Kilcornan N.S.,
Kilcornan,
Co. Limerick.

Kilcornan National School

Covid-19 School Response Plan

All schools will need to have a Covid-19 Response Plan in place in order to reopen safely in the new school year. This is a **Covid-19 School Response Plan** that has been prepared to demonstrate to schools the nature of a Covid-19 Response Plan. It was first prepared in August 2020 and was most recently reviewed in September 2021. However, as this document has been prepared on the basis of current public health advice, it will continue to be updated as further public advice is received. It is a working document and has been constantly amended in line with DES and public health advice.

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Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Kilcornan National School.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
    a. **School Building**
    b. **Signage**
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s**)
5. **Safety Statement and Risk Assessment**
6. **General advice to prevent the spread of the virus**
    a. **Wash your Hands Frequently**
    b. **Hand Hygiene and Hand Sanitiser**
    c. **Avoid Touching your Eyes, Nose and Mouth**
    d. **Physical Distancing**
    e. **Practice Respiratory Hygiene**
    f. **Do...**
    g. **Do Not...**
    h. **Be aware of people at Very High Risk (Extremely Vulnerable)**
7. **Managing the Risk of Spread of Covid-19**
8. **Control Measures**
    a. **Return to Work Form**
    b. **Induction Training**
    c. **Induction Training – On-line Video**
    d. **Hygiene and Respiratory Etiquette**
    e. **Personal Protective Equipment (PPE)**

f. **Wearing of Gloves**
g. **Cleaning**
h. **Ventilation**
i. **Access to the School Building / Contact Log**
j. **First Aid / Emergency Procedure**

9. **Dealing with a suspected case of Covid-19**
10. **Staff Duties**
11. **Covid related absence management**
12. **Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

Kilcornan National School COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

Kilcornan National School COVID-19 Policy Statement

Kilcornan National School 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 handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan

1. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

a. School Buildings

Before re-opening in the new school year, schools are reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed

b. Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here.

https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/ Schools can download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. Schools do not need to do this now as the posters may be updated during the summer and further information will issue on signage closer to planned reopening.

2. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (School) [RTW(s)]** form, which is available electronically or from the Principal.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

On receipt of the completed form, the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace 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.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff/

3. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

Note: The process for appointment of the Lead Worker representative in schools will be agreed centrally between the Department of Education and Skills and the education partners. That process, once agreed, will be circulated to all schools in advance of the re-opening of schools.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- 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 with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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

Name(s) of Lead Worker representative:	Contact details
Shirley Balfry	061 393304 secretary@kilcornanns.ie

All staff, parents/guardians, 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.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. IPPN has commissioned an independent Policy Statement and Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings. Kilcornan National School has reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures have been documented in the relevant policies.

Kilcornan National School has also reviewed our existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments have been documented.

5. General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties

- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – https://www2.hse.ie/coronavirus/

The Department of Education and Skills will ensure all updated advice is circulated to schools. Kilcornan National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

6. Managing the risk of spread of COVID-19

a. *Wash your Hands Frequently*

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:
https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html

b. *Hand Hygiene and Hand Sanitisers*

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

c. *Avoid Touching Eyes, Nose and Mouth*

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. *Physical Distancing*

Physical distancing is recommended to reduce the spread of infection in the workplace.

Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated over the summer period.

e. *Practice respiratory hygiene*

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

f. Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

g. Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

h. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

7. Control Measures

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/guardians and visitors as far as possible within the school.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, 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.

The following control measures have been put in place:

a. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

b. Induction Training

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 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-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff/

c. Induction Training for Return to School

The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols. The Induction training for the Summer Provision may be of interest in the context of the kind of training which staff will need to undertake is available at the following link.

https://www.education.ie/en/Parents/Services/summerprovision/summer-education-programme-2020.html#SchoolBased

d. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

e. Use of Personal Protective Equipment (PPE)

Kilcornan National School will be providing medical grade masks to all SNA's and staff.

