

Covid 19 Reponse Plan for Scoil Barra Naofa, Monkstown.



The Covid 19 Response Plan for Scoil Barra Naofa, Monkstown has been developed by the Board of Management in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the Return to Work Safety Protocols developed by the Department of Business, Enterprise and Innovation along with the Department of Health. Protocols and procedures unique to Scoil Barra Naofa have been developed in line with the Covid 19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools published by the Department of Education. As well as outlining the protocols and procedures in place at Scoil Barra Naofa this plan includes the Covid 19 Policy Statement, Lead Worker Representative Information and details the process in dealing with a suspected case of Covid 19.

This purpose of this document is to support all staff and to provide clear information and guidance to all staff working at Scoil Barra Naofa. This response plan is a living document and will be updated in line with public health advice as appropriate.

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 19 Response Plan and associated measures.

If a staff member has any concerns or observations in relation to the Covid 19 Response Plan for SBN, control measures or the adherence to such measures by staff, pupils or others he/she should contact the Lead Worker Representative who will engage with the Principal, Deputy Principal or Board of Management.

This plan was originally published in August 2020. It was reviewed and updated in Oct 2020. The plan was most recently reviewed in February 2021 and updated in line with most recent public health advice and HPSC guidance. An accompanying *Summary of additions to COVID-19 Response Plans required by 'Work Safely Protocol'* has been created for convenience and ease of reference.

School Context

212 pupils.

8 Mainstream Class Teachers.

3 full time Special Education Teachers.

1 shared Special Education Teacher (3.5hrs p/w) These hours will be banked for now and used a full days later in the term/year.

3 full time SNAs and 1 part time SNA.

Administrative Principal.

Full time secretary.

Full time cleaner.

Part time caretaker.

Aide through DES; 2 days August + 2 days Oct Mid term

Classrooms measure 65 metres squared.

Each class has its own general purpose sink as well as individual boys and girls bathrooms with sinks in each.

There are sinks available in the staff bathrooms, staff room and kitchen.

There are no sinks available in the 3 special education rooms, library and computer room.

Outdoor sinks have been installed adjacent to all yards.

There are two gates through which access to the school grounds is possible.

The area outside the school gates has been repurposed as a pedestrian area suitable for physically distant drop offs and collection. No parking of car turning possible in the area outside school gates.

Wheelchair accessible parking space remains available outside gates and inside car park.

The school carpark has been altered to allow a safe path to external classroom doors.

Extra staff parking spaces are available in the church carpark.

Parents and pupils are asked to park and stride using the carpark in the playground/opposite the Bosun.

Key Dates;

Week of Aug 17th;

ISM meeting, ISM to contact staff by phone, relevant circulars/plans circulated among staff, Principal to liaise with BOM and ancillary staff.

Principal will communicate with Parent's Association regarding reopening arrangements.

Principal will communicate reopening plans with parents via newsletter.

Principal will update Code of Behaviour and Critical Incident Management Plan as necessary and engage with BOM.

Deputy Principal to complete Risk Assessment and update Health and Safety Statement.

DP to complete yard duty supervision rota.

DP to upload newsletter and reopening arrangements on website.

Week of August 24th;

Board of Management meeting. Whole staff meeting. All staff to undertake online training provided by the DES. LWR and Deputy LWR to undertake training provided by DES. All staff to present in school during this week to organise rooms and furniture.

Week of Aug 31st;

Final Draft of SBN Covid Response Plan to be published on school website.

Croke Park Day for all staff on August 31st.

Children return to school on September 1st.

ISM review meeting on Friday 4th of September.

Feb 24th – Mar 1st 2021

ISM Meeting on safe reopening of SBN.

LWR to complete school assessment; signage, supplies etc. LWR to forward training and guidance docs to staff.

DP to undertake risk assessment.

Principal to update Covid Response Plan, communicate plans for reopening with staff, parents and BOM.

Staff Meeting for those staff members returning to school on March 1st.

All staff to complete updated training by DES, read and review updated guidance from the HPSC and complete the updated Return to Work Form.

Circulation of updated Covid Response Plan to staff and parents via website.

Circulation of Return to Education Forms to parents of children returning to school on March 1st.

BOM Meeting.

Content of Plan

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Pre Reopening of Schools (Sep 2020 and Feb 2021);

Classrooms have been checked and correct physical distancing is possible in all rooms without dismantling of storage etc.

Ventilation facilities have been checked by caretaker.

Water supply has been flushed and checked by caretaker to prevent Legionella.

All Staff are asked to attend school the week before reopening and arrange their classrooms, furniture etc correctly. Necessary books and equipment should be stored in cupboards/units thus leaving surfaces clean and clutter free. Unnecessary clutter should be removed. This will facilitate organisation and cleaning pre reopening of school.

Corridors must be left clear to allow for correct physical distancing.

All staff have received an electronic copy of the Roadmap to Reopening of Schools, SBN Covid Response Plan and Curriculum Guidelines for Primary School Leaders and Teachers. Staff have been asked to read and be familiar with documents.

Circular on wellbeing and services of the EAS forwarded to all staff.

Circular on Covid 19 sick leave arrangements forwarded to staff. Updated information notes on changes to leave as of Feb 2021.

Curriculum Guidelines circulated to staff.

Guidelines on Physical Distancing forwarded to staff.

All staff will be required to undertake and complete Covid 19 Induction Training prior to reopening of school.

All staff must complete the Return to Work (RTW) Form and SBN Health and Safety Checklist. Updated RTW Form as of Feb 2021.

Staff should inform Principal/LWR if they fall in the high risk category.

Staff and parents/pupils have been informed of the need to quarantine for 14 days following travel to an area/country not on the "Green List".

Feb 2021; Staff encouraged to download the Covid Tracker App.

Feb 2021; Parents asked to complete the Return to Education Form on behalf of their children.

A Lead Worker Representative (LWR) and Deputy LWR has been appointed.

Therese Flannery has volunteered for this role and Sharon Mulrooney will act as Deputy LWR. SNA Audrey Cassidy to assist LWR.

See DES Covid Response Plan doc to read role description of LWR and Deputy LWR.

Reopening of Schools:

On returning to work all staff must meet obligations and responsibilities as set out by the DES and BOM.

"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 19 Response Plan and associated control measures". Pg 11 DES Covid Response Plan doc.

Arrival, Dispersal and Break Arrangements;

Arrival and dispersal arrangements have been made in line with DES advice on physical distancing and based on the principles of increased separation and decreased interaction.

Arrival;

Children may arrive to school between 8.35 and 8.50. This fifteen minute window will allow for a natural staggered arrival on site.

In a further effort to ensure physical distancing there will be no parking outside school gates and this area will provide a spacious pedestrian drop off point.

On entering school grounds children will use the external classroom doors to enter and exit the school where possible.

In allowing children to access external doors to third, fifth and sixth it will be necessary to block off car parking spaces in the school car park. The two spaces next to the wheelchair accessible space will be blocked off to create a safe pathway.

No teacher should attempt to park in school car park from 8.35 as children will be arriving onsite. Extra carparking will be available in the church car park for staff members. In the event of funeral, wedding or other occasion staff are asked to park and stride.

Class Teachers from Juniors to second are asked to be in/at their rooms every morning at 8.35 and ensure that children comply with regulations on hand hygiene and physical distancing.

Class Teachers from 3rd to 6th should be in the classroom by 8.50am every morning. A supervision roster in place upstairs.

SETs will assist Class Teachers in supervising the classes upstairs on a rotation basis. SNAs will assist in supervising arrival of pupils in the class to which they are assigned.

Principal and SNA to remain at main gate every morning.

Deputy Principal available in school building to assist as needed.

In so far as possible siblings should not walk siblings to class. This will impede the one way systems in operation throughout the school and therefore, impede efforts to comply with physical distancing regulations.

Children in the following classes may use external classroom doors morning and afternoon; Junior Infants, Third, Fifth and Sixth.

Senior Infants and First should use the main lower/halla door to enter school every morning.

Second and Fourth Classes can access school via the main reception door upstairs.

As of November 2020 the majority of Junior Infants are dropped at the school gate. Those parents dropping Juniors to the class are requested to wear face coverings at all times.

Parents of infants are asked to take due care when passing other parents/children on the path and reminded that face coverings should be worn.

Dispersal;

Junior Infant collection will take place from external classroom door. Collection will take place at 1.30pm from the external classroom door.

Outdoor signage will indicate a safe queuing system for parents. Face coverings must be worn.

Senior Infant collection will take place from main reception door upstairs thus ensuring that both queues do not cross over. Again face coverings must be worn.

Senior Infant children should be lined in single file alongside storage/filing units leaving corridor wide enough for passing staff. Children should be lined in their pods.

Outdoor signage indicates a safe queuing system for parents.

One way systems are in place for both infant collections.

In the interest of safety parents are encouraged to collect their child(ren) and exit school as promptly as possible.

Parents of all other children will be asked to drop and collect their children outside school gates/grounds. In order to ensure the staff and pupils can remain physically distant we must aim to keep nos on the school grounds to a minimum.

Children in First and Second Class may exit the school via the lower halla door each afternoon. Children should be walked, in single file, to the school/carpark gates to meet their parents. Parents are asked to wait outside school gates and children should remain with their class teacher until their parent/sibling has arrived to collect them.

Children in First and Second Class should be ready at the collection gate no later than 2.20. This will allow for younger children to be safely collected before older children leave school. This will also allow collection to adhere to physical distancing regulations.

Children from Third to Sixth should be ready to leave when the 2.30 bell has sounded. This should ensure that pupils from First and Second Class have been collected and left the grounds.

Teachers from Third to Sixth are asked to be mindful of other classes leaving at the same time and do not allow your class to exit the external door if another class is passing/leaving at that time. Hold your class until the path is clear. Class bubbles must be kept separate!

All teachers are asked to walk their class to the gate. Teachers should lead their class out to gate ensuring that children are not running, rough or compromising the safety of others. All parents and children should exit area promptly and safely.

For those children with additional needs it may be necessary for the sna to meet the child at the gate in the morning and walk the child to class as well as walk the child to the parent/gate every afternoon. This will be arranged on a case by case basis. Otherwise, snas should assist at main gate/carpark from 8.35 to 8.50 for the initial reopening phase. Snas may help any child slow to return or unsure of where to go. Once children have settled back to school those snas not meeting their children at the gate should help supervise in the classroom to which they are attached every morning from 8.35 to 8.50. All snas should walk the children to the gate each afternoon and assist in the supervision of same.

Break and Yard Access;

Senior Infants may use their external door for access to yard. The footpath to the door is not safe for use at arrival and dispersal but fine for yard access.

Junior Infants, First and Second Class will use main lower exit to yard each lunchtime. While classes will attend yard separately i.e. Juniors and Seniors in the middle yard and first and second in middle yard (staggered break times), it is essential that teachers ensure classes/bubbles do not mingle or cross over when entering/exiting at yard time.

Third, Fifth and Sixth may use external classroom doors to access yard and return from yard.

Fourth Class will access yard via main door on stairwell.

Third and Fourth will play on the upper yard and Fifth and Sixth will play on upper yard (staggered break times).

Infants and 3rd & 4th will have the same break time. 1st & 2nd and 5th & 6th will have the same break times. This will allow for easier access to yards, access to outdoor sinks for hand washing and allow for staff room guidelines to be adhered to.

All yards will be sectioned into two halves. The first class to arrive on yard should play in the further half and the second class to arrive on yard should play in the nearest half. This will avoid crossover of classes/bubbles.

Under no circumstances can children play with children from other classes.

(A separate document on yard duty and supervision rota is issued to staff each term by the Deputy Principal).

Daily Hygiene;

Hand Hygiene;

On entering and exiting vehicles Staff should use hand sanitiser.

On entering school all staff and pupils must wash or sanitise their hands. Staff should remind pupils of this protocol regularly. Sensor wall mounted sanitisers can be found in every classroom, at the reception door and office area.

Sanitiser dispenser units have been added next to the external doors of all classes bar 4th. There is no external door at 4th class and these children use the sanitiser at the main reception door.

Extra sanitiser units have also been mounted in the halla (2) and at the stairwell/yard access door.

On entering and exiting staffroom, kitchen area, SEN area, Halla, Office area etc the staff member should wash their hands or sanitise their hands if washing isn't possible e.g. halla/library.

Children should wash and dry hands before and after using toys and school equipment.

Pupils should sanitise their hands on entering and exiting SEN rooms, library, etc

Staff should follow and promote good hand hygiene practices. Staff should remind and prompt pupils as necessary. Teachers and snas should explicitly draw the children's attention to the visual prompts and regularly remind children of correct hand hygiene technique.

Use of wash facilities should be carefully managed by staff and congregation around wash basins should be avoided by efficient management of facilities. Hands should be washed before eating, following use of toilet facilities, following a cough or sneeze, following outside play/sports and at any stage during the day when the child presents with dirty hands.

Outdoor sinks should be used to wash hands on returning from yard or play. Outdoor sinks may also be used during the day should the class need to wash hands e.g. after using toys, equipment, after art or before eating. Children using outdoor sinks must be supervised at all times by an adult, teacher or sna, and social distancing of at least 1m should be observed when entering and exiting the school building/traveling on corridors.

Outdoor sinks have been added to the lower yard area. These sinks are covered and may be used by classes Juniors to 2nd on return from yard or during the day if needed.

Staff and children should use a paper towel to dry hands after every wash. Paper towels should be deposited in the pedal bin only and not any other bin.

Children are required to have a small, clean hand towel in their washbag. This should be used following whole class handwashing. This will discourage congregation around the papertowel dispensers.

It is not necessary to sanitise hands following hand washing.

Children from 1st to 6th are required to have a small bottle of sanitiser in their washbag. Use of personal sanitiser during whole class sanitising speeds up the process and discourages congregation around the sanitiser dispenser.

In Junior and Senior Infants a sanitiser pump bottle is available for each pod. Teacher supervises the use of this during whole class sanitising. Use of individual small/pump sanitiser during whole class sanitising speeds up the process and discourages congregation around the sanitiser dispenser.

Teachers and snas should check washroom facilities regularly throughout the day. Gloves are provided to pick up any paper towels on the floor and deposit these in the pedal bin.

Teachers and snas should also check facilities to ensure the children's safety. Particular attention should be paid to wet floors and danger of slip/fall.

The floor area under the sanitiser dispenser should be checked regularly to ensure the area is dry and safe.

Teachers and snas should check the supply of handwash, sanitiser and paper towels regularly and inform the LWR or Deputy LWR of any need to restock. Do not wait until you have run out!

Teachers and snas should ensure that Covid signage/posters are securely hanging, rehang signs that may have fallen and inform LWR or Deputy LWR of any damaged signage/posters.

Respiratory Hygiene:

Staff should follow and promote good respiratory hygiene practices. Staff should remind and prompt pupils as necessary. Teachers and snas should explicitly draw the children's attention to the visual prompts and regularly remind children of correct respiratory technique.

Teachers and snas should ensure that Covid signage/posters are securely hanging, rehang signs that may have fallen and inform LWR or Deputy LWR of any damaged signage/posters.

Ventilation;

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. Classroom doors may also be left open during the day to increase airflow/natural ventilation.

Staff should ensure that windows are opened each morning and no obstructions are present. Any issues should be brought to the attention of the LWR.

Windows and doors of communal areas, corridors, staff room etc should also be open daily.

The DES Guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. This can be achieved by partially opening the window(s) above the radiator during cold/chilly weather.

Air vents have been checked and remain open.

No mechanical ventilation system exists at SBN.

DES Guidance on Ventilation has been shared with all staff.

Physical Distancing and PPE;

"Where possible staff should maintain a minimum of 1m distance and where possible 2m. They should take measures to avoid close contact at face to face level such as remaining standing rather than crouching down or sitting beside the child". Pg 17 of DES Covid Response Plan doc.

