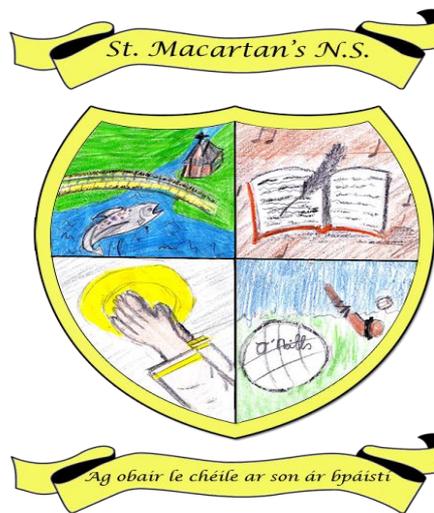


St. Macartan's NS



Covid 19 Response Plan

(Updated 23rd August 2021)

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This is a living 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 or agreements with education partners as appropriate for primary schools.

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- Appendix 1** St. Macartan's NS COVID-19 School Policy Statement
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1) Introduction

This response plan was ratified by the Board of Management of St. Macartan's NS at a meeting of the Board of 13th August 2020. It adheres strictly to the Department of Education & Skill's 'Roadmap for the Full Return to School'. It was updated on 21st February 2021, and most recently on 23rd August 2021.

In accordance with the Work Safety Protocol each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work.

The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in primary and special schools. It provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.

This document focuses on the practical steps which can be taken in primary and special schools to minimise the risk of the introduction of infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities. That report is available [here](#).

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps schools can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to continue to operate safely and fully including guidance on learning, school programmes and wellbeing for the 2021/22 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at gov.ie/backtoschool

2) What is a COVID-19 Response Plan?

A Covid-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that aim to prevent the spread of Covid-19 in the school environment.

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 plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment.

It is important that the resumption of school-based teaching and learning and the reopening 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 reopening of St. Macartan's NS 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 schools.

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

3) School COVID-19 Policy

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the chairperson and principal of the BOM/ETB and brought to the attention of the staff, pupils, parents and others. Schools must have a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year. A template of a School COVID-19 policy can be found at *Appendix 1*.

4) 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 workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

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

St. Macartan's NS has processes in place to include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society 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, Deputy Lead Worker Representative and Assistant 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 as required 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:
 - 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

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

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

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

If a staff member is unsure about any aspect of the Covid-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 Board of Management.

Note: Induction Training for reopening schools in the new school year is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal. A copy is attached also at *Appendix 2*.

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the 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 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.

This section sets out how the provisions will operate in schools. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.

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 school management. 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 students. Adherence to the Return to Work Protocol will only be achieved if everyone has 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/Board of Management.

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

St. Macartan's NS, as a school with less than 30 staff, is obliged to appoint a Lead Worker Representative, and a Deputy Lead Worker Representative.

The role of the Deputy LWR will be to:

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

The names and email contact details of the LWR will be posted in various places in the school.

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
Michelle Duffy Rhya Doherty (Deputy LWR)	

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

Full details of the arrangements which will apply for the LWR in primary and special schools is set out at *Appendix 3*

4.4) Signage

The Board of Management has arranged for the display of signage throughout the school outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene as is required by the ‘Return to Work Safely Protocols’.

4.5) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

St. Macartan’s NS has reconfigured classrooms where required and other areas as necessary to support physical distancing in line with the guidance in advance of school reopening.

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 school settings is attached at *Appendix 4 in the hard copy of this document and is also available online under the ‘Policies Section’ of our school website in the ‘Health & Safety Statement’.*

First Aid/Emergency Procedure

The standard procedures as outlined in the school’s Fire Evacuation Procedures and the ‘Accident/Injury Protocols’ will continue to be applied.

The school will strive to identify additional fire evacuation lines to achieve the 1 m physical distancing between class bubbles. Fire Drills will continue to be carried out each term as usual.

4.7) Access to School and Contact Log

Only HSE, Gardaí, Department of Education and their related agency staff and persons deemed by the Principal to be integral to the maintenance and repair and management of the school, and only then through prior appointment, will be admitted to the school.

All parental interaction with the school must take place remotely, through email, telephone and/or online call or class digital platform.

In exceptional circumstances and only where business cannot be transacted remotely or online or by post, may a parent visit the school office by appointment. In such circumstances a face covering must be worn. There is no exception to this requirement. Parents should also wear masks in the school grounds, for example when dropping children to their line.