They are particularly important for staff whose roles include:

- Intimate care needs
- Are in close contact with pupils for prolonged periods of time
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE is available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

f. Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

g. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

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 will be 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.)

h. 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, lunch times or at the end of the school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. Two break times and two lunchtimes are timetabled each day in Kilcornan National School. This will allow for better ventilation more frequently throughout the day. Carbon Dioxide monitors will be issued to all schools this coming term.

i. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians with be restricted to essential purposes and limited to those who have obtained prior approval from the Principal or made an appointment with the school secretary.

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 should be maintained. The school should maintain a log of staff and students contacts.

j. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in Kilcornan National School.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

8. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Kilcornan National School will deal with a suspected case that may arise during the course of work.

A designated isolation area has been set up in a corner of the school library.

If a staff member/pupil displays symptoms of Covid-19 while at work in Kilcornan National 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 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- 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 and 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 confidentiality is essential at all times.

9. 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. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. 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
- 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 and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return 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 procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, 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
- Keep informed of the updated advice of the publ**ic** health authorities and comply with same.

10. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

11. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important

in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

Kilcornan N.S.,
Kilcornan,
Co. Limerick.

Kilcornan National School Risk Assessment September 2021

Risk Assessment			Date: September 2021	
	Level	**Risks**	**Control measures**	**Personnel responsible**
Morning Assembly	**H**	Pupils interacting with other pupils Parents not social distancing at gate Parents dropping pupils early Parents late Pupils congregating at main doors and hand sanitisers Pupils not queuing to hang up coats Pupils not hand sanitising Pupils not sitting in their own seats on entry Pupils reluctant to enter school unaccompanied	**Protocols for Daily Morning Assembly:** At 9.10am the main gate (1) will be opened for pupils to enter the school. Parents are requested not to drop children off before 9.10. They will walk directly into their classrooms, assisted by principal, SET teachers and SNA's. Pupils from Third Class and 4th/5th Class will enter the prefabs (Doors 4 and 5) via their specified route. They will walk past the staff room door and into their rooms. Pupils from 6th Class will enter their classroom via the specified route. They will walk past the Second Class windows and will enter the school via the front N69 Door (Door 3). This will be supervised by the class teacher/SNA. Pupils from Junior and Senior Infants, Senior Infants and First Class will enter the school via the main front door (Door 2). Pupils from Second Class will enter the school via Door 3 Pupils will sanitise their hands upon entry to each classroom. On entering the classroom the children will take their assigned seats. Coats will be hung on the back of each chair or can be placed in the pupils' schoolbags. Parents will not enter the yard and will walk pupils, adhering to social distancing, to the school gate Teachers to teach -correct entry protocols -entering and leaving the school	Parents All Staff Pupils

			-sanitising of hands on entry -how to use elbows for door handles -rules re hand hygiene/respiratory hygiene, staying in seat -yard protocols	
Dismissal	H	Social distancing not being maintained by parents Pupils congregating at school gate and in hallways Late pick ups Pupils going to after school Activities: Speech and Drama/ Homework Clubs	**Daily Dismissal:** 1.55 – Junior and Senior Infants will be walked to school gate by the teacher for collection from Door 2 2.00 – Senior Infants will be walked to school gate by the SNA for collection from Door 2 2.40 – First Class (Mrs. Gleeson) will be walked to school gate by the teacher for collection from Door 2 2.45 – Second Class (Ms. Moloney) will be walked to school gate by the teacher for collection from Door 3 2.50 – Third Class will be walked to the school gate by the teacher for collection from Door 4 2.55 – Fourth and Fifth Class will be walked to the school gate by the teacher for collection from Door 5 3.00 – Sixth Class will be walked to the school gate by the teacher for collection from Door 3 This will be rotated each half term to ensure each pupil gets maximum teaching time **Actions to be carried out:** The principal will inform all parents of these protocols and of the importance of ensuring that they come in time to collect their child. The principal will liaise with the Afterschool Club to inform them of collection times. In exceptional circumstances pupils will proceed to a designated Late Line up area and will be supervised by Teachers/ SNAs.	All staff Pupils
SEN	H	Size of the rooms. Mixed groups Special Education Teachers have much higher exposure - Mixed groups -EAL/ Lit/Num/EBD Use of materials/resources Pupils with mobility difficulties/ flight risks Tactile children	**Risk Assessment SEN** Smaller groups will be created where possible. Pupils from the same class only if possible will be taken together. Timetabling of SEN classes to be amended to take account of staggered breaks. Sanitisers will be placed in communal areas around the school A sanitiser will be placed outside the SEN room and pupils must sanitise before entering it. Teachers are advised not to stoop down to pupils if possible. Pupils will have their own Ziplock folders which will contain their books/copies/whiteboard/markers writing materials etc.	Special Education Teachers All Staff

