

St Corbans BNS
Covid School Plan
2021-2022



COVID-19 POLICY STATEMENT



ST CORBAN'S BNS

COVID-19 Policy Statement 2021-2022

St Corban's BNS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: _____

Date: _____

On behalf of the Board of Management

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FOREWORD

The Board of Management advises parents that the school is bound by, adheres to and implements the measures, policies and directives of the Government and Department of Education and Skills relating to the Covid pandemic, as they are issued. Under the Education Act 1998 the school Board of Management must follow the directions of the Minister and the Government.

Education Act 1998

Section 10 (e) the school complies, or in the case of a proposed school shall comply, with health, safety and building standards as are determined by law and any further such standards as are determined from time to time by the Minister, and

Section 15 (2) A board shall perform the functions conferred on it and on a school by this Act and in carrying out its functions the board shall—

(a) do so in accordance with the policies determined by the Minister from time to time,

INTRODUCTION

This is the reviewed Covid school Plan for the 2021-2022 school year. The Board of Management of St Corban's has responsibility for the development and implementation of this school plan within the constraints created in the school by the Department of Education and Skills policies and provisions over the last number of years. The Staff and Parents Association were consulted as part of the process. Our ISLM Team and Board of Management created the original plan and spent the month of August 2021 preparing the school for initial re-opening after the first lockdown. Many parents and volunteers contributed to the project. This plan depends on a massive investment of personal time and holiday time from those involved. It is a living, flexible plan that changes and evolves over time. When we settle into school, we will consult with the pupils and offer them the opportunity to feed into our reviewed plan. Details for the safe reopening of the school facility in August 2021 and the applicable controls are outlined in this document.

Guiding Principles:

Reopening our school during Covid requires accepting that the goal is risk management and that there is no such thing as zero risk here. We are using a layered defence strategy where many small interventions and strategies are combined. Just as there is no single control strategy that will solve this problem, there is no single entity that is responsible for keeping everyone safe. Successfully reopening the school and keeping it open, will require ongoing cooperation and collaboration between parents, pupils and school staff. Everyone has a critical role to play.

School Context

St Corban's BNS is an old school, built in 1954 and extended in 1986. All of the classrooms are below the current recommended size of 80 m² and we have only one pupil access in and out of the school. We also have 8 rooms that do not have toilets in the rooms inside and so some of our classes must use communal toilets outside the classrooms. Our corridors are quite narrow in the main building. We also have 5 prefabs now, since we revamped one of

our old condemned prefabs to create a classroom in Summer 2020. Most of our classrooms are over-crowded due to the limited size of the rooms and the high pupil teacher ratio mandated by the DES. In 2020-2021 we had split our biggest classes (two fifth classes that were in very small rooms) to create 4 small classes to facilitate some measure of physical distance in the smallest rooms. Due to reduction in our teacher allocation we have had to re-amalgamate those four fifth classes into two large Sixth Classes. One of the greatest impediments to physical distancing is the fact that all of the desks that we use in the school are double desks and we have to seat 2 boys at each. Pods and moving furniture around does not really reduce risk when 26 or more boys share the same room all day. Only reducing the number of people in a classroom can do that. We advised parents and the DES of our situation in relation to physical distancing. To date we have received no extra spaces or teachers from the DES to make classes smaller to facilitate physical distancing. We received a letter on Weds 9th September 2020 informing us that “the Department is satisfied that the requirements of the public health guidance can be implemented in your school within the existing classroom teacher allocation.” Therefore, we must work within the restrictions of our current allocation which means that 1m physical distancing is impossible in most rooms.

CONTROL MEASURES

To prevent Introduction and Spread of COVID-19 in the school.

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection, once introduced, exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings. A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

To minimise the risk of introduction of COVID-19 into our school, we:

- Promote awareness of COVID-19 symptoms;
- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a close contact of a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school;

- Ensure everyone entering the school building performs hand hygiene with a hand sanitiser;
- Ensure that visitors to the school during the day should be by prior arrangement and should be received at a specific contact point at the Main Gate and Main Door;
- Emphasise that physical distancing (of 2m) should be maintained between staff and visitors where possible.
- Ensure that all non-regular visitors fill out a contact tracing form

Healthy Buildings

The Isolation Room for anyone feeling unwell during the day is the small kitchen next to the hall. It has been labelled and stocked appropriately.

Water heaters have been installed in all classrooms, staff room and toilets to provide warm water for hand washing.

Hand Sanitisers have been installed at the entrance/exit points.

Two hand sanitisers have been installed in all classrooms. One by the door and one elsewhere in the class perhaps near the sink or down the back. Teachers are also given a handheld sanitising sprayer.

Handwash dispensers have been installed in all toilets including the communal toilets.

Disposable tissue dispensers have been installed in all classrooms, staffroom and toilets and extra bins have been ordered.

Plexiglass was installed at the Reception Hatch and around each Secretaries' desk.

A new cleaning regime has been introduced which includes after-school cleaning and in-school-hours cleaning.

New signage has been placed throughout the school to promote proper physical distancing, proper handwashing and proper hygiene practices.

Access to the building during school hours to be restricted to essential personnel and pupils only – the gates will be locked from 09:15 – 14:15.

School Personnel were supplied with 10 disposable facemasks for each week for use in the school. PPE is available to all staff who need it.

Schedules for moving around the school have been formulated by class teachers.

Teachers have been advised of the importance of good ventilation and are required to keep doors and windows open to increase ventilation.

Healthy Classrooms

In classrooms, teachers and pupils can prevent the spread of Covid 19 by washing and /or sanitising their hands, maximising physical distancing, wearing face coverings, ensuring good ventilation and avoiding shared objects.

All classrooms have **two hand sanitising units, disposable tissue dispensers and a bin, contactless hand wash holders and access to warm water**. Pupils are shown how to use hand sanitisers and how to wash and dry hands properly. Classroom schedules for hand washing and sanitising will be followed in each classroom. Pupils are taught the agreed handwashing/hand sanitising schedules and procedures. Time will be set aside each day for these schedules and procedures.

All classrooms have been fitted with large **disposable blue paper dispensers** for cleaning surfaces in classes separately and maintaining the class bubble. Cleaning of classrooms takes place during school hours and after school. Touch points are regularly cleaned throughout the day. All shared objects must be cleaned between uses. Teachers clean their desk, IFS and work area everyday before leaving the classroom. Pupils clean their desk and chair everyday before leaving the classroom. All non-essential furniture has been removed from classrooms to maximise physical distancing. Teachers will organise the furniture remaining to maximise the distance between pupils and keep a 1m distance around his/her desk where possible.

Classrooms are kept well ventilated during the day by opening windows and doors at all breaks and at regular intervals during the day.

