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**Scoil Chríost Ri - National School**

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Principal: Regina O’Connor

# Response Plan for the Reopening of Scoil Chriost Ri during Covid-19 Pandemic

**February 2021**

**DES Roadmap**

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/> <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

This Policy Document notes measures to reduce the risk of Covid-19 coming into our school community. The full DES Document must be read in full.

# COVID-19 Policy Statement

Scoil Chriost Ri 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
* inform all staff and pupils of essential hygiene and respiratory etiquette
* 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
* 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.

We have:

* a worker representative who is easily identifiable to carry out the role outlined in this plan
* ensured staff engaged with the induction / familiarisation briefing provided by the Department of Education
* conducted a risk assessment as per previous response plans 06/08/2020

# Lead Worker Representative -- Mrs Geraldine Lynch

# Relevant Circulars and *training* for Staff

These are available here:

<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/> [gov.ie - Training for reopening schools (www.gov.ie)](https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/)

# Readiness for return to work

All staff members complete Return to Work forms as per DES requirements and the DES Training.

# Wash your Hands

All members of the school community must watch this video on hand washing. <https://youtu.be/IsgLivAD2FE>

# Symptoms of Covid-19

No member of the school community can come to school if they display any Covid-19 Symptoms, available here: <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

In summary, common symptoms of coronavirus include:

* [a fever (high temperature - 38 degrees Celsius or above)](https://www2.hse.ie/conditions/fever-in-adults.html)
* [a cough](https://www2.hse.ie/conditions/cough.html) - this can be any kind of cough, not just dry
* [shortness of breath](https://www2.hse.ie/conditions/shortness-of-breath.html) or breathing difficulties
* [loss or change to your sense of smell or taste](https://www2.hse.ie/conditions/lost-or-changed-sense-of-smell.html) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

# Isolation Guide

Please follow the HSE Guide to isolation for children between 3 months and 13 years. <https://parteenschool.ie/wp-content/uploads/2020/09/Isolation-Guide.pdf>

# Procedure for Dealing with a suspected Covid-Case

**HSE Guide:**

[https://parteenschool.ie/wp-content/uploads/2020/08/Schools-Pathway-for-Covid-19-the-](https://parteenschool.ie/wp-content/uploads/2020/08/Schools-Pathway-for-Covid-19-the-Public-Health-approach-Aug-2020.pdf) [Public-Health-approach-Aug-2020.pdf](https://parteenschool.ie/wp-content/uploads/2020/08/Schools-Pathway-for-Covid-19-the-Public-Health-approach-Aug-2020.pdf)

# DES Letter:

[https://parteenschool.ie/wp-content/uploads/2020/08/Letter-to-schools-re-Covid-Cases-](https://parteenschool.ie/wp-content/uploads/2020/08/Letter-to-schools-re-Covid-Cases-27.08.20-1.pdf) [27.08.20-1.pdf](https://parteenschool.ie/wp-content/uploads/2020/08/Letter-to-schools-re-Covid-Cases-27.08.20-1.pdf)

# Privacy Notice re Dealing with Contact Tracing

[https://parteenschool.ie/wp-content/uploads/2020/09/Privacy-Notification-to-Parents-](https://parteenschool.ie/wp-content/uploads/2020/09/Privacy-Notification-to-Parents-Contact-Tracing.pdf) [Contact-Tracing.pdf](https://parteenschool.ie/wp-content/uploads/2020/09/Privacy-Notification-to-Parents-Contact-Tracing.pdf)

# Please note that if school management become aware of a Covid-Case in the school, they are specifically prevented from informing staff and parents/ guardians. School management inform the HSE and the HSE take over contact tracing. School management can only take whatever actions the HSE tell them to do. It is important you are specifically aware of this point which is explained in the procedures for dealing with Covid-19 in schools. We understand this will be a cause of concern for staff and parents/ guardians and this should be taken up with your representative groups.

**Close Contacts**

A close contact is defined by the HSE here: <https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html>

Staff are asked to maintain more than the 2m distance from each other to ensure that they, in so far as possible, do not become defined as a close contact with each other.

# Isolation area while awaiting collection

This is located inside both classrooms but separate to and away from the other pupils. The child will be supervised by the class teacher. Nobody else may enter this area