			After each group, a teacher will use sprays and cloths to wipe down desks and door handles Where possible desk/book shelves on wheels to be removed. The principal will discuss with parents the possible risks/ requirements of those with underlying conditions Class teachers are to give the principal names of children with high risk conditions. Staff will conduct lessons on the use of sanitisers and all relevant protocols.	
Junior **Classes**	**H/M**	Size of rooms Pupils moving around the room Pupils sharing resources Pupils/teachers at risk Libraries/Toys Assembly/Dismissal Corrections of homework Movement breaks	Pupils will be seated in pods, within their bubbles, where possible Furniture will be removed if necessary Pupils to use their own materials–No sharing of personal equipment -glue sticks, rubbers etc... Toys will be divided between pods Toys will be cleaned regularly Library will only be used by class teacher for story time Pupils will sanitise on entering the class, before and after lunch breaks and before leaving the school Teachers to restrict pupil movement around the room as much as possible Pupils will hang their coats on the back of their chairs or place them in their schoolbags Markings will be on the floor near teacher desks beyond which a child should not go so as to maintain distance between teacher and pupils in class All pupil resources should clearly be labelled. Parents to be requested to do this. Teachers also have to sanitise hands regularly if correcting copies. Use of two homework copies will be used Lessons to cover all of the protocols to be taught in September If a child is sick in the classroom: if SNA is present, they will take the child to the reception area/isolation area	Class Teachers SNA's Principal Parents
Breaks	H	Pupils not staying in their own designated areas Shortage of space/ Social distancing Pupils not entering/exiting correctly Opening lunches/packets/ holding of foods Water bottles	Posts and chains have been purchased to divide the school yard into 3 distinct sections Following parent requests, new posts and chains will be purchased and 4 sections will be used for Group 1 from September 2021 in order to allow Senior Infants to play together in the yard These will also be used to create 2 walkways for pupils entering and exiting their classrooms Breaks and lunches have been staggered in order to alleviate congestion in the yard and corridors The staggered breaks will take the format of: Junior Infants/ Senior Infants/ First Class/Second Class (Group 1) 10.45 – Break time 10.55 – 11.00 Return to class	Principal All Staff Staff to teach lessons on the various protocols

		Children -asthma Accidents Children with toileting difficulties Footballs/basketballs Bringing in of children from the yard if sick/hurt Ventilation	11.00 – Class resumes 12.25 – Lunch time 12.55–1.00 – Return to class 1.00 – Class resumes <u>Third Class/Fourth and Fifth Class/Sixth Class (Group 2)</u> 11.00 – Break time 11.10 – 11.15 Return to class 11.15 – Class resumes 1.00 – Lunch time 1.30 – 1.35 Return to class 1.35 – Class resumes SNA's and secretary will socially distance in the staff room for no more than a period of 10 minutes (Break) and 15 minutes (Lunch) Teachers, Principal and Special Education teacher will rotate yard duty between their designated break times. Teachers are to sanitise hands if asked to open items by the children. Parents have to fill water bottles at home. Pupils are not to sit on railings outside of office or main gate Lessons to be completed on: Maintaining social distancing -Hand hygiene -Food hygiene No sixth class pupils will mind the younger classes during wet play Children sanitise hands before and after use and going out to the yard. Children who need inhalers may request it from the teacher on yard duty. The child will be asked to take their inhaler out of the designated sealed bag themselves, to avoid contamination. First Aid kit is available for the yard Staff will carry mini sanitiser with them while on yard duty No basketballs or footballs to be used on yard **Sick/ Injured children:** If a child becomes sick or injured the yard teacher will evaluate the child and if she/he deems it necessary for follow up investigations on the child, the following protocols will apply – A chair will be placed outside Door 2 and the child will be tended to there if possible. (If children are indoors, the chair will be placed in the reception area) The child will sit here and can be supervised by the teacher/SNA on yard duty	

