

Clonmoney National School Reopening Plan

Parent & Staff Information



School Reopening – Monday 30th August 2021

Contents:

- 1) Introduction
- 2) Aims
- 3) COVID – 19 Policy Statement
- 4) Planning and Preparing for Return to School
- 5) Control Measures
- 6) Impact of COVID-19 on certain school activities
- 7) Hygiene & Cleaning in School
- 8) Illness and Dealing with a Suspected Case of COVID-19
- 9) Special Educational Needs
- 10) Staff Duties
- 11) Absence Management
- 12) Employee Assistance and Wellbeing Programme

1. Introduction: What is a COVID-19 Response Plan?

The COVID-19 Response Plan of Clonmoney NS is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of Covid-19 in our school environment.

The COVID-19 Response Plan details the policies and practices necessary for our school to meet the Government's 'Work Safely Protocol', to prevent the introduction and spread of Covid-19 in the school environment.

It is important that school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. The response plan supports the sustainable operation 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 pupils in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

In line with the Work Safely Protocol, the key to maintaining a safe school requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents, contractors and visitors is critical to the continued success of this 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.

2. Aims:

Through the implementation of the practices and procedures as outlined in this policy our school community aims to:

- Do everything practical to avoid the introduction of COVID-19 into our school.
- Reduce the likelihood of the spread of Covid-19, insofar as possible, within our school if introduced.
- Detail for all members of our school community how our school will reopen for all students from **Monday, 30th of August** and what the operation of our school will look like, to be sustainable in a COVID-19 context.
- Balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning.

3. COVID-19 Policy Statement: **COVID-19 Policy Statement**

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

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

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

This can be done through the **Lead Worker Representative**, [Mrs Marion Crimmins](#), who will be supported in line with the agreement between the Department and education partners. The **Deputy Lead Worker Representative** is [Mrs Yvonne Enright](#)

Signed on behalf of the Board of Management by _____

Date: 27th August 2021

Chairperson, BOM

4. Reviewing the Safe Operation of Clonmoney NS

The BOM aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of our school will be done so safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Clonmoney School will review their current processes to ensure that they include the following:

- Arrangements to keep up to date with public health advice, changes to and Department of Education updates;
- Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education (details at Section 4.1);
- Provided staff with access to the Return to Work (RTW) form (details at Section 4.2);
- Identified a Lead Worker representative (details at Section 4.3);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (details at Section 4.4);
- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing (details at Section 4.5);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (details at Section 4.6);
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school (details at 4.7);
- Reviewed the school buildings to check the following after any period of closure:

- * 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.

There are checklists in place to assist schools on the details of what is needed for these arrangements in the Appendices of this plan.

4.1 Induction Training (to be completed by new staff)

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

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BOM.

4.2 Procedure for Returning to Work (RTW)

- * A RTW form will be completed and returned to the school before returning to work. Staff are requested (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.
- * The principal will also provide details of the Induction Training for completion by new staff and details of any additional health and safety

measures in place in the school to facilitate the staff member's return to the school facility.

- * Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

4.3) Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and pupils. Adherence to the Work Safely Protocol will be achieved by everyone taking a shared responsibility in implementing the measures contained within the Protocol in their place of work.

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

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

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

respiratory etiquette along with maintaining social distancing in accordance with public health advice;

- Assist school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

<i>Name of lead worker representative:</i>	<i>Contact details:</i>
Mrs. Marion Crimmins	061-362672 marion@clonmoneyns.com

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 infection prevention control measures.

4.4 Signage

Clonmoney NS has displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

<https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html#1>

Our school has displayed the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4.5 Making Changes to School Layout

Maintaining physical distancing in our school environment is recommended as one of the key infection prevention control measures to minimise the risk of the introduction and spread of COVID-19. Information on how physical distancing can be used in the school environment is found at **Section 5.4**.

4.6 Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in our school is attached at **Appendix 4**.

Clonmoney NS 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 are also documented and incorporated into our school safety statement.

First Aid/Emergency Procedure

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, our school will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

4.7 Access to School and Contact Log

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

Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have

obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 will be maintained. Our school also maintains a log of staff and pupil contacts.

5. Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into our school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; pupil-pupil, teacher-teacher and teacher- pupil and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

The best ways to prevent the spread of COVID-19 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

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.

How to Minimise the Risk of Introduction of COVID-19 into Schools:

Promote awareness of COVID-19 symptoms (*details at Section 5.1*);

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- If they have travelled outside of Ireland, in such instances staff and pupils are advised to consult and follow latest Government advices in relation to foreign travel.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (*details at Section 8*);
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

5.1) Know the Symptoms of COVID-19

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

- ✓ High temperature
- ✓ Cough
- ✓ Runny nose
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#).

Common symptoms of coronavirus include:

- ❖ a fever (high temperature - 38 degrees Celsius or above).
- ❖ a new cough - this can be any kind of cough, not just dry.
- ❖ shortness of breath or breathing difficulties.
- ❖ loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have any common symptoms of COVID-19 (coronavirus), [self-isolate](#) (stay in your room) and phone your family doctor straight away to see if you need [a free COVID-19 test](#).

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE [Website](#). If you do not have symptoms, you can get a free COVID-19 (coronavirus) test at a [COVID-19 walk-in test centre](#).

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- ❖ alert you if you have been in [close contact](#) with someone who has tested positive for COVID-19 (coronavirus)
- ❖ keep other app users safe by alerting them if you test positive for COVID-19
- ❖ give you advice on what to do if you have symptoms

You can download the free app from [Apple's AppStore](#) or the [GooglePlay store](#)

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on [close contacts, casual contacts and testing](#) is available from the HSE website.

5.2) 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 and safely into a nearby bin.

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

5.3) Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Our School promotes good hygiene and displays posters throughout the school on how to wash your hands. Follow the HSE guidelines on handwashing:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

- ✓ Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).
- ✓ Use of hand hygiene facilities including wash hand basins are managed so as to avoid congregation of pupils and staff waiting to use wash hand basins and hand sanitisers.
- ✓ All pupils have access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- ✓ Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.
- ✓ Warm water is preferable to hot or cold water for hand washing.
- ✓ Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets, kitchens and any food preparation areas.
- ✓ Hand washing facilities are maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.
- ✓ Hot air dryers are an acceptable alternative for hand drying & are regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

- ✓ Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities.
- ✓ Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Frequency of Hand Hygiene

When pupils and staff **MUST** perform hand hygiene:

Time/Event:	Action to be taken
* On arrival at school;	• Use hand sanitizer at stations provided
* Before eating or drinking in class;	• Class bottle of sanitizer distributed by teacher
* After using the toilet;	• Wash hands at sink in toilet
* After playing outdoors;	• Wash hands in toilets or sinks in classrooms
* When their hands are physically dirty;	• Wash hands at sink in toilet or at classroom sink
* When they cough or sneeze.	• Wash hands at sink in classroom

5.4) Physical Distancing

Physical distancing is applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care is taken in Clonmoney NS to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

However, **where possible staff should maintain a minimum of 1m distance and where possible 2m.** They should also take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down.

- Our school community is committed to the two principles of physical distancing, namely, **increasing separation and decreasing interaction**, as a means of minimising the risk of the introduction of Covid-19 to our school.

Increasing Separation

To maintain physical distancing in the classroom Clonmoney School has:

- ✓ Reconfigured class spaces to maximise physical distancing
- ✓ Utilised and reconfigured all available space in the school in order to maximise physical distancing
- ✓ The teacher's desk is at least 1m and where possible 2m away from pupil desks.

Decreasing interaction

In order to minimise contact between pupils, insofar as possible, the school will operate the following procedures for arrival, dismissal, movement through the school and break times.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Arrival & Collection Arrangements for Pupils

Arrival: pupils will enter the school grounds by themselves and go straight to their classrooms via the following doors:

- 1st, Juniors, & 6th Classes will enter via the main door beside the Pre-School and go straight to their class.
- 5th Class go up the steps, turn right and go straight to the prefab near the main road.
- 2nd, 3rd & 4th will classes go up the first set of steps and go left around to the infant yard.

Arrival Times:

In order to minimise congestion and pupils arriving together we are asking your cooperation in the following:

8.30 a.m. – 8.40 a.m. pupils with surnames **A-L** to be dropped at school

8.40 a.m. – 8:50 a.m. pupils with surnames **M-Z** be dropped at the school

When pupils are dropped at the designated time they must proceed unaccompanied to their classroom.

Please do not drop off any pupil before 8.30 a.m.

All staff will be at school by 8.30 a.m. during this period with the smooth return to school for all our pupils, whether rostered for duty or not. This extra time will be taken out of Croke Park Hours

Junior & Senior Infants Collection times:

Junior Infants will be brought down the pathway by their teacher each day at 1:20pm. Senior Infants will follow at 1:30pm.

Parents of Juniors & Seniors are asked to wear a mask, observe social distancing protocols and wait at the bus parking space. Senior Infant parents should wait in their car until all junior infants are gone. When their child is at the top of the line, the parent will be invited to come in through the staff gate entrance, take their child and walk down the pupil entrance path to their car.

1st – 6th Class Collection arrangements:

All classes from 1st – 6th will finish between 2:25 – 2:35p.m. starting with 1st class and proceeding chronologically up to 6th class. The class teacher will accompany the class to the pathway near the preschool and ensure they maintain social distancing as they leave the school through the pupil entrance near the church.

As this is a very busy time, traffic wise, please collect your child (children) on time and depart promptly.

Parental responsibilities on arrival and collection:

- **Parents must arrive on time for dropping off and collecting their child.**
- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.

- Any parent who is in a high risk category should not drop off or collect children in order to protect themselves. (This of course is at the discretion of the individual parent/carer/grandparent's discretion)
- Parents must not congregate in groups or stand around chatting.
- Parents must ensure their child remains at their side at all times and that their child does not interact with other children.
- Under no circumstances are parents to linger outside the wall after the child has been handed over but are to leave immediately.
- The junior infants will be brought out to the pathway, observing social distancing guidelines at 1:25pm each day, with the senior infants being brought out at the normal time of 1:30pm daily.
- At arrival and departure times of children, social distancing is to be maintained by children and parents.
- Under no circumstances are parents and carers to gather in groups while waiting for the bell to sound
- Parents/visitors who enter the school grounds must wear a face covering

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble. However we have still divided these classes into smaller groups of **6** for added protection (Pods)

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

Pods: Class teachers will assign the pupils to the particular Pods having consulted with the previous class teacher. These Pods can be changed at Christmas and Easter as there is a natural break of 14 days.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Support Teachers) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble (class)

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Corridors

- Adults briefly passing each other in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.
- We will observe our usual practice of keeping to the **right** when on the corridors.

Additional Measures to Limit Interactions

- Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.
- While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Ventilation : To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Signage: Three social distancing signs have been erected in the grounds, at the main gate and at the entrances to both buildings. We have also put social distancing signs on the corridors, floors and outside both offices and staffroom

Packages delivered to school: Only school related orders /packages will be allowed to be delivered to the school.

Lunches

- Parents must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.
- Please make sure your child is self-sufficient i.e. they can open/peel any lunch/drink you pack for them. Please pay particular attention to any drinks that require a straw.
- Please make sure they have enough drinks to last them throughout the day as we will not be in a position to refill drinks bottles.
- Children will eat their lunches at their desks. No food will be allowed onto the yard.

Break times:

- In order to avoid overcrowding on the yard break times will be staggered.
- The classes will be divided into Group A (Junior Infants; 1st; 5th & 6th classes) Group B (Senior Infants; 2nd/3rd & 3rd/4th Classes)

Group A: Junior Infants; 1st; 5th & 6th classes	Group B: Senior Infants; 2nd/3rd & 3rd/4th Classes
<p>SOS</p> <ul style="list-style-type: none"> • 10:45-10:55 Go to yard • 10:55 – 11:10 Wash hands & eat <p>Lunch</p> <ul style="list-style-type: none"> • 12:30 -12:50 Yard • 12:50 - 1:10 Wash hands & eat 	<p>SOS</p> <ul style="list-style-type: none"> • 10:55-11:05 Wash hands & eat • 11:05 -11:15 Go to yard <p>Lunch</p> <ul style="list-style-type: none"> • 12:40 – 1:00 Wash hands & eat • 1:00 – 1:20 Yard

- When bell goes after break pupils will not line up. Instead they will remain in their place on the yard (freeze) and wait to be called by their teacher. They will then enter their classroom whilst maintaining social distancing.

Books, Copies, Pencils, Hand sanitisers etc.

- Children should use their own books, pens, pencils, etc. and must not be shared with other pupils.
- Please ensure each pupil has two pencil cases, one to be kept in school, the other to be kept at home.
- Children are asked to have a packet of tissues in their pencil case in case they need a tissue during class.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is not practical for most families. However children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols. *(A plain navy tracksuit without the school crest may be used as an optional extra for children to wear this term during the current health crisis)*

As a school we strongly advise that children should wear their school uniforms **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

- We request that parents use epayments as much as possible to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.
- All visitors to the school must fill in a Contact Tracing Log
- Pupils must not be sent to the secretary Yvonne's office or to the Principal's office to deliver messages.
- As far as possible, staff members should minimise their entry to the office area

Photocopying.

Any staff member who uses the photocopier must clean it down after use with the wipes provided.

ICT

A timetable will be drawn up for the use of common devices. Devices must be cleaned after use and before they are returned for charging

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as coaching for games; music, speech & drama, etc. will eventually be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time. For the foreseeable future all of these activities are suspended.

Substitute Teachers and SNAs

The sequence for covering all teacher absences will be in accordance with DES circular 0045/2020. A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. Teachers will organise lessons that require very little if any equipment. Staff members and pupils will be encouraged to take additional breaks outside during the school day. While these breaks are taking place all windows in the classroom should be opened to allow for ventilation. All PE equipment if used must be sanitised after use.

Wet Days: teachers will provide activities for pupils to engage in during break times to encourage them to remain in their pods in the classroom.

Toilets during break: teachers will ensure the pupils go to the toilet before break time and before they go out onto the yard.

Desks: All desks must be left free of any books/ belongings/materials every evening to enable the cleaners to carry out a thorough cleaning.

Staffroom

- All staff members must maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work.
- Staff meetings for the most part will be held remotely or in small groups if deemed necessary
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.
- Due to staggered break times a max of **3 people** at any time will be in the staffroom

Teaching and Learning

- Each child will be at a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2021/2022 school year. We will abide by the motto '**Slow down to catch up**' in order to go over aspects not covered in your child's previous class.

- The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

Homework: A limited amount of homework, mainly learning & reading will be assigned *for September to reduce books transitioning from home to school. This will be reviewed on an on-going basis.*

Incoming Junior Infants. In order to allow parents space and time to introduce their child to school we will bring them in at the later time of 9.30 a.m. for the first morning, **August 30th**. They will go home at 12 midday also. From Tuesday August 31st, they will start at the normal time of 8:50 a.m. and finish at 12.00 noon. This will continue until Friday Sept 10th. From Monday 13th September onwards Junior Infants will go home at the normal time of 1.20 p.m.

Other Parental Responsibilities:

- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot and will not be shared.
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised using disinfectant/alcohol wipes before being placed in the child's schoolbag.
- Water bottles are to be filled at home every morning.
- Lunches. Make sure your child can open /close their lunch box/drinks bottles. Regarding food please make sure they can open or peel any food that you send in. Please pay particular attention to yogurt cartons, oranges, drinks that needs straws etc. Juice boxes that require a straw are not recommended. As advised on booklists, children should have their own reusable drink bottle filled with water. Teachers will not be able to assist anymore in any of these activities. As we will not be in a position to refill water bottles please ensure your child has enough drinks for the day.
- Regarding clothing, please ensure your child can or teach your child to open/close their own coat and tie their own shoes.

5.6. Use of PPE in School by all Staff

- Medical Grade Masks – All school staff will use medical grade mask in the EN16483 category to ensure it is safe to be in close and continued proximity with pupils

6. Impact of COVID-19 on certain school activities

Choir/Music Performance

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration will be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities

Our schools is bound bt HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Shared Equipment:

✓ Toys

All toys will be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids are to be taken out of use immediately for cleaning or disposal.

The toys we use are ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment will be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they will be discarded.

Clean toys and equipment are stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.

- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Art – Where possible pupils are encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards are be cleaned between use by spraying a tissue & wiping the keyboard & screen. (It is important not to spray directly on to the device.

Musical Equipment/Instruments – To the greatest extent possible, instruments are not shared between pupils and if sharing is required, the instruments should be cleaned between uses.

Library Policy – Where practical pupils generally have their own books. Textbooks that are shared are covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils are encouraged to perform hand hygiene after using any shared item.

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

7. Hygiene and Cleaning in Schools

- ✓ Clonmoney NS is cleaned at **least once per day**. Additional cleaning during this period is focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- ✓ All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
- ✓ Staff should thoroughly clean and disinfect their work area before and after use each day.
- ✓ There is regular collection of used waste disposal bags from offices and other areas within the school facility.
- ✓ Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

- ✓ The room should be cleaned as soon as practicably possible.
- ✓ Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- ✓ Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

- ✓ Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.
- ✓ Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- ✓ Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- ✓ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- ✓ If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

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 a school should deal with a suspected case that may arise in a school setting.

A designated isolation area is located in the **Art Store Room**. A second area is in the new toilet. The designated isolation area should be behind a closed door and away from other staff and pupils.

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

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- If it is not possible to maintain a distance of 2m, a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people,

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

- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved – (***details at Section 7***).

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).

9. Special Educational Needs

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus is therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff are aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves are assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory

equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
 - First clean thoroughly with detergent and water;
 - Then disinfect by wiping with a freshly prepared solution of disinfectant;
 - Rinse with water and dry.

10. Staff Duties

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- New staff must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.

- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

11. COVID-19 related Absence Management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

12. Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An [Occupational Health Strategy](#) is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum. Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum. Life also provides a series of webinars and presentations to promote wellbeing in schools.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- *A sense of safety*
- *A sense of calm*
- *A sense of belonging and connectedness to school*
- *A sense of self-efficacy and school-community efficacy*
- *A sense of hope*

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

Note:

All Staff reviewed & updated this policy on 25th August 2021.

This policy was reviewed & approved by the Board of Management of Clonmoney

N.S. on the **September 2021**

Signed on behalf of the Board of Management by

_____ Date: _____
Chairperson