The early collection of pupils is not now facilitated and may only occur in the event of a medical appointment or emergency and only then after the parent has informed the Principal/Deputy Principal at least 30 minutes in advance. The removal of a pupil early from school is hugely disruptive, but during COVID 19 it is also increasing the risk of viral spread and unnecessarily increasing the contact between pupils and adults in the school.

Children must have everything they need for school with them. If they forget something the parent may enter the front door and leave it on the shelf to the right-the child's name must be clearly labelled.

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 as a supplementary procedure to the school's existing visitor procedures.

All visitors must sign in and out and must sanitise hands and wear a face covering.

Children in primary school are not required to wear face coverings, nor is it recommended.

All staff members must enter/exit the building at the Front Door only, entering door left and exiting door left.

All members of staff must sign in and sign out of the Covid19 log book using their own pen.

The school visitor contact log is available at **Appendix 5 on the hardcopy of this document.**

All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school in their role as data controller.

5) 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 the 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.

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 not to return to or attend school in the event of the following:
 - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - 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.
- 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) The Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

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
- Fatigue
- Aches and Pains

Children presenting with these symptoms must not be sent to school.

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

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](#).

If you have any 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](#). Symptoms may be subject to change so regular review of the HSE Website is advised. 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

All persons in St. Macartan's NS should follow good respiratory hygiene. This requires covering your mouth and nose with a tissue or your bent elbow, in the event of a sudden sneeze or cough.

A used tissue should be disposed of immediately into a 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

There are hand sanitiser stations at the entrance to every classroom and throughout the school. Pupils and staff must sanitize hands;

Pupils and staff should perform hand hygiene:

- Before they leave their home
- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

There is a requirement for 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 will be deployed more readily at exit and entry points of schools and all classrooms and care will be taken to clean up any hand sanitiser spills to prevent risks of falls.

Wash hand basins, running water, liquid soap and hand towels are provided in all toilets and the kitchen

Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly to encourage everyone to use them.

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean). The hand sanitizers used will contain 60% ethanol or 70% isopropanol.

Staff and pupils will be reminded that hand-sanitizers are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

Children from Juniors – 1st Class should not have independent use of containers of alcohol gel.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- Before they leave their home
- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

5.4) Physical Distancing

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be 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 will be taken 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.

The focus will be in avoiding physical contact unless necessary which may include;

- First Aid Treatment
- If a child is emotionally upset
- One to one teaching by class teacher or Supplementary Education Support Teacher

However, where possible staff should maintain a minimum of 1m distance and where possible 2m. Where 2m distancing is not possible, staff must wear face coverings.

They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

The guidance documents provided by the Department of Education on optimal school layout and referenced at **Section 4.5** above has been used by St. Macartan's NS to increase separation to the greatest degree possible

Where required, our school has;

1. Reconfigured class spaces and classrooms to maximise physical distancing.
- 2.
3. Utilised and reconfigured all available space in the school in order to maximise physical distancing.

All teacher's desks are at least 1m and where possible 2m away from pupil desks.

Decreasing interaction

The extent to which decreasing interaction is possible in a primary school depends on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between pupils.

A distance of 1m will be maintained between desks or between individual pupils. The Department of Education & Skills has recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to re-opening .

Where possible work stations will be allocated consistently to the same staff and children rather than having spaces which are shared.

Within each class bubble there will be **Pods of usually 2-4 children, with a maximum of 6 children** established in all classrooms.

Within each Pod there is still 1m physical distancing between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

Generally speaking, the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.

Different Class Bubbles will have separate breaks and meal times or separate areas at break or meal times (or this could be different class years i.e. 2nd class, 3rd class etc.). Sharing educational material between Pods should be avoided/minimised where possible.

The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble.

To the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times.

Additionally:

We will limit interaction on arrival and departure and in hallways and other shared areas.

Social physical contact (hand to hand greetings, hugs) will be discouraged.

Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource. **To this end, and for hygiene reasons, compost bins will no longer be available. All food waste, wrapping and containers must be taken home.**

Staff and pupils should avoid sharing of personal items NB we may no longer provide spoons for yogurt.