			If the child needs further attention, the school secretary will ring the child's parents for collection **Ventilation** As per new guidance from the Department of Education and Skills, prior to re-opening, ventilation will be increased in the school. Windows will be opened as fully as possible during break times and after school (when classroom are not in use) and will be partially opened when classrooms are in use. Pupils are encouraged to bring/wear extra layers of clothing during cold weather periods. The Department of Education will also be providing all schools with CO2 monitors in the coming term	
Toilet	H	**Students:** Social distancing in the toilets Pupils not washing hands Different classes using the toilets at the same time SNAs needed to help with toileting Toilet cleaning Ventilation	Parents encouraged to get children to go to toilet before coming to school/wash hands Teachers in prefabs will ensure only 1 pupil at a time uses the toilet 10 new hand soap dispensers have been purchased for all toilets Signs will be placed on outside toilet doors Signs will be placed on toilet doors in the main school building to separate class groupings: Girls Toilets (Door 1: Juniors/Seniors, 2:First/Second and 3:Sixth Class) Boys Toilets: (Door 1: Juniors/Seniors 2:First/Second and 3:Sixth Class) Pupils to use elbows to open doors where possible, to sanitise before and wash hands after using the toilet Teachers to put up signs in toilets reminding pupils to wash/sanitise hands All toilets will be labelled clearly to avoid confusion Pupils will not be allowed back in to use the toilets during break times. The outside toilets must be used for this There is a designated toilet for staff in the main school building and in the old prefab Pupils with toileting needs will be changed in the old prefab. This will involve pupils being taken from his/her classroom to this location by two SNA's Lessons on toilet hygiene to be given by staff New cleaners have been employed to clean toilets daily Windows will be left open in the toilets in order to increase ventilation in the school, as per updated guidelines	Principal Staff on yard duty

Staff room breaks	M	Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/ water	Those in the high risk category ideally should remain in their own rooms There will be staggered small breaks and lunch The staffroom layout will be reconfigured to maximise usage while maintaining required social distancing Staff will use their own utensils as much as possible. They will bring them into school and bring home to wash. A dishwasher has been purchased for the staff room to facilitate the washing of general kitchen items and plastic Infant toys Maximum numbers in the staffroom -currently 5 people Staff will spend no longer than 15 minutes eating together in the staff room Staff to ensure that their own area has been cleaned up after use. Staff to maintain social distancing while using the microwave/hot water. Staff to sanitise before and after using any items SNA Break 1: 10.35 Group 1 Break: 10.45 Group 2 Break: 11.00 SNA Break 2: 11.10 SNA Lunch 1: 11.55 Group 1 Lunch: 12.25 Group 2 Lunch: 1.00 SNA Lunch 2: 1.30	Principal All Staff
General	H/M	Cleaning of school Social distancing in corridors Ensuring hand hygiene Uniforms Ventilation PPE	Cleaning of school has been increased from once a week to each day. Cleaners will enter school once pupils have exited. A deep clean of the school will take place prior to re opening Stickers will be placed on school corridor to ensure a one way system is in operation: Pupils will walk on the left at all times. Signs and further stickers promoting hand hygiene and social distancing will be displayed throughout the school A soap that emulsifies easily in water has been purchased for all toilets 10 new hand sanitiser dispensers have been purchased for each classroom and communal areas Safety screens have been purchased for each teacher's desk Each staff member will receive a pack containing face masks, visors, hand sanitiser, wipes and classroom cleaning materials Extra resources such as aprons, gloves, masks will be available in the school for all staff Posts and chains have been purchased to divide the school yard for staggered break times	