Teachers wear facemasks in the classrooms and around the school grounds. Pupils may wear face masks in class. Pupils may be shown how to wear and care for masks. Time is built in each day where teachers and pupils don't have to wear masks.

Pupils will use their own books and materials as much as possible and sharing of items will be discouraged.

We try to keep 1m to 2m between individuals, as much as possible, for as long as possible. We keep class groups as distinct and separate as possible especially when moving around the school at breaks and dismissal. We limit pupils moving between classrooms. Each class will remain isolated from other classes in their own Bubble for the school day to limit transmission chains. Pupils are reminded of the importance of physical distancing. Groups in classes may be organised into Pods to limit transmission chains. Pupils should sit at the same desk with the same group each day, where possible.

Pupils clean their own desk and chair at the end of each day. Teacher sprays the cleaning spray and pupils use the blue paper to clean their desk and chair. The paper is put into the assigned bin. Pupils may then put their chair on their desk and leave the books that they do not require for homework on their desk.

Teachers are encouraged to have classes outside where suitable.

Teachers design their own in-class schedules while coordinating with other teachers and following the agreed school-wide procedures. Staggered/ scheduled access to communal toilets and spaces, to yards for breaks and for end of day dismissal are coordinated to avoid crowding and to limit numbers in shared areas. Teachers may mark an exclusion zone around the teacher's desk.

Communal Toilets

Soap dispensers and signs showing handwashing protocols have installed in all toilets.

Hand dryers, tissue dispensers and bins have also been provided.

Toilet schedules have been created for classes using Communal Toilets – Rooms 2, 3, 4, 7, 8.

Only 4 pupils in toilets may use the communal toilets at any one time. Teachers in classrooms who where pupils share communal toilets, agree schedules of access to the toilets for each class where possible. Signs to mark 1m step back have been put on the walls outside communal toilet doors. Sign to say how many can access toilets at a time have been erected.

School uniform

To facilitate washing of uniforms if parents want to wash it each day, Wednesday is a non-uniform day. Parents may rotate uniform and tracksuit on alternate days to facilitate cleaning. Teachers will check with the PE Timetable and inform pupils when to wear PE Tracksuit.

STAFF DUTIES

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work and safety while at work, these duties include, but are not limited to, the following:

- Adhere to the Covid School Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the school's agreed procedures.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.

- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

PROCEDURE FOR RETURN TO WORK (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available online or from the principal. A RTW form should be completed and returned 2-3 days before returning to work. The principal provides details of the Induction Training for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility. There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk. Staff who are very high risk or pregnant follow the procedures set out in the appropriate DES Circulars and Information Notes. Updates are communicated to the staff via Aladdin by the Principal as soon as he receives them.

LEAD WORKER REPRESENTATIVE

Trish Ryan has been appointed as our Lead Worker Representative.

Yvette Delaney is our Deputy Lead Worker Representative.

Maciek Ogorek is our Assistant Lead Worker Representative has been appointed in addition to the LWR.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Role of the Lead Worker Representative

The role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;

- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19; • Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above;
- deputise as LWR where the LWR is absent.

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid School Plan and associated control measures.

PHYSICAL DISTANCING

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID19. We have tried to reconfigure classrooms and other areas to support physical distancing in line with the guidance

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid. However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. The teacher's desk should be at least 1m and where possible 2m away from pupil desks. Staff should always wear face coverings in the school building except when eating lunch.

In Classrooms

Due to the limited size of most classrooms, physical distancing is often impossible. Parents have been advised of this fact. We have written to the DES explaining that to provide for proper physical distancing we will need extra teachers and extra rooms. Otherwise the same number of boys are returning to the same number of classrooms of the same size, with the same pupil teacher ratio that was considered unacceptable in March 2020. We have received no extra teachers and no extra classrooms/prefabs. The DES are aware of this situation but have not responded with the extra resources needed. We have done all we can by removing all furniture except for tables and chairs from rooms, to create as much space as possible.

JI – 2nd Class: There is no physical distancing recommended for Junior Infants to Second Class. All classes use the normal classes with teachers creating pods / groups.

3rd – 6th Class: There is 1m physical distancing recommended for 3rd to 6th class, where possible.

The dimensions of some classes and the large class sizes make physical distancing impossible in some rooms. The size of each classroom and the class size are set out below.

Room	Class	Pupils	Room Area	Pupil floor space
1	Computers	0	48m ²	42 m ²
2	Sixth	32	65 m ²	60 m ²
3	Fifth	28	67 m ²	62 m ²
4/5	Sixth	34	50 m ²	42 m ²
5			42 m ²	38 m ²
6	Library/ S6		41 m ²	42 m ²
7	Third	23	49 m ²	42 m ²
8	Third	23	49 m ²	42 m ²
9	JI	21	74 m ²	58 m ²
10	JI	22	74 m ²	58 m ²
11	SI	24	74 m ²	58 m ²
12	SI	22	74 m ²	58 m ²
13	First	23	74 m ²	58 m ²
14	First	21	74 m ²	58 m ²
15	Second	26	74 m ²	58 m ²
16	First	23	74 m ²	58 m ²
17	Second	27	75 m ²	58 m ²
18	Fifth	28	75 m ²	58 m ²
19	Fifth	28	65 m ²	53 m ²
20	Fifth	27	65 m ²	53 m ²
21	Fourth	29	73 m ²	68 m ²
22	S7		60 m ²	52 m ²
23	Fourth	29	75 m ²	68 m ²

Sixth classes (Rooms 2 & 4/5) there is some degree of physical distancing possible but these classes are very big.

Fifth Classes (Rooms 3, 18, 20,) are quite big with 28 pupils in each room. The rooms are quite small.

Fourth Classes (Rooms 21, 23) are quite big with 28 pupils in each room. The rooms are a decent size.

Third Classes (Rooms 7, 8, 19) are quite small but the numbers in these classes are quite small.

Second Classes (Rooms 15,17) are manageable as there is no recommended physical distancing in this class level.

First Classes (Rooms 13, 14, 16) are manageable as there is no recommended physical distancing in this class level.

Senior Infant Classes (Rooms 11, 12) are manageable as there is no recommended physical distancing in this class level.

Junior Infant Classes (Rooms 9, 10) are manageable as there is no recommended physical distancing in this class level.

In Yards

We have staggered yard times and we have cordoned off specific play areas for each class to maintain bubbles. Teachers are aware of the yard timetables and staggered break times.

Entry Times and Dismissal Times

We have extended opening time to facilitate the entry of all pupils safely with morning assembly now starting at 08:40 instead of 08:45. This five minutes extra each morning is taken from our Croke Park Hours.

We have staggered the dismissal time to prevent bunching or crowding at the school gates and to maintain physical distancing as the boys exit.

Parents of pupils are asked to drop their child to the gate and not to enter the school grounds. They are asked to contact the teacher by phone or email to pass on information and access to the school is by appointment only.