We will encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged

Physical Distancing outside of the classroom and within the school **School Entrances/Exits (NB This section may change as consultations with Building Contractor re access (Use of rear Infant door)are ongoing**

At the start and end of the day all staff must use the front door and sign in/out

All parents/visitors must use front door (Except Junior Infants drop-off as below)

Each room will be allocated a door and a gate for entrance and exit which they must use as follows:

Junior Infants Mrs. Duffy-Infant door (Beside boiler) and Infant gate

Junior Infants -Mrs. Fowley: Side Door and side gate

Senior Infants: Front door and main front gate

1st Class- Mrs. Monaghan: Back Door and side gate

2nd Class-Miss Loughlin: Side Door and main front gate

2nd Class-Mrs. O' Neill: Infant door (Beside boiler) and infant gate

3rd-Mrs. Kilfeather: Back Door and side gate

4th Class-Mrs. McCabe: Infant door (Beside boiler) and infant gate

5th-Mrs. Kelly: Front Door and main front gate

6th-Mrs. Doherty: Side Door and side gate

School drop off

NB this will be under constant review-if necessary we will introduce staggered drop off times.

Dry Mornings

Class Lines – Pupils must arrive at to their designated class line in the top yard and must not interact with pupils from outside their class bubble. Whilst in the class line pupils are discouraged from making physical contact with other pupils in their line.

The top yard will be formally supervised each morning from 9am a member of staff.

3rd to 6th Class parents are **NOT** permitted in the school yard in the mornings. This measure is to reduce congestion and allow for social distancing. Parental support in this measure and all measures is requested and expected. In the event that the school management believe the yard to be congested, staggered start times for all classes will be introduced in the mornings for the rest of the school year.

Senior Infants, 1st and 2nd class- parents may enter the school yard from 9am only to drop their child at their line on the top yard only. They must not loiter and must maintain social distance from all other individuals, not from their household.

Junior Infant Parents (for 1st week-to be reviewed) may drop their child at the class room door at 9.20am. They may NOT enter the classroom. They must enter at infant

door and exit back yard door. Social distancing of 2m must be maintained with people not from their household, hands must be sanitised and face coverings must be worn.

Wet Mornings (Temporary COVID 19 Procedures)

From **9am** children may enter the school via their room's **specific entrance**, and walk quietly to their classroom. They must not interact with children in other classes from outside their household

Junior Infants - Same entry procedures as above.

Senior Infants 1st and 2nd class: Parents may drop children to their **specific entrance from 9am**. Children go straight to their classroom

Evening Collection-NB Staggered Times

We realise that this may inconvenience for parents of children in multiple classes, but we need to avoid congregation at home time. It will be under constant review, and will be formally reviewed once a month.

Junior Infants will be collected as usual at the side of the school beside cabin.
Senior infants will be collected from outside front door

All other classes will exit by their specific door (above) and proceed to the nearest gate at the following times:

- 2.30pm: 1st and 2nd classes
- 2.40pm 3rd and 4th Classes
- 2.50pm: 5th and 6th Classes

Staff Arrangements for Physical Distancing/Interaction

2 Metre Physical Distance between staff – non teaching context

Staff must maintain 2m physical distancing from each other at all times unless in the context of a pupil care need.

The 2m physical distance is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to and/or leaving work or on yard supervision.

If 2m cannot be maintained in staff groups in the context of teaching and learning, as much distance as is possible and guidance on face covering should be observed.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing as directed by the Principal.

Staff can rotate between areas/classes but this will be minimised where possible.

Only in exceptional circumstances should more than one person be in the secretary's office to a maximum of two. In these exceptional circumstances both must wear face coverings.

Staff room

The Board of Management strives to support, within the confined of the public health advice, the good staff morale and healthy social atmosphere and relationships which is enjoyed by the staff in St. Macartan's NS. The Board recognises the effect good staff morale and social relationships have on creating and sustaining a healthy workplace and also on the teaching and learning in our school.

To this end the Board is keen to keep the Staffroom operational albeit in a limited form but to also support and sustain good relationships that exist amongst our staff through facilitating small groups of staff to 'lunch' together within the social distance requirements.

Seating area - Physical distancing of 2 m will apply in the staffroom. There will be a limited number of spaces for lunch available for seating in the staffroom. Staff must only seat in the designated areas.

Kitchen Area - No more than 2 staff members may be in the kitchen area. Boiler and microwave to be wiped down after use. No shared utensils or cups, staff bring their own.

Sanitisation & Safety – Staff members are required to sanitise their hands entering and exiting the staffroom or the classroom in which they are having their lunch.