			The school uniform system will continue as normal: Monday, Tuesday, Wednesday: Full Uniform. Thursday, Friday: School Tracksuit We would strongly encourage children to change out of their uniforms straight after school and not to enter shops etc... while wearing them Pupils are asked to bring their own labelled hand sanitiser to school. This will be kept in school and stored with the resources for your child's individual pod. Windows will be partially/fully opened throughout the day when classrooms are in use and will be fully opened at both break times and home time in order to increase ventilation as per new guidelines for returning to school CO2 monitors will be provided to the school by the DES in the coming term Medical grade masks will be provided for all staff and SNA's	
PE + **PE equipment**	H/M	Sharing of equipment Social distancing Equipment Coaches coming in and mixing between classes.	All pupils to sanitise hands before and after PE sessions GAA coaching – A decision will be made on this later in the school year Activities will primarily be outdoors- Athletics, Orienteering, Games and Dance will be focused on as they are primarily non-contact The sharing of sports equipment is discouraged but will be kept to a minimum where necessary Outdoor& Adventure resources: All resources may be printed off by teachers. Nothing is to be reused Gymnastics will be delayed until later in the year A decision on the aquatics strand for senior classes will be made in line with health and safety guidelines All pupils will use their regular entrance and exit routes when going to their P.E lesson	All Staff Pupils
Digital equipment (Ipads, laptops, interactive boards, cd players etc)	H/M	Sharing of devices between classes could lead to transference of virus Interactive whiteboard games that involve pupils using equipment Collection and return of trolley	New laptops have been purchased for the senior classes to use: All pupils to sanitise hands before and after use of devices Devices must be wiped down after use A teacher/SNA collects trolley at the start of the day/each session Trolley to be left in the school pre fab Teachers to work collaboratively on timetabling to minimise journey of trolley between classes during the day.	All Staff Pupils

Shared Maths/ Science /Music resources cupboards	H/M	Transference of virus through shared use Lack of human resources/time to clean	Pupils and teachers to sanitise hands before and after use of all materials that might be shared. Staff date the sign in/ out of resources so there are 72 hours between use in different rooms -Maths cupboards/science/PE/Staffroom resources/trolleys Lessons on hygienic use of materials Choir and wind instruments are allowed indoors with adequate ventilation. Tin whistles will not be used this academic year.	Pupils Staff
Class-room Libraries **Books/Copies**	H	Transference of virus through shared use	Classes will endeavour not to use class libraries Teachers will have access to their libraries for story time/research/resources If additional books are needed, resources may be shared amongst pods Books in the school library may be used, but they must be quarantined for 72 hours after use Importance of teaching kids not to root through the books as they are selecting one Lesson on hygienic use of materials If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage and they must sanitise before using	Pupils Teachers
After school Clubs	M	Pupils moving unsupervised at arrival and dismissal times Sharing of resources Mixing of pupils from different classes Staggered finishing times will affect clubs.	Club organisers to be responsible The afterschool club leader has been in contact with the school and plans for arrival and dismissal will be shared	Organisers Pupils
SNAs	H/M	Crossover from classes./Coughing/sneezing etc/toileting Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils PPE	Medical grade masks will be provided to all SNA's and staff. This is particularly important for SNA's who are in close contact with pupils for prolonged periods of time and those involved in intimate care needs Aprons/masks/visors/gloves/sanitisers are provided for all SNA's Back up supplies will be located in the photocopying room SNA's and teachers will sanitise hands leaving/entering all new environments Pupils can be taken in small groups throughout the day for movement breaks outside only	SNA's Parents.

Aistear	H	Size of room- confined space Using shared materials Children moving from station to station Cleaning of materials	No Aistear at the start of the year. This will be reviewed at a later date	Principal/ Board