Physical distancing of 2m should be maintained between staff members and between staff and visitors where possible.

Face coverings are now mandatory for school staff. Visors and disposable masks were purchased for all staff members in Aug. It is a matter of individual preference whether a staff member prefers to wear a mask or visor, however,

the INTO recommends that staff wear masks, ideally medical grade masks, as a visor does not provide the equivalent protection. Fórsa recommends that snas use medical grade masks when working with children and caring for children.

Staff are responsible for the use, safe keeping and cleanliness of their visor/mask. Further guidance on the use of face coverings is covered in DES training.

A staff member may choose to wear their own reusable cotton mask. These should be washed by staff regularly.

Medical grade masks (EN14683) are available to all staff. The DES strongly recommends use of medical grade masks for SNAs and SETs.

At SBN face masks will always be worn in the following circumstances;

- Assisting with intimate care needs.
- Administration of first aid.
- Administration of medicine.
- Where a suspected case of Covid 19 is identified while school is in operation.
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in the very high risk group or may be living with those in the very high risk group.
- When staff move between classrooms to support children with additional needs.

Use of face coverings for children under 13 is not recommended by the HSE and as such SBN does not recommend children 13 wear such coverings. If a child falls into a high risk category parents are asked to contact school in advance to discuss possible use of a face covering. Parents are responsible for the training of children in safe use of face coverings.

Teachers and snas should regularly remind children in 3rd to 6th class of the need to keep 1m apart when indoors. It is not necessary to remain 1m apart on yard, however, all classes must remain within their bubbles and not crossover with other class bubbles.

Teachers and snas should ensure that their desks are at least 1m and where possible 2m away from pupil desks and from each other. Floor tape may be used to mark off teacher/sna workspace.

Teachers and snas working from 3rd to 6th classes should ensure that 1m distance is maintained between pupils by regularly checking the layout of the furniture/desks.

Teachers and snas working from infants to 2nd are asked to organise children into pods. Teachers should ensure that 1m distance is maintained between pods of pupils by regularly checking the layout of furniture/desks. Pods should be reconfigured each half term. This will allow for a natural break in contact and a natural period of isolation/separation before joining a new pod.

Teachers and snas supervising the children during breaktime/arrival and dispersal times should ensure that children maintain a minimum of 1m distance when walking through school corridors. This can be achieved through close supervision and constant verbal reminders as well as visual cues on signage.

All children should remain seated in their class when eating during lunch time.

Although children are not required to remain physically distant on yard due care should be taken to ensure that children are not engaging in play or sports that require close physical contact. Hugging, high fives etc should also be discouraged.

(Arrangements on morning/afternoon supervision as well as yard supervision to follow in separate document).

Sharing of common spaces will be limited. Use of library and computer room will be restricted to SEN for the immediate term and use of halla will be strictly timetabled.

Library in use each afternoon during second half of term 1. SNAs assisting in bringing pods to the library each afternoon. Only pods from the same bubble on the same day. Library is cleaned and fogged everyday. **Library will not be used by snas and class bubbles following reopening in March. This will be reviewed in term 3.**

Computer room used for typing groups/SET groups. Only used by pods from the same bubble each day. Computer room is cleaned and fogged everyday.

Outside yards may be used for extra activities, play and PE. Lower yard to be used for PE by juniors, seniors and first. Middle yard to be used for PE by

second, third and fourth. Upper yard to be used for PE by fifth and sixth. Use of outside yards will not be timetabled but should be agreed by relevant teachers at class level.

Movement breaks should be structured and timetabled between teachers and snas. Halla will be used for gross and fine motor group work. Outside yards may also be used for incidental breaks. Some movement breaks can take place in the classroom itself or on corridor outside. Yard may also be used weather permitting.

Equipment used for sensory circuits/activities to be cleaned and sanitised after each use. Spray and appropriate wipes are available for this.

It may be difficult/impossible to maintain physical distancing when dealing with children with additional needs e.g. medical issues or intimate care. Staff should ensure they wear appropriate PPE in this event. Medical grade masks, aprons and gloves are all available for staff and should be worn as appropriate. It may be necessary to wear a mask and a visor in such instances.

In the event of dealing with an intimate care issue the child may require a shower and in this case parents/guardians may be contacted to collect child as no facilities for this are available at school. Child can return to school following a shower.

Face Coverings, ideally medical grade masks, should always be worn when dealing with children that may have difficulty maintaining their distance or may not be able to practice correct respiratory etiquette.

Children with medical issues or requiring medical assistance e.g. diabetes testing should be tested in the school library as was the case in the past. Care should be taken to sanitise hands on entering and exiting the library.

Perspex screens are installed in SEN rooms in order to allow SEN groups of children from the same class attend SEN together. Maximum nos in groups will be set according to the space available in the SEN rooms and according to public health guidelines on physical distancing.

Perspex screens are installed on the teacher's desks in Junior and Senior Infants.

Perspex screens for secretary and principal's offices also.

If working closely with a child with additional needs there may be a need to handle shared equipment. E.G. you may be making a jigsaw with a child or modelling an activity. Ensure your hands and the child's hands are washed properly before and after this activity. Hands should be washed following a cough/sneeze and teacher, sna and child should avoid touching their face. The equipment or game should be cleaned properly after use.

No groups can be taken to the staffroom for any reason and no children should be sent to the staff room for a drink/message etc

No children should be sent on messages or jobs to the office or around the school.