Staffroom and Staff Access

We have limited the number of adults who can be in the staffroom to no more than 9. We have drawn up a timetable for adults to access the Staffroom so that social distancing and minimum contacts can be maintained. The desks have been marked to facilitate physical distancing.

ACCESS TO SCHOOL & CONTACT LOG

Access to the school building is in line with agreed school procedures. Arrangements for necessary visitors such as contractors and parents is restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The prompt

identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities is maintained in the school Main Office. The school maintains a log of staff and pupil contacts.

All gates locked from 09:15 to 13:15 and again from 13:30 to 14:15. Opened only for pupil collection times.

New sign procured for the gate to explain access arrangements and give the phone number to contact.

For late-comers after 09:15 in the morning we have a sign on the gate and a number for parents to ring for access.

If pupils need to be collected for appointments during the day, the parent contacts the teacher in advance through Aladdin to let him/her know. Parents ring the Office when they arrive at the gate. Gates are opened by the Caretaker and parents collect the child at the gate. Pupils from 1st to 6th class may walk to gate to meet parents. Pupils from Junior Infants and Senior Infants will be escorted to the gate by a SET or SNA.

Parent should contact the teacher through Aladdin or email with notice of appointments, at least day in advance. Parents should try to have appointments outside school time. If appointment is before 11am child can be brought in later.

If there is message to a child from parent the Secretary will ring the teacher to inform the teacher to inform the child of the message. Teacher phones can be left on to receive the message.

Non-parents:

Postman – postbox to be placed at gate.

Deliveries – by appointment only

Cigire – appointment/ phone call

ENTRY & DISMISSAL SCHEDULES AND PROCEDURES

Entry

There is no official staggering of entry times. Instead, we are creating a wide enough window of access to allow all pupils uncrowded access over 20 mins with a recommendation that physical distancing protocols are observed while walking in. This avoids crowding at the school gates.

School Gates open at 08:40.

No person (pupil or parent) should be at school gates before 08:40.

Pupils and parents arrive at school and pupils enter immediately from 08:40 to 09:00.

We recommend that older lads arrive first between 08:40 and 08:50. SI -2nd to arrive from 08:50 to 09:00. Drop and Leave.

JI & SI to be brought to the school outside door closest to their classroom for the first week. Parents do not enter the school building. Thereafter parents should leave their child to the school gates and he walks in to his classroom by himself. There are plenty of staff in the yard to help when needed.

Pupils and parents should not touch the school gates. Parents leave boys at school gate and immediately leave the area. No dawdling or chatting at the school gate.

Pupils go directly to their classroom and sit in their assigned seat.

Teachers will be in their classroom from 08:40 at the latest to receive pupils and begin teaching. (5 mins from Croke Park Hours (25x36=900= 15 hrs) used to cover this time). There is an expectation that teachers be in school 10 mins before start of school and about 10 mins after school ends – duty of care.

School gates locked at 09:15. Anyone seeking entry after that must ring to have the gates opened to access the school.

All parents must stop at gate. There is a grace period for JI & SI parents for the first week or two.

Parents of JI walk with their son into the yard to their assigned drop off point for the first week.

Parents of SI walk with their son into the yard to their assigned drop off point for the first week.

Parents of new boys are contacted in advance and arrangements put in place for the first morning and the mornings thereafter.

Exit/Dismissal

We are arranging staggered exits from the school

Class	Room	Pupils	Time	Area	Gates	Guidelines
JI	9		13:25			
JI	10		13:25			
SI	11		13:25			
SI	12		13:25			
1 st	13		14:15			
1 st	14		14:15			
1 st	16		14:15			
2 nd	15		14:15			
2 nd	17		14:15			
3 rd	7		14:20			
3 rd	8		14:20			
3 rd	19		14:20			
4 th	21		14:20			

4 th	23		14:20			
5 th	3		14:25			
5 th	18		14:25			
5 th	20		14:25			
6 th	2		14:25			
6 th	4/5		14:25			

Dismissal Procedures

We have a staggered dismissal of all classes.

No parents allowed inside the gates except to receive a pupil at the handover point.

We stagger the dismissal times from 14:15 – 14:25.

First and Second Class dismissed at 14:15 and leave through all gates.

Third and Fourth Class dismissed at 14:20 and leave through all gates.

Fifth and Sixth Class dismissed at 14:25 and leave the school through all gates.

Teachers line pupils up on designated spots, appropriately distanced and pupils go to meet their parents or leave the school immediately. No waiting around outside the school gates. Parents are encouraged to organise a meeting point for their son and themselves away from the school gate and immediately leave the area.

Any older boy waiting on his brother can wait at the side of the yard and stand physically distanced on the stars painted on the ground. They join their older brother as he is passing with his class.

We have colour coded gates for each JI and SI class to exit.

Caretaker's Gate Duties

Lock all gates at 09:15.

Open gates at 13:15. Lock gates again at 13:30.

Open gates again at 14:15.

Lock all but main gates at 14:30

BREAK TIMES

Water and fruit break at 10 am for 5 mins. Teacher takes the roll at this time also.

There will be two 20 minute playground breaks each day.

For the Small Break pupils will have up to 10 minutes to hand sanitise, eat their snack and hand sanitise again before entering the yard.

For the Big Break pupils will have up to 15 mins to hand sanitise, eat their lunch and hand sanitise again before entering the yard.

Supervision of Breaks:

We have two yard supervision rotas – one for wet days and one for dry days.

Teachers will follow the supervision rotas created by Mr Rock. These have been shared with the Staff on Aladdin.

Only 9 adults allowed in the Staffroom at breaktimes. Tables have been marked for physical distancing.

Yard Sizes

- **Senior 1071 m²** - divided into three sections by two sets of poles and chains
- **Middle 1222 m²** - divided into two sections by one set of poles and chains
- **Junior Infant 496 m²**
- **Senior Infant 450 m²**

Division of Yards at Breaktimes

We have divide up our yards into 7 distinct areas to ensure the integrity of classroom bubbles.

Old name/ location			
JI & SI Yards	Yard 6	Yard 7	
Middle Yard	Yard 4	Yard 5	
Senior Yard	Yard 1	Yard 2	Yard 3

A timetable has been drawn up to show teachers where and when their class takes a break and who is supervising them.

	Small Break	Big Break
JI & SI & 1 st	10:25 – 10:45	12:05 – 12:25
2 nd & 3 rd & 4 th	10:50 – 11:10	12:30 – 12:50
5 th & 6 th + 4 th R4	11:15 – 11:35	12:55 – 13:15

Boys are allowed to play football in yard. Class footballs provided to avoid transmission outside class bubble. Balls cleaned after each playtime.

One class in each yard section for each break

Lining up to go out and come in while observing social distances. Sanitise hands before and after each break. Wash hands if necessary.

First Aid:

Teacher treats minor accidents on yard. Each teacher has a personal bumbag with supplies, pen and notebook. For serious accidents, the First Aider may be called to the yard. Each First Aider covers a separate day from Monday to Friday. This has been set out alongside the Supervision Rota. If necessary, the child will be brought by a First Aider to the Main Office to be treated.

Other Breaks

Caretaker breaks 13:35 to 14:05

SNAs break between 11:35 and 12:05. SNAs take their breaks in two pods – one in the Staffroom and one in the GP Room.

Secretaries have 2 separate breaks.

Teachers are to plan their class' movement around the school to gain access to the correct yard while coordinating with other teachers who share the same breaks.

CLEANING

The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

Shane Ryan has responsibility for organising the cleaning arrangements, rosters and supplies.

Cleaning Staff: We have increased our level of cleaning staff. We have three cleaners at the moment Anna, Lidia, and Beata. We employ 3 cleaners to clean the school after school each day and one cleaner to clean during the school day from 10:00 to 13:00 each day.

The school setting is fully cleaned at least once per day. Additional cleaning is focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. There is regular collection of used waste disposal bags from offices and other areas within the school facility. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Teachers should clean all shared equipment (e.g. photocopiers) before and after use. Cleaning supplies are provided.

Mr Ryan has agreed a new cleaning plan with our cleaners which sets out what the areas to be cleaned and who has responsibility for them..

In-School Time Cleaning Anna Jarema 10:00 - 13:00 each day.

Clean the touch points around the school (taps, toilet flushers, door handles/knobs, light switches, handrails

Ensuring that all hand sanitisers and hand wash units are topped up each day

All pupils' desks and chairs cleaned at the end of each day by pupils from 1st to 6th.

After School Time Cleaning

All desks and chairs cleaned at the end of each day by pupils from 1st to 6th.

All toilets thoroughly cleaned at the end of each day.

All rooms hoovered at the end of each day.

All window sills cleaned down

All door handles and touch points cleaned in each room

Photocopiers cleaned each day.

Corridors hoovered and mopped. Dusting of pictures and above doors in the corridors.

In-Classroom Cleaning Supplies:

In each classroom large disposable blue paper dispensers for cleaning surfaces and disposing of immediately. New bin have been provided for disposable tissues only. Two bottles of spray for cleaning is available in individual classrooms. Disposable wipes in each classroom for cleaning teacher's desk, work area and IFS. Teacher to regularly clean computer and mobile phone.

Other cleaning

S Ryan ensures that teachers have adequate supplies of cleaning materials in their class for them to clean their desk, work area and IFS.

He also ensures that cleaners each have individual supplies of necessary cleaning materials

Shane has set out a job description for each cleaner – areas/rooms to clean and jobs to be done. The cleaners will complete a cleaning log in each room (in the Evacuation Sheet holder) ???????

Caretaker's Cleaning Duties

Empty all bins during and at the end of school day, sanitise all bins and return to classrooms.

Maciek and Shane to watch the Cleaning Webinars from DES and mediate the messages to the cleaners, create checklists for each room, to show cleaners how to clean toilets with rooms and those without, what to wear. Checklists to be held in Evacuation Sheet holders and ticked each day. ??????Gear (Masks, gloves, apron,)

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present

The room should be cleaned as soon as practicably possible. Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning. Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach). Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids. Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused. If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

CURRICULUM, PLANNING & TIMETABLING

Teachers planning documents must be available in the Yellow Folder on the Teacher's Desk and easy to follow for a sub who may be required to replace him/her.

It is important that all classroom teachers have the following in place.

1. **Yellow Folder** on Teacher's Desk: (to include the following for any sub we may employ at short notice)

- A full class list
- A classroom layout map showing seating positions and pods
- A full account of the day's procedures in your class (toileting; hand-washing; hand sanitising; eating and break times procedures; end of day procedures; book distribution: etc)
- A Special Education Support section identifying SEN Pupils and the provisions for them
- A Timetable for your week showing morning routines; PE Times; subject timetable and breaks.
- A list of At-Risk pupils and their medical needs (inhalers, epipens)
- A daily timetable of routines and procedures (Toileting; entry & exit; cleaning routines; breaktime routines;
- Access to your Laptop
- Explanation of where things are in the room (books, cleaning stuff, etc)
- The teacher's Fortnightly Plans for the sub to access

Leave the Yellow Folder on your desk for ease of access for a sub in your absence or for contact tracing purposes.

DES recommends that we prioritise settling in and feeling safe first.

In Curriculum Areas they recommend prioritising Languages, Maths, PE and SPHE.

SESE can be done through integrated approach and a thematic approach.

Arts, Music and Drama to be integrated also as time is limited. Each Postholder with responsibility for subject area will provide guidance to teachers on their particular subject area.

Materials should not be shared if possible. Pupils should be encouraged to perform hand hygiene before and after using any shared item.

Classes sent home to isolate

We have created a set of guidelines for a Teacher to guide him/her if his/her class are sent home due to Covid.

Impact of COVID-19 on certain school activities

PE: Swimming is unlikely to go ahead this year. Use of the GP Room will be restricted and must be cleaned between uses. There will be no outside Coaches. All equipment in PE must be cleaned before and after use. Athletics & O&A recommended.

Music: Tin whistles will not be used. Guidelines on song-singing will be clarified. Music theory, listening and responding and appreciating music may be options. Limit sharing of percussion instruments which must be cleaned between uses. The School Choir will not go ahead this year. To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses

Art: Where possible pupils should be encouraged to have their own individual art and equipment supplies.

Electronics: Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Library Policy: Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses or left for 72 hrs between uses.

Shared Sports Equipment: Minimise equipment sharing and clean shared equipment between uses by different people.

Shared Equipment Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs. Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal. When purchasing toys choose ones that are easy to clean and disinfect (when necessary). If cloth or soft toys are used they should be machine washable. Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of

being washed and disinfected. All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded. Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed. At this time soft modelling materials and play dough where used should be for individual use only

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Schoolwide Procedures

SNA Breaks: SNAs now take their lunch in two groups in two different locations to prevent all eight SNAs having to self-isolate in the case of an outbreak.

Lead Worker Representative Updates: The Lead Worker Representative is Trish Ryan. Principal meets with Trish to discuss any issues raised by staff.

Droichead: It was agreed that NQTs could observe other teachers and be observed in their own classroom by the PST and the Principal, subject to Covid safety procedures being observed.

Coaches: It was agreed that Rugby and GAA Coaches would be permitted to coach pupils in their class bubbles, in the school field, subject to Covid safety procedures being observed.

SNAs: It was agreed that Trainee SNAs would still be allowed to shadow one SNA for the 30 hours required subject to Covid safety procedures being observed.

