensure child brings them to school each day.

\*This is with the exception of Senior Infants who only need to supply a pencil case as their pencils, rubbers, toppers and crayons are in school and will be distributed on the first day.

This will ensure there is no borrowing pencils/pens/colours. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after.

All children are to have a 24 litre book boxes. This is to be purchased by parents. These boxes will be used for the children's books and personal supplies. These boxes will be stacked each evening to facilitate easy cleaning and keep desks clutter free.

### **Early Collection**

If a pupil is being collected early, please notify the school in advance where possible.

**Messages** Children will not be sent around the school on messages. Teachers will use the Aladdin noticeboard for messages.

### **School Bus**

The school bus will operate as normal. Children will hand sanitise when entering the bus and will sit socially distanced while on the bus.

## **PPE/SIGNAGE/VIRUS PREVENTION**

### **Equipment**

A box of cleaning equipment containing a visor, masks, gloves, antibacterial disinfectant, blue roll, sanitiser and a packet of disinfectant wipes will be left at each staff members work station to assist with disinfecting any item they need to clean during the day (this box is provided to staff for personal use in their classroom throughout the day)

### **Cleaning Systems**

Cleaning rosters will be signed by cleaning staff each day. Cleaning guidelines will be given to cleaners.

### **Fogger**

The school have access to a fogger for disinfecting if and when needed.

## **Disinfectant Spray**

Our school has been using brill blue disinfectant for the past 4 years. Brill blue has been approved by the HSA as a suitable disinfectant which is effective against coronavirus. It will be used by all staff and cleaners.

## **Brill Blue Description**

Brill Blue is a cleaner and sanitiser. As the product is PH neutral it is safe to use on all surfaces and it is safe to use around sensitive skin, asthma sufferers or people sensitive to strong chemicals.

To be used on Desks, Toys, Tables, Chairs, Toilets, Sinks, Floors and all hand contact areas

Brill Blue can be sprayed onto surfaces without needing to be rinsed off. It will provide an exceptionally high rate of antibacterial action killing far above the usual 99.9% antibacterial products. Leaving the product in a surface will allow for a residual antiviral and antibacterial effect for up to 3 hours.

It is effective against Corona Virus, Ecoli, MRSA and the Noro Virus among many other bacteria, fungi and viruses

## **Cleaning Schedule**

A cleaner will be present each day from 2pm. There will be 2 cleaners from 3 pm to 5 pm each day. They will clean all classrooms, common touch areas, all toilets, both staff rooms and hall furniture each day. They will also top up sanitisers and empty bins. DES Cleaning Guidance will be issued to cleaners. A deep clean will take place during holidays. Grant O' Brien are our new cleaning contractors.

## **Doors**

All internal doors, where practical, to be left open, to minimise touching of common areas. External doors to be opened by staff where possible.

## **Face Coverings**

Visors and masks have been purchased. All staff will wear face coverings where and when appropriate. (i.e. when they cannot maintain social distancing)

## **Signage**

Signage will be displayed reminding the school community about Covid-19 prevention etiquette. Standard feet markings and other child friendly markings including arrows will be used around the school.

## **Physical Distancing**

In primary and special schools, a distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

Therefore, in JI-2<sup>nd</sup>, children will be separated from each other is-so-far as possible. In 3<sup>rd</sup>-6<sup>th</sup>, children are placed 1m apart to maintain social distancing. See full guides to physical distancing here: <https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/>

### **Temperature Checks**

Parents check child's temperatures before school each day and do not send children if children have a high temperature. 2 Infrared thermometers have been purchased by the school. If a child is complaining of feeling sick or displaying symptoms staff will use these to check the child's temperature.

### **Hand Hygiene**

Hand sanitising dispensers are installed at the 8 entrances. Wall hung soap dispensers are already in place in each classroom. Parents are asked to provide a small bottle of hand sanitiser for their children which they will keep in their bag and use throughout the day. Each teacher also has a hand sanitiser on their desk.

Pupils and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

Any staff member moving between rooms or between children must sanitise between each transition.

### **Respiratory Hygiene**

All members of the school community will practise respiratory hygiene.

This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

### **Illness**

Parents must keep children at home if they display any Covid-19 Symptoms, available here,

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

If a child displays symptoms at school, parents/ guardians will be asked to collect them. Your child will be waiting in the designated isolation Area which is the kitchen area next to the school hall. They will be supervised. Parents will be advised to buzz the main reception door and wait. Their child will be brought out to meet them at this point.

### **Isolation area while awaiting collection**

- Any child who displays Covid-19 symptoms will be directed to our isolation area. Chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags, brown paper bags, bin and the child will be supervised.
- Nobody else may enter this area while a child is awaiting collection. It will be sanitised by cleaning staff after the child leaves.
- In the event of there being a second suspected case the disabled toilet will be used. The school hall will be used for any subsequent cases.

If a child goes home with symptoms related to a suspected case of Covid 19 the school will make contact with the Public Health section of the HSE for further guidance on the next steps. At present their guidance is that anyone with a suspected case of Covid 19 must self-isolate for 14 days and contact your GP for further advice around testing and returning to school.

If a child is absent from school for any reason they will be marked absent. This is the advice from the Education Welfare Officer however no action will be taken by the Education Welfare Officer for such absences.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

### **Returning from Abroad**

As per government guidelines children returning to school following travel to countries that are not on the government's green list at that specific time must self-isolate for 14 days before they can return to school.

## **GENERAL**

### **Promotion**

The school will send videos of changes made around the school so pupils will be familiar before the first school day.

### **Minimising Visitors**

No adults should enter the building other than school staff and professional visitors. All meetings must be by appointment and be essential meetings. Where possible meetings should be held over the phone. Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance between staff. A contact tracing log must be filled in instead of the visitors' book. Helen the school secretary will fill out the details so that pens are not being used by others.

### **Deliveries**

All deliveries must be left at the main reception door. Deliveries will be sanitised before entering the building.

### **Professional Visitors**

Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. maintenance, school psychologist etc. They will be asked to sanitise, wear their own face mask and assist Helen in filling out their contact tracing log.

### **Money**

Money will be collected via epayments.

### **Fundraising**

Fundraising options will be reviewed with the Parents Association in September.

### **Contact Tracing Log**

The DES Contact Tracing Log will be used. Instead of visitors filling it in, Helen will hold onto it and fill it in by asking the visitor the relevant questions.

This plan was ratified by Castleconnell N.S Board of Management on 19/08/2020

Signed: AnneMarie Brosnan

Chairperson of Board of Management

Signed: Richie Ryan

Principal