School staff should not enter the school office.

Staff should not share pens, markers, whistles etc. Staff should not use the pens or pencils of children when working side by side or with a child.

Staff should model good practice for children at all time by maintaining physical distancing, not hugging and shaking hands.

A limit of 4 people will be permitted to use the main staff room at any given time. A limit of 2 people will be permitted to use the downstairs kitchen at any given time.

Further info on use of office and staffroom is detailed below.

Use of School Equipment and Resources;

Sharing school equipment between children is to be avoided/minimised where possible.

Children should wash hands before and after using school equipment such as toys, I pads, sports equipment, art equipment or musical instruments.

Teachers and snas should clean such equipment after use. This will be further explained in section on cleaning.

In so far as is possible children with sensory/additional needs will use either their own tools e.g. theraputty, theraband etc. In relation to movement breaks children should be encouraged to engage in exercises involving their own body

weight e.g. jumping jacks and stretching/gymnastics. Any school equipment used will require cleaning after use.

Wherever possible sensory breaks should take place in classroom/corridor/an open space. Sensory pods are only to be used if absolutely necessary i.e. a distressed child that needs privacy/quiet space. If a sensory pod has been used by a child that pod cannot be used by any other child until it has been fully sanitised by the fogger machine. The pod should be labelled as out of use and identified to the cleaner as being in need of sanitising. Toys/tools inside the pod should be removed by the supervising staff and taken back to class to be cleaned.

Ipads should be wiped clean after use and wipes should be disposed of in the pedal bin.

The school library and computer room will not be available to classes. These rooms will be used as part of SEN teaching. This will be reviewed accordingly.

Computers may be used as part of SEN/typing pods but pods should only contain children from the same class/bubble and equipment should be cleaned after use. See section on cleaning.

Classroom Management;

Children should have their own books and materials. Books should be covered with a wipeable cover and cleaned at home regularly. Pupils should not share pens pencils etc. Each pupil will have their own whiteboard, marker and sponge cleaner. This whiteboard should be used regularly as a tool to share answers and work and allow teacher view the children's answers/spellings/work without needing to collect/correct a copy.

Copies/Books should be kept to a minimum to allow for storage in under desk basket and thus allow for ease of cleaning of desks.

Photocopies and worksheets should be kept to a minimum. This will reduce handling of pages by multiple people as well as eliminate need to hand out and collect sheets/store sheets.

Teachers may consider blocking off subject areas and easing the need to carry books in and out of school e.g. September focus on History area of SESE, October focus on Geography area of SESE and November focus on Science

area of SESE. This will eliminate need for all three books to be in school/schoolbag at any one time.

Teachers should consider using a date stamp as a method of “correcting” work. This method will allow teachers and parents to know work has been completed and checked verbally without the need to collect and correct physical copybooks.

Seesaw will be introduced over the month of September as a tool to allow teachers assess and file student’s work and progress digitally. Again eliminating the need to collect and correct copybooks and serving as an assessment folder.

Seesaw up and running in all classes since September 2020. School has upgraded to the premium version of Seesaw to allow greater functionality for both teachers and pupils.

Teachers in older classes may choose to ask children to submit written work and projects as a Word doc or similar. The use of any platform not covered in the *SBN Acceptable Usage Policy* must be sanctioned for use by the Board of Management in advance of its introduction.

No visiting coaches, music/dance teachers, no swimming or after school classes will take place for at least term 1. This will be reviewed by the Board of Management in term 3.

When teaching PE teachers are asked to read carefully and adhere to HPSC guidelines on the return to sports www.gov.ie/en/publication/07253-return-to-sport-protocols/

School Office and Organisational Issues;

Staff should not enter the school office. In an effort to maintain social distancing the bottom section of the door should remain closed at all times. Staff should deliver and collect their own messages, either by text, email or in person. No child should present to the office on a message.

Staff should use their individual printers for printing sheets but not for class activities/sets. Class sets of sheets should be photocopied by the class teacher using the photocopier in the computer room. Staff should endeavour to use the photocopying machine before/after school or during break and should avoid queuing for the machine. The machine should be cleaned after use.

Wipes/sprays are not to be removed from the copier area and dirty wipes should be disposed of in the pedal bin on corridor.

Items for colour photocopying should be emailed to the office. Please give at least a days notice. The colour printing/copying will be organised and left for collection on the trolley outside the secretary's office.

Phone calls and texts home should be made by the secretary in so far as possible. Shared use of the office phone is to be avoided unless absolutely necessary. Should a staff member need to make a call this should be done before or after, ideally after, school in your own room. Phone should be wiped down after use and returned to the office immediately. Dirty wipes should be disposed of in the pedal bin.

If a teacher prefers to use their own phone to make a work call then the teacher's no should be blocked before making a call. Under no circumstances should a teacher share a personal no or email with pupils and parents.

Items for scanning can be given to the secretary for scanning and will be returned to teacher or child's file as appropriate. Please give at least a days notice. Any scanning in relation to SEN can be completed by the SEN teachers using the SEN scanner. All SEN teachers should observe correct etiquette in terms of cleaning shared resources.

Visitors should be by appointment only and with the sanction of the Principal or Deputy Principal.

Secretary will keep a log of visitors as sign in/out book cannot be used by others.

Parents dropping off forgotten items such as lunch bags or books will be asked to drop these to a storage box at reception door. No parent should be buzzed into school or allowed access through classroom doors.

Children Feeling Unwell;

Children regularly feel unwell at school. In the case of younger children this may often be related to emotional issues such as missing home or feeling sad or falling and hurting themselves. Indeed, missing home and family as well as fatigue may be quite common during September. Nonetheless, any child that complains of feeling unwell must be listened to and monitored carefully.

Keeping Covid 19 out of our school and mitigating the risk of transmission should a confirmed case of Covid 19 present in school community depends on the whole school community working together and adhering to the public health guidelines as well as protocols in place at SBN. Parents are asked not to send their child to school if the child is feeling unwell. Parents are asked to be familiar with the symptoms of Covid 19 and follow public health advice and the advice of your GP where applicable.

Teachers and snas should be aware of common symptoms of Covid 19. If a child is displaying symptoms of Covid 19 then act, do not wait for the child to complain of feeling unwell. Please follow the correct procedure detailed below.

If a child is complaining of ailment not linked to Covid 19 symptoms then ask the children to explain their symptoms. If the ailment relates to a **fall/injury** then the child should be monitored and treated as usual e.g. sterile wipe, headbump text, ice pack etc.

If the symptoms relate to an **illness** and are not generally associated with Covid 19 e.g. ear ache or tummy ache rather than an injury then it is recommended to take the child's temperature (ideally Principal or Deputy Principal). If a child presents with an elevated temperature (over 37.5) as well combined with a malaise then a call should be made to parents/guardians to inform them and ask parents to collect.

If the child's symptoms are not typically linked to Covid 19 and the child does not present with an elevated/high temperature the teacher or sna should ask the child, very clearly, how they are feeling. Be direct.....did you bang your ear? how is your ear ache now? Did you eat your breakfast? Do you need to go to the toilet? Is your tummy sore now or do you feel better? Try to ascertain if the child is hungry/thirsty/worried and scared/in need of the toilet etc.

No child should be in school if they are unwell. Once you have ruled out hunger/thirst/injury etc and if the child continues to feel unwell then ring home for child to be collected. Seek advice from Principal or Deputy Principal if unsure.

In the case of a tummy bug a temperature may not be present. Indeed a child may have chills. It will be evident if a child is having tummy trouble and a parent/guardian should be called immediately and asked to collect child in this instance.

Teacher should make a brief note of symptoms and reading of any temperature taken (Please use initials). This info will be communicated by secretary on phoning parents.

Children not displaying Covid 19 symptoms may remain in their class until an adult arrives to collect them. An adult will walk younger children to the reception area, older children can walk to reception area independently. Parents will collect children from main reception door.

Remember, if you think that a child feels or looks unwell you should not hesitate to call parent/guardian to collect child. Seek advice from Principal or Deputy Principal if unsure. DES advice is that too little is known about symptoms of Covid 19 in children and therefore it is better to be cautious and send children home if they appear unwell.

Parents are asked to follow the advice of their GP before a child returns to school.

During the phased reopening of schools parents are asked to complete the Return to Education Form following any period of school closure, holidays or any absence. This practice will be reviewed by the DES and BOM following the full reopening of schools.

Staff or Pupils Displaying Symptoms of Covid 19;

When showing symptoms (**high temperature (38 degrees or higher), cough, shortness of breath or breathing difficulties, loss of smell or taste**) the pupil or staff member should not attend school, should phone their doctor and adhere to HSE guidance on self-isolation.

If identified by the HSE as a contact for a person with Covid 19 staff and pupils should not attend school and should follow HSE Guidance.

If a staff member or pupil develops symptoms at school this should be brought to the attention of the Principal or Deputy Principal. Follow the protocol detailed below for managing a suspected case of Covid 19.

Pupil:

1. Any pupil displaying symptoms of Covid 19 will immediately be required to wear a face mask and isolate themselves from the school population.
2. The child's temperature will be taken (ideally Principal or Deputy Principal) and recorded and a brief note of symptoms made by Principal/Deputy. This info will be communicated with parents on phone/at collection.
3. The pupils parents/guardians will be contacted by the school secretary and will be requested to collect their child immediately.
4. The small corridor inside original school door (blue door) has been identified as the isolation area. Any pupil showing symptoms of Covid 19 will be asked to wear a face mask, have their temperature taken and wait in this area to be collected. The internal door to the long corridor can be closed and the main blue door may be opened slightly. Once parent/guardian arrives the pupil may exit through this door.
5. In the event of more than one person displaying symptoms of Covid 19 at a time and in need of isolation then the library may be used as isolation room.
6. The SEN teachers working alongside this area may supervise the children from their room, maintaining 2m distance, while child is awaiting collection. In the interest of safety, confidentiality and discretion any child attending SEN should leave the area and return to class.
7. Staff are not permitted to discuss names or details of any child or staff member that has been sent home sick or is off sick. This message should be reiterated to any staff member, child or parent that may ask.
8. Snas should remain with their children in the event of the child developing symptoms. The sna may sit in one of the adjoining SEN rooms and keep a safe physical distance of 2m. Every effort should be made to help to keep child safe and calm.
9. Children and staff should refrain from passing through the area after a suspected case of Covid 19. SEN staff can use the library/computer room/support in class until the area has been sanitised.
10. Blue door may be left slightly open for ventilation purposes. SEN doors should be closed, however, windows should be opened for ventilation. Door to main corridor should also remain closed.

11. Following the end of the school day the area will be cleaned and sanitised and ventilated by cleaner. The classroom associated with the suspected case will also be sanitised as a precaution.
12. The small pedal bin in the isolation area as well as the bin in the associated classroom should be emptied, double bagged and stored for 72 hours before placing in the general bin. The bags can be stored in the shed outside.

Staff Member:

1. If a staff member becomes unwell and displays symptoms of Covid 19 during the school day they should alert the Principal or Deputy Principal.
2. The staff member will be asked to wear a mask (not visor) immediately and isolate themselves from their colleagues or pupils.
3. If the staff member feels well enough to drive home themselves they are free to do so. If the staff member is too unwell to drive then a family member will be contacted to collect them. Staff member may wait in the designated isolation area or in their car.

Suspected cases, pupils and staff, will be advised to travel home safely, not use public transport, make contact with their GP and follow the advice of their GP.

In a case where an individual, staff or pupil, becomes extremely unwell then an ambulance may be called.

If there is a confirmed case of Covid 19 in SBN close contacts will be informed by the HSE. It is the role of the HSE to inform close contacts and not the role of the school. Staff, pupils and parents are requested to remain discreet and respect the confidentiality of all pupils and other staff members.

Collection/contact log will be recorded by school secretary.

Following a suspected case Staff or pupil should not return to school until they have been advised to do by their GP.

Parents will be required to complete the Return to Education Form on behalf of their child.

Following a suspected case of Covid 19 please follow advice of your GP/HSE in terms of isolating siblings and other family members. These other family members should only return to school when advised it is safe to do so by the GP/HSE.

It is important to remember that children and staff often become sick at school and many go home early as a result. This scenario will most likely play out many times over the course of the school year. Children or staff going home sick does not automatically mean that they have presented with symptoms of Covid 19 and as such it is important to remain calm and not alarm the child themselves or staff and other pupils.

Please remember that children and staff should not come to school if they have been identified by the HSE as a close contact of a confirmed case, if they are experiencing symptoms of Covid 19, are awaiting a test or if they live with someone who has symptoms of the virus.

Furthermore, children and staff should not attend school if they have recently returned from travel outside the state. Parents/staff are asked to follow the most up to date government advice on this matter.

Parents/staff are asked to cooperate with any public health officials and the school for contact tracing purposes and follow public health advice in the event of a case or an outbreak within the school.

In an effort to be proactive parents and staff are asked to consider downloading the Covid Tracker App. Parents and staff are asked to keep up to date with the guidance from HSE/NPHET and consult the school office (parents) or LWR (staff) in confidence if there are any concerns.

Cleaning Arrangements;

All staff, pupils and the wider community have a role to play in maintaining high standards of cleanliness and safety throughout the school and all staff have a responsibility to meet obligations and responsibilities as set out by the DES and BOM.

Specific advice on cleaning is set out in the *HPSC Recommendations for the Reopening of Schools and Educational Facilities*.

“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”. Pg 14 DES Covid Response Plan doc.

“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 products be removed from the building”. Pg 25 DES Covid 19 Response Plan doc

In Class;

Staff should thoroughly clean and disinfect their work area before and after use each day. Disinfection only works on things that are clean. When disinfection is required it is always as well as and not instead of cleaning.

Teacher’s and sna’s desks should be cleaned and disinfected each morning and afternoon. Sink area should be cleaned and disinfected each morning and afternoon and teacher and sna should ensure that classroom and equipment is clean and tidy during and on finishing each school day.

Paper towels used for hand drying, tissues used to cough or blow a nose, blue paper for cleaning as well as cleaning wipes and gloves should be disposed of in the pedal bins. No other rubbish should be deposited in these bins.

Recycling bins can be found in all classrooms. Teachers and snas are asked to ensure that these bins are used correctly. Children should be reminded to pare pencils at home every night to avoid this practice in class thereby discouraging movement around class. Children are also asked to bring all other rubbish home in their lunch box.

Children should be reminded to clean as they go i.e. pick up a paper they have dropped and put this in the recycling bin immediately rather than wait until the end of the day to clean up. Clean as you go will help avoid high levels of movement in the classroom.

Gloves should be used if teacher or sna is handling any items which may have fallen out of/next to the bin. Gloves should be disposed of in the pedal bin and hands washed afterwards.

Hands should also be washed following use of gloves.

Shared equipment used for sports, music, maths, ipads etc must be cleaned after each use. It may be useful to plan lessons using similar equipment for a block of time. This equipment could then be passed onto the next class for a block of time. This would avoid equipment being shared on a daily/regular

basis. This would also require a high level of collaboration and communication between teachers. Aladdin/Gmail can be useful for this.

Toys and play equipment should be carefully examined. Any toys containing cracks or breaks should be discarded as these may harbour dirt.

Plastic toys are ideal as these are easier to clean and maintain.

Cloth or soft toys should be machine washable.

Jigsaws, puzzles and board games should be wipeable.

Play-Dough should be clearly labelled and a strict policy of one pot per child followed. All desks must be cleaned following play with Play-Dough.

All toys and play equipment should be cleaned regularly, at least once a week, and stored in clean containers. Toys should be washed in soapy water and air dry. If necessary toys may also be cleaned using wipes supplied.

Heavy duty wipes are suitable for sports equipment and toys.

Regular cleaning wipes or anti bac spray and blue paper should be used for cleaning desks and surfaces. Heavy duty wipes are not to be used on desks and surfaces under any circumstances.

Toys will be rotated between pods on a weekly basis. The same pod of children will play with the same toys over the course of a week and toys will only be rotated following cleaning and sanitising.

Every Friday clean dry toys, games etc may be laid out on the desks and cleaner will sanitise these items using the fogger machine. Remember sanitisation/disinfection only works on clean surfaces.

Staffroom and Lunchtime;

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc). Pg 25 DES Covid Response Plan doc

Use of or sharing of school utensils, crockery and cutlery is not permitted between staff members.

Staff should bring their own equipment and utensils to school. This equipment should be taken home and washed thoroughly at home everyday. No cups, plates etc should be left at classroom sinks or staffroom sink.

Dishwasher is not in use with the exception of use for the purpose of washing toys.

Staff may use common spaces to prepare meals and use appliances such as kettle, fridge, microwave etc. A limit of 4 people will be permitted to use the main staff room at any given time. A limit of 2 people will be permitted to use the downstairs kitchen at any given time. A distance of 2m should be observed at all times.

The yard supervision rota will ensure this practice.

During phased reopening in March 2021 Class Teachers should use kitchen downstairs and SNAs and SETs should use staffroom upstairs.

Staff are encouraged, in so far as possible, to bring prepared lunches to school as time in the staffroom will be restricted. Minimum/essential items only will be held in the fridge and the fridge will be emptied and cleaned at the end of each week.

Staff are asked to keep their own supply tea bags or coffee pods. Use tongs when taking tea bags from kitchen area. Please keep in a labelled lunch bag or box and store in cubby or classroom.

All staff are required to observe the highest standards of hand hygiene. Hands should be sanitised on entering and exiting staffroom. High touch areas such as kettle, fridge, microwave should be handled with care and will be wiped/sprayed at the end of each lunch break by Secretary/Principal/Deputy Principal.

Staffroom table will be wiped at the end of each break by Secretary/Principal/Deputy Principal. Staff are asked to tidy up after themselves and clean any spillages before they leave the table/staffroom.

Staff may dispose of clean, dry, recycling as usual in staffroom bins, however, wipes or paper towels used for cleaning or hand drying should be disposed of in the pedal bin on corridor.

Staff should take food/compost items home in a lunchbox for disposal.

Used tea bags can be placed in the container on the counter and this will be emptied daily. No other compost/rubbish to be left in the staffroom.

Daily Cleaning Checklist;

Inline with HPSC guidelines all areas will be cleaned at least once per day.

During the school day all **staff** are responsible for their work area i.e. desk, sink, computer and general classroom equipment.

All staff are required to sign the cleaning log in each room at the end of each day.

High touch areas should be sprayed regularly during the day and toilets checked regularly by **staff** and tidied accordingly. Ensure floor is dry and safe.

All **staff** are responsible for the equipment used by themselves and their pupils i.e. toys, sports equipment etc. Heavy duty wipes or spray and blue paper for toys and sports equipment. Heavy duty wipes are not for use on desks and surfaces.

Staff are also required to clean any shared equipment such as the photocopier or phone after use. Use of phone for essential calls only as this is a shared resource.

Children should be reminded to clean and tidy after themselves throughout the day.

Children/parents should wipe book covers and wash pencil cases, bags etc regularly. This may be incorporated into homework time.

All **staff** are responsible for their own cutlery, crockery etc. This should be brought home and cleaned at home each day. School dishwasher is not in use.

Staffroom table and counter will be wiped down after each break and high touch areas will be sprayed regularly by **Principal, Deputy Principal or Secretary.**

Cleaner/Caketaker Daily Duties;

All rooms will be cleaned thoroughly by cleaner and caretaker every afternoon. Desks, chairs, surfaces, toilet areas, sinks and floors will be cleaned and mopped.

Bins will be emptied by caretaker every afternoon.

The halla, stairwell, reception area, and corridors will be brushed/hovered and mopped every day.

School offices and reception area will be hooved and cleaned daily. Again attention will be paid to high touch areas such as door handles.

Railings and doors around school as well as other high touch areas will be cleaned each afternoon e.g. door handles, security buttons, presses/cupboards in filing cabinet area.

Sanitising areas/machines will be wiped clean each afternoon.

Outdoor sinks and sink area to be cleaned daily. Soaps to be placed in a dish and brought inside each afternoon. LWR/Deputy LWR will organise the replacement of soaps each morning.

Infant toys and school equipment will be sanitised once a week. These items should be left, clean and dry, on pupils desks and will be sanitised using fogger machine every Friday.

Multi-use rooms (reception area, offices, library, SEN rooms, computer room, staff room, kitchen and halla) will be sanitised once a week using the fogger machine and sanitiser solution. This will be completed every Wednesday afternoon.

Microwaves and fridges will be cleaned regularly, once a week at least. Fridges will be emptied weekly.

Daily hosing and cleaning of outdoor sink area.

Checking and Replenishment of soap, papertowels and sanitiser.

Following a suspected case of Covid 19 the isolation area as well as the classroom connected to the suspected case will be thoroughly cleaned, in line with HPSC guidelines, and sanitised using fogger machine.

Cleaner and Caretaker are responsible for their equipment and resources and should ensure that a plentiful supply of detergent, cloths, mop heads etc is available. Any new equipment or supplies needed should be reported to the LWR and ordered through the school office.

See copy of HPSC guidelines hanging in staffroom on cleaning for full and further details on equipment, solutions and procedures for cleaner and caretaker.