Transition Year Students: It was agreed that at the moment we could not facilitate TY Students but that we would review this decision in early 2021 if conditions change and we have applications for Work Experience.

Parent Teacher Meetings: It was agreed that Parent Teacher Meetings will take place in November for classes from First to Sixth Class. Senior & Junior Infants will have Parent Teacher Meetings in January/February. Parents will be offered the option of an online Zoom

meeting, a phone call or a face to face meeting. The meeting times will be scheduled through Aladdin Connect. Teachers will keep a record of the meetings on each child's file on Aladdin. Teachers and Parents to be informed of this decision.

Classroom Ventilation: Teachers are asked to ensure that the classroom is well ventilated and windows opened at breaks and at least at intervals during the day. Teachers are asked to send a message to parents advising that in order to maintain good ventilation the windows and doors are often kept open during the school day. Parents are advised to dress their children in layers of clothing over the coming weeks. Pupils may be allowed to wear extra layers in the classroom. **CO2 Monitors: Procedures to be developed when they arrive!!!**

Emergency Pack: In preparation for a class-level lockdown each teacher should prepare an Emergency Pack (preferably online) for the first day of lockdown. This will give us time to arrange for the collection of books for the boys on the first day.

PPE

Shane Ryan and John Rock have responsibility for this area.

The DES recommends that PPE will not be required to be worn within schools according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

However, the Board has decided that all PPE needed by Staff will be provided as necessary. All Staff are now provided with two face masks (EN14683 Type 11 R) for each day, 10 in total each week. They are left in their pigeon holes each Friday evening for collection on Monday morning for the following week.

Disposable masks available are for subs.

We ask parents to wear a mask whenever they are in the school. All adults on the school site wear face-coverings.

John Rock will order these supplies and distribute and monitor the supply and storage of these supplies.

TRAINING (Caroline Kelly)

Caroline Kelly is responsible for organising the Covid related training for the staff in the school. All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health;
- Covid-19 symptoms;
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school;
- Outline of the Covid-19 response plan.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the Covid School Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BOM.

Caroline Kelly will organise the training for the Staff. Teachers and SNAs will watch the DES training webinars before returning to school. They will confirm this on the Pre Return to Work form. The cleaners will complete the training on Mon 30th August along with the Principal and Maciek who will translate and interpret where necessary. Both Caretakers will complete the training by watching the webinars.

- **Teachers:** Pre-return to work – covid information – handwashing – hand sanitising - cleaning
- **SNAs:** Pre-return to work – covid information – handwashing – hand sanitising - cleaning
- **Caretakers:** Pre-return to work – covid information – handwashing – hand sanitising - cleaning
- **Cleaners:** Pre-return to work – covid information – handwashing – hand sanitising – cleaning – new routines – special covid deep cleaning training??
- **Pupils:** Covid information – handwashing – hand sanitising – cleaning – new classroom procedures
- **Secretaries:** Pre-return to work – covid information – handwashing – hand sanitising - cleaning

All staff to watch the training webinar at least three days before return to work (so that they can tick the box) and email Kathleen Marsh with confirmation and any questions in advance.

Training for cleaners. Caroline, Maciek and cleaners to view the training webinar and Maciek to explain as they go along.

All training completed and all pre Return to Work Forms must be completed and returned before Mon 30th August 2021.

DEALING WITH A SUSPECTED CASE of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

A designated isolation area has been established within the school building – the Small Kitchen off the GP Room.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;

Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask.

Gloves and a mask may be worn by the person tending the patient but must be immediately discarded appropriately. Provide a mask for the person presenting with symptoms if one is available.

He/she should wear the mask if in a common area with other people or while exiting the premises;

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.

The individual should avoid touching people, surfaces and objects.

Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.

Public transport of any kind should not be used; If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;

Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

Arrange for appropriate cleaning of the isolation area and work areas involved.

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.

SPECIAL EDUCATION (Claire Bonner)

SETs will support the Infant Induction and liaise with their caseload over the first two weeks.

We have created bubbles of Special Ed Support (One SET & SNA at each class level or per 2 class level at Senior end.)

The ICT committee will support all teachers and classes from 3rd to 6th in learning how to use Google Classroom properly. Junior Infants to Second Class will continue to use Seesaw in class to ensure all pupils at these class levels are competent using this platform. This is our Plan B in case of a class or a school lockdown.

Plans for pupils who cannot come to school (Very High Risk and others) will be created in September. One SET will be assigned to support and teach these pupils online. IEPs and Written Plans for the programmes for these pupils will be reviewed and updated in September. The SET Team and class teacher will revise, amend and update the Student Support Files and PPPs.

VERY HIGH RISK CATEGORY/ PREGNANT TEACHERS

All members of staff who have been informed of the categories created by the DES and HSE. They have been advised to consult with their doctor or consultant to advise them on the best course of action. They can then write to the Board of Management, speak with the Principal or speak with the LWR. The relevant DES Circulars and Information Notes have been circulated to the school community through Aladdin and school email.

HEALTH & SAFETY RISK ASSESSMENTS (John Rock)

John Rock is the Assistant Principal 1 with responsibility for Health and Safety Risk Assessments. COVID-19 represents a hazard in the context of health and safety in the school environment. A number of risk assessments to identify the control measures required to mitigate the risk of COVID-19 in the school setting have been devised. (Appendix 11). The standard First Aid/emergency procedure shall continue to apply in the school. John Rock has drawn up any new risk assessments relating to the Covid School Plan. These have been appended to this plan.

JUNIOR INFANT INDUCTION

Claire Bonner and Carina McCarville have responsibility for coordinating the induction of Junior Infants. They will:

They will organise and coordinate the initial Welcome Visit with parents and pupils on Mon 30th August 2021 at 14:30. This visit will take into account the most up to date HSE guidelines.

Coordinate the Entry and Dismissal of Junior and Senior Infant pupils.

Communicate with parents and re-structure the Junior Infant Parent Evening in September.

Ensure compliance with hygiene and classroom sanitising procedures.

Ensure physical distancing compliance among the parents of Junior Infants and Senior Infants.

FIRST DAY – TUESDAY 31st SEPTEMBER 2021

Drop off:

Parents arrive with their son at 09:30 (note the late arrival time for this day only).

Walk to the outer classroom door (marked with a letter)

Your son will be met by his class teacher at this door.

Wave goodbye and make your getaway without delay. (trust us)

Collection:

Collection time is 11:30. Please be on time.

Collect your son from the yard at the designated area. (this will be shown to you in August)

FROM WEDNESDAY 1st SEPTEMBER TO FRIDAY 10th SEPTEMBER

Drop off:

School gates open at 08:40.

Your son must be in his classroom at 09:00.

For the first two weeks you may walk your son to his designated classroom drop off point.

Your son will be met by his class teacher at this door.

Once your son has been dropped off, please leave the school yard immediately.

Collection:

Be on time at 11:30.

Collect your son from the designated area in the yard.

Walk out through school gates immediately.

FROM MONDAY 13th SEPTEMBER 2021

Drop off:

Your son will now walk in independently from the school gates.

Leading up to this date, please foster your son's independence by encouraging and supporting him to walk on his own to the classroom.

Members of staff will be on yard to assist and supervise.

Collection:

Home time moves to 13:25.

Collect your son from the designated yard.

CLASSROOM TEACHING MATERIALS & PROCEDURES

Teachers will speak with the previous teacher and consult end of year reports. Teachers to have access to previous teachers' Cuntas Míósúil to see what was done.

Each pupil will use only his own materials and books. They will be kept in his bag during the day and those not required for homework will be left on his cleaned desk/chair at the end of each day. Sharing of materials will not be allowed. Desks should be kept free of books and materials during the day that are not being immediately used.

Each classroom has been given 4 footballs for the class to play with in the yard. These will be used by the class alone and will be sanitised after each break.

Teachers may reduce the number of copies that they expect pupils to have in their bags. Each teacher will devise a plan that best suits his/her class. Teachers will devise arrangements for correcting work and providing feedback to pupils on their work.

Classroom Procedures

Each teacher will devise his/her own set of classroom procedures and teach them to the boys. All pupils clean their own desk and chair at the end of the day and put the chair on the desk. Books not needed for homework can be gathered up or left in a tidy bundle on the desk.

Teachers will devise and teach the boys the new classroom entry and exit routines.

Pupils will have a "fruit & water break" around 10 am. Teacher calls the roll at this time.

Each teacher will print a copy of the Classroom Procedures and leave it in the Yellow Folder for a sub to access in case of teacher absence. This Yellow Folder will include a class-list, a class layout plan identifying all pupils and where they are seated, a clear list of all classroom procedures and a timetable showing the plan for each day. (including breaktimes, Supervision Times and locations)

This information may eventually be put up on Aladdin for ease of access.

Differentiated Literacy Programme

We will look at how we can adapt our DLP System to the restrictions imposed by Covid. In mid-September we will create a system to maintain as many elements of DLP as we can and devise whatever new procedures we will need.

CROKE PARK HOURS

1. One full day on Aug 30th 2021 is 6 hours:
 - New School Procedures
 - Discussion on Covid School Plan
 - Time to prepare classroom with physical distancing in mind
 - New School timetables
2. Training – CPD
 - Google Classroom for all teachers with PDST support in early September
3. We will use Croke Park Hours to cover early morning supervision - 5 mins each day for 36 weeks is 15 Hours.
4. We will need some time for Staff Meetings and more CPD during the year
5. Parent-Teacher Meetings – Zoom option or face-to-face. Nov for SI to 6th class. Feb for JI. Aladdin system to book meetings.
6. We will organise Croke Park Meetings with physical distancing by using Group Meetings – SNAs; Class level Meetings; Infant Meetings etc
7. Zoom Meetings will be held when the whole staff or all teachers need to be brought together.

ICT DEVELOPMENT

We will organise Computer classes on Google Classroom for all classes from 3rd to 6th class.

We will train all pupils in 3rd to 6th to access and use Google Classroom beginning in the month of September.

We have purchased 35 Chromebooks so there is one for each pupil in a class.

We will use iPads until the Chromebooks arrive. We must clean them between class uses.

Extra laptops are available in case teacher is absent unexpectedly.

Preparation for Remote Learning

It is important to educate pupils in remote learning skills in preparation for possible lock down.

- Seesaw
- Google Classroom
- Flipped Classroom projects.
- Use of Scoilnet – Learning Paths

Dedicated ICT Committee to support each Teacher to do this job.

Platforms that we may need - Seesaw, Zoom, Google Classroom – we may need to purchase licences. Pay for Seesaw and Zoom premium packages to support teachers and communication if necessary.

We have created a Parents Support during Covid page on our website to share information and resources with parents.

We are continuing lessons in Google Classroom for boys from 3rd to 6th class, to prepare the pupils for a group, class or school lockdown. Classes from J1 to 2nd continue to use Seesaw.

COVID 19 RELATED ABSENCE MANAGEMENT

Aladdin Records - Pupil Absences:

Teacher must record all pupil absences on Aladdin. The roll should be taken at 10:00 each morning. If a child is collected early from school for any reason, it must be recorded on Aladdin. This must include an explanation of the event and the time and date. Parents must record the reason for a child's absence on Aladdin. Teachers monitor this procedure and remind parents to fill reason for absence.

Teacher Absences:

If a teacher is unwell and has to engage a doctor, documentation must be passed on to the school immediately.

Covid 19 Testing/ Self-Isolation or Restricting of Movements: Teacher contacts his/her doctor and goes for an appointment. The doctor decides whether to refer him/her for Covid Testing or recommends self-isolation or restricted movement. The teacher must receive the doctor's decision in writing and pass it on immediately to the school. This HSE/medical certification must include an explanation of what the doctor recommends/prescribes along with the estimated date of fitness to return to work, clearly stated. The teacher fills out the relevant Appendix from Circular 49/2020 and returns it with the medical certification to the school immediately. (We cannot book subs if we do not know the dates that the teacher will be absent).

If a teacher is not using Covid related leave for any absence then the teacher must decide what leave they are using. The INTO is there to advise on this decision. He /She must inform the Principal of what leave he/she is taking and for how long.

EMPLOYEE ASSISTANCE and WELLBEING SCHEME

The Department recognises the need for school staff wellbeing and collective selfcare. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy

comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of ‘Wellbeing Together: Folláinne Le Chéile’. Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

COMMUNICATION PLAN

Parents

We use Aladdin Connect and our website to communicate with parents.

In June we informed parents of the pupils’ teacher and class. We will inform the two fifths and SI class of the new teacher before school begins.

We offered parents opportunities to express concerns about return to school.

We offered parents of at-risk pupils more support and information.

We sent a video clip of entrance procedures and new signage around the school before the First Day.

Each teacher sent a video message to their class to introduce themselves and show pupils what their classroom looks like in advance of school opening.

Parents were informed that sick pupils must stay at home if they have any symptoms. Inform school of any Covid related issues in your family.

No sick bench this year. Pupil who is sick will be brought to the Isolation Room (Kitchen beside Hall) and must be collected immediately. If it is a physical non-Covid issue he stays with his class or stays at home.

Parents to pay for school expenses online through Aladdin.

Parent Teacher Meetings are planned for November except for Junior Infants. They will be face to face if possible with an option of a Zoom meeting online.

Teachers

Aladdin Connect

Text messaging

Staff Meetings – in groups or altogether on Zoom.

Staff emails

Pupils

Message on intercom every morning to promote appropriate behaviours for first few weeks.

FIRST MORNING

Parents and pupils informed in advance of the pupil's teacher and room.

Parents of new pupils invited to meet the teacher and see the school on Mon 29th August.

SNAs and SETs in the yard to receive pupils and guide them to their class.

Sign on gate to welcome pupils back to the school.

Teachers in their rooms or in the yard outside their rooms to welcome and direct pupils.

Principal, Deputy Principal, AP1 and SETs in Yard to welcome and direct pupils.

Junior Infants to start at 09:30.

SIGNAGE (Caroline Kelly & Maeve Keenan)

Caroline Kelly is responsible for signage around the school. Schools are required to display signage outlining the signs and symptoms of COVID19 and to support good hand and respiratory hygiene. The Department will provide printed posters to schools, with age appropriate key health messages – hand washing, sneeze and cough etiquette etc.

Staff responsible must coordinate with all other groups to ensure that all members and areas have the necessary signage.

Signs will be erected around the school to promote proper hygiene practices, physical distancing and handwashing and hand sanitation.

Signs will be placed in toilets to promote proper handwashing.

Signs will be placed in classrooms to promote hand washing and hand sanitising.

Signs to promote physical distancing will be posted in the corridors, in windows facing onto yards and on walls in yards. (Maeve Keenan)

Signage will be painted on the yard and in the grounds of the school to illustrate and facilitate physical distancing.

Marks/footprints are painted in the yard to help parents maintain physical distances of 1-2m when collecting pupils.

Directional signs are painted to show the prescribed direction of travel around the school.

Lining up lines will be painted in yards to ensure physical distancing at end of break times.

Communal toilet doors – cubicles designated to specific classes.

Communal Toilet 1 (near Computer Room) for Rooms 2 & 3. Cubicles designated to Rooms 2 or 3 with signs on doors.

Communal Toilet 2 (beside Staffroom) for Room 4.

Communal toilet 3 (across from Room 8) for Rooms 7 & 8. Cubicles designated to Rooms 7 & 8 with signs on doors

Signs to identify gates at Main Entry Area as Gate A, B, C, D, E. – COLOUR CODE

Big welcome sign for front of school gates to welcome pupils on first day.

Handwashing posters in toilets in plastic holders like Evacuation Sheet holders – Communal toilets.

Sign on main wall at main door and the door at room 17/18 to say “please sanitise before entering” and hand sanitiser unit here.

ROLES & RESPONSIBILITIES

The Board of Management has overall responsibility for the creation and implementation of this Covid 19 Return to School Plan. The following are the agreed roles and responsibilities of the implementation group.

- Workers’ Representatives – LWR Trish Ryan; Assistant LWR Maciek Ogorek; Deputy LWR Yvette Delaney
- Visitors Log / Contact Tracing List – John Drewett & Sharon Connolly
- Training & Induction – Caroline Kelly
- Risk Assessments Updates – John Rock
- Organisation of PPE & Facilities & Cleaning – Shane Ryan
- Covid Case Managers – John Drewett & John Rock
- At Risk Employees – John Drewett & John Rock
- Special Education – Claire Bonner
- Signage – Caroline Kelly & Maeve Keenan
- Junior Infants Induction and Care – Carina McCarville & Claire Bonner
- Staff, parents and pupils must follow the schedules and procedures
- Organising of PPE – John Rock

CHILDREN WHO DO NOT RETURN TO SCHOOL

Some children will not return to school because they are in the Very High Risk category. Once this is certified by a doctor, these children must be marked present on the roll and supported by distance learning via online platform, as was the case prior to the summer holidays.

Children who do not return to school due to COVID-19 related anxieties, will be marked absent and the school has no obligation to support their learning via online platform, as was the case prior to the summer holidays.

IMPORTANT CONTACTS

HSE at 1850 241850.

Department of Education & Skills - reopeningschools@education.gov.ie

Covid19_alert@education.gov.ie telephone 057-9324461

REVIEW:

This plan will be reviewed and amended as needed.

COMMUNICATION

A digital copy of this plan has been given to every staff member. It is available for parents to view in the school. It is posted on the school website.

RATIFICATION

This policy was ratified by the Board of Management in September 2021.

Signed: _____

Date: _____

Chairperson

On behalf of the Board of Management

ADDENDA & UPDATES

Recording Pupil Absences due to Covid, on the school roll

The Department of Education & Skills has informed us that where a child cannot attend school due to Public Health advising that the child self-isolate/restrict movements and get a covid test, the child will be marked absent on the school roll. This school roll is a record of the child's attendance in the school building and even though the child may be receiving remote teaching and learning, he will be marked as absent if he is not in the school building when the roll is taken.

Remote Support for pupils instructed to isolate or restrict movements by Public Health

Parents are also advised that limited remote support can only be provided by the school where Public Health has instructed parents to isolate their child or restrict his movements due to covid infection or the child being deemed a close contact by Public Health. Providing remote support during the school day means that we must use a Special Education Teacher to cover the class teacher for the period of the remote support and this reduces the Special Education support to pupils in school. To be fair to pupils with special needs, we must keep this disruption to an absolute minimum. We will review the feasibility of such support as the situation evolves.

Contact Tracing in Schools

The DES has removed contact tracing from schools and Public Health has issued new guidelines for schools.

Tues 5th October 2021 Update

Five CO² monitors arrived in the school in early September. We have assigned them to our smallest rooms and largest classes initially. Six more CO² monitors arrived on Fri 17th September. We are running a month-long CO² monitoring experiment to determine which classrooms are most in need of monitors.

One full class (third class, 1 teacher and 1 SNA) and one pod each from 2 classes (fifth classes – 6 in each pod) were instructed by Public Health to restrict their movements. We have provided remote support to those who have been instructed to isolate or restrict movements by Public Health. Teachers provide Zoom lessons on Mon, Weds and Friday for 30 mins and assign work to be done at home. Cover is provided by SETs.

Thermometers: Thermometers in Rm. 11 Ms. Ryan, Rm. 16 Ms. Cullagh, Rm. 20 Ms. Foley, Rm. 3 Ms. Ahern, Rm. 7 Ms. Kelly and Rm. 23 Ms. Duffy, Mr Rock's.

Gaelic football coach has already returned to the school and the rugby coach begins again this week. We are looking at the possibility of returning to Swimming after Halloween.

New guidelines terminating close contact tracing and testing in primary schools has been sent by the HSE. We now only send home pupils with Covid 19 symptoms and parents may bring them to get tested. The Board has agreed that the Principal will contact parents of pupils in classes where there is a positive covid case.

A review of the expenditure incurred from Covid Grants from 2019-2020 and from 2020-2021 has been undertaken. The excess of income over expenditure must be returned to the DES. We are drawing up our income and expenditure accounts for these grants.

Following a query to the DES, IPPN and CPSMA about how to record Covid absences of pupils who were forced to restrict their movements as close contacts, having symptoms or class/pods being sent home, we have been advised to mark all pupils who are not present in the school building at the time of roll-call as absent. This absence should be recorded as an explained absence and the information put into the Aladdin Roll system. This information was outlined in the DES document “**Recording and reporting Covid 19 primary pupil related absences**” - **Section 2.2**. Therefore any pupil with Covid related issues, who is not in the school building at roll-call time, will be marked absent.

Proposed: Robert Kennedy. Seconded: Jan O’Donoghue. Adopted

Thursday 14th October 2021 Update

The Department of Education & Skills has issued a new circular called **Circular 50/2021 Operational Supports for Primary Schools 2021/2022** which limits a school’s supports and options on covering classes for teacher absences and for accessing substitutes in the coming year. The new limitations may have serious consequences for the school community.

Last year, if a classroom teacher was absent and we could not find a substitute teacher, we could use a Special Education Teacher to teach the class on that day, bank the hours of Special Education that had been lost and use them another day to support the children with special needs, when a substitute was available. In this way, the class had a teacher and the children with special needs did not miss out on their hours of support.

However, according to Circular 50/2021, when the classroom teacher is absent and there is no substitute teacher available, schools have been told that they can no longer use Special Education Teachers to teach the class. This means that if there is no sub available to teach the class, the only option is the Principal Teacher. If he is unavailable and we have no sub and we are not allowed to use Special Education Teachers to fill the gap, we may be left with no choice but to send a class home. The boys cannot be in school unsupervised and we are not allowed to split a class among other classes. The DES is aware of the situation and we have explained that this Circular is unworkable. We need to return to the arrangements that were in place last year or and use SETs to cover classes or else classes may be sent home due to there being no teacher to teach them.

The Board of Management of St Corban’s does not want to have to send a class home because we have no teacher for the class. If there are no substitute teachers available, the Board has decided to use Special Education teachers as our second last course of action and only to send pupils home when there is absolutely no other option. The use of the Principal as a substitute is unworkable except on very rare occasions when he is available to cover a class as this has management and health & safety implications for the running of the school.

It was agreed that the Principal would seek guidance from the Cigire Stephanie Fitzpatrick, as to what the school should do when there was no substitute available to cover a mainstream teacher’s absence. Should we use our SETs or send the class home in such a circumstance?

Following on from this advice from the Cigire, the Board will write to parents of pupils in the school to explain the situation and explain how they might respond.

The Board's position is that we need to return to the arrangements that were in place last year or and use SETs to cover classes or else classes may be sent home due to there being no teacher to teach them. If such a situation arises we decided that using Special Education Teachers instead of sending home a class is the lesser of two evils.

The following is the sequence that we will use for covering all teacher absences:

1. Supply panel as we are part of a supply panel,
2. School's own panel of regular substitutes, (Usually Student Teachers who are not yet fully qualified but only available intermittently)
3. National substitute service,
4. If no substitute is available from above options then the school will
 - For teachers in mainstream classes, the school will use other non-mainstream teachers / Special Education Teachers to cover the absence.
 - For non-mainstream teachers we will support the pupils who are impacted, in the classroom setting in as much as we can.
5. Administrative Principal will be used on very rare occasions where there is minimum impact on the management and health & safety of the school. (The Principal handles most First Aid issues in the school)

We hope that the DES will return to the arrangements that were in place last year but in the meantime this is the best and safest option that the Board can implement.

Tuesday 9th November Update

Addendum

CO² Monitors Plan

We received our 11 CO² Monitors in September. We issued them to all rooms for one week each, to trial them for a week over the month of October. Each class used the monitor in the classroom for a week and recorded the readings at 6 specific times each day. We used this information to ascertain which classes were most in need of monitors.

The classrooms 9 to 18 showed very high readings as these rooms have low ceilings and windows on only one side. The only way to create cross-ventilation in these rooms is to open the doors. The Prefabs with their low ceilings also showed high readings. The Classrooms 1 to 8 showed the lowest readings as these rooms have high ceilings and windows on both sides creating good cross-ventilation.

It was decided to purchase three more CO² monitors bringing the total to 14. These 14 monitors will be placed in classrooms 9 to 18 and in the prefabs. Teachers can use the

monitors to identify times that the room may need to be aired to ensure good circulation of air and good ventilation by opening doors and windows. Teachers will be given the monitors to use in their classrooms from the beginning of November.

Thermometers Plan

We purchased 7 thermometers and we have shared them around the school for teachers to access them easily. The thermometers are in rooms S3, 3, 7, 11, 16, 20 & 23. Teachers have been informed of their location so that they can easily access them should they need them.

Tuesday 16th November 2021 Update

The government have changed the guidelines on close contacts again. A close contact of a positive case in a family must now isolate at home for 5 days and take 3 antigen tests. If he/she is then negative and symptom-free then he/she can return to school/work.

Antigen Testing November 2021

When the parents of a child in the school inform us that he has tested positive for Covid 19 we will contact the parents of the pupils in his pod / desk through Aladdin and advise them that they may avail of free antigen tests for their sons. Pupils may continue to attend school as long as they have a negative Antigen or PCR test. Any pupil who tests positive on the antigen tests, must get a PCR test. If more children outside the pod test positive for Covid, then the whole class will be offered antigen tests.

Face Masks / Coverings Dec 6th 2021

Every pupil from 3rd class to 6th class is required to wear a face mask/face covering in the school from Monday 6th December 2021 as instructed by the government.

Each pupil should bring his own mask to school. Parents are advised to provide their son with a small ziplock bag for holding and storing the face mask when it is not being worn at breaks.

In the event that the child forgets, loses or damages his mask, during the course of the school day, the school will provide a replacement.

Pupils must put on their mask before entering the school building and classroom.

If a pupil forgets, loses or damages his mask, the teacher will provide a replacement at the classroom door.

Children will have mask breaks regularly throughout the day.(at least every 90 mins.) Breaks from mask wearing will be built into the school day.

- Eating time
- Yard time outdoor
- PE outdoor
- Fruit/water break at 10.00am (windows open & doors open)

On wet days when pupils cannot get out in the yard to play at breaks, pupils take off masks to eat and put them back on if stuck indoors for break. Teachers to try to find time outside for walk/break at some stage on wet days.

Parents seeking an exemption must meet the criteria set out in the government directive and provide medical certification as part of the application for exemption.

In the limited circumstances where a face mask/covering cannot be worn clear visors must be considered.

If a parent claims that their child cannot wear a mask for the following reasons, they must contact the school immediately. Exemptions will only be considered for:

- any pupil with difficulty breathing or other relevant medical conditions
- any pupil who is unable to remove the cloth face-covering or visor without assistance
- any pupil who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example pupils with an intellectual or developmental disability, mental health conditions, sensory concerns or tactile sensitivity.