Each staff member is responsible for sanitising the table and seat and area where they eat, immediately afterwards in the staffroom

utensils available in the school.

Make sure pupils clean their hands before and after entering the canteen area.

Corridors and Stairwells

Briefly passing someone 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.

All persons, staff and pupils, should walk on the immediate left at all times whilst waking in the corridors.

Classes must stand back and wait for a class to pass or walk on and must maintain their class bubble by not intermingling with other classes in the corridor. Class teachers can control this through ensuring the usual protocols are followed pertaining to a class teacher leading their class at all times when moving throughout the school.

Classes and/or individual pupils are not permitted to leave their classroom unless for a timetabled event, e.g. PE Lesson, Supplementary Education Support lesson.

Yard/Supervision

The Department of Education advises that public health officials state that the risk of transmission from contact with outside surfaces or play areas is low.

Yard times will be split to ease congestion on the yard and allow for class level bubbles to maintain a distance from other class bubbles. Initially we will have two breaks and lunches. Break 1 for Junior Infants to 2nd class from 10.45 to 10.55. Break 2 for 3rd to 6th from 11.05 to 11.15.

Lunch 1 from 12.10 to 12.40 and lunch 2 from 12.50 to 1..20. (These times are subject to review)

It is not possible to maintain physical distancing when pupils in primary or special schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups.

Children will perform hand hygiene before and after outdoor activities.

Yard equipment will not be shared beyond a class bubble and will be sanitized after each use.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘*Practical Steps for the Deployment of Good Ventilation Practices in Schools*’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors.

5.5) Use of PPE in Schools

The Department has published “[Guidance to Primary and Special Schools on PPE consumables and equipment](http://www.gov.ie/backtoschool)” on www.gov.ie/backtoschool

This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. (Please see note re medical grade masks on page 23)

Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE. The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation

- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category
- Administering first aid

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

Reception Areas

Consideration should be given to the use of Perspex in reception areas where it is not possible for staff to maintain a physical distance of 2 metres from other staff or pupils. Minor works funding grant can be used for this purpose.

Face Coverings/Masks

The wearing of face coverings or masks in general is not a substitute for other measures outlined below (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they may be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face coverings coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.

It is not recommended that children attending primary school wear face-coverings.

It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

[Further advice from the HPSC on the use of face coverings in educational settings was received on the 6th August 2020. This advice is available here.](#)

All staff wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal, and washing of cloth face coverings

<https://www.youtube.com/watch?v=T6ZqdpLfSqw>

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

Schools should consider having additional disposable face coverings available for staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, schools should have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

Medical Grade Masks

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. Routine use 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.

Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

6) Impact of COVID-19 on certain school activities

The school will follow the advice of the Department of Education & Skills regarding certain schools activities in advance of school reopening.

The Board acknowledge the challenges and concerns identified by the Department of Education & Skills in some areas;

Choir/Music Performance

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

Sport Activities

St. Macartan's NS will refer to the 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, some will require weekly cleaning and some daily. This will remove dust and dirt that can harbour germs.

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

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

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

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

Clean toys and equipment will be stored in a clean container or clean cupboard.

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 will be encouraged to use their own individual art and equipment supplies which will be provided by the school.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use.

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

Library Policy – The school is currently exploring protocols and procedures in the use of the school Library.

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

7) Hygiene and Cleaning in Schools

St. Macartan's NS has arranged for enhanced cleaning of the school. All school settings are cleaned at least once per day.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training of cleaning staff. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19.

NB all tissues, used hand towels and any other refuse associated with close contact must be disposed of in pedal bins-not recycling!

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

A designated isolation area has been identified within the school building-it is the school hall. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases put in place.

1. If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:
2. **If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately; the school may use a touchless thermometer to check the child's temperature. If parents cannot be contacted in a reasonable time, we will contact GP or ambulance. Parents must arrange collection of child immediately, and should arrange a Covid-19 test.**
3. 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;
4. Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;

5. 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;
6. **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;
7. 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;
8. 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;
9. 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;
10. 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;
11. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
12. 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. For this reason the school will not contact other parents regarding a suspected or confirmed case-that is solely the remit of the HSE. 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) Supplementary Educational Needs/Care Needs

Additional considerations for those with Special Educational Needs

For children with supplementary educational needs and/or care needs maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should 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 should be 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 should be 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.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Not to return to or attend school in the event of the following:
 - if they are identified as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - 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.

- 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

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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 staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

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).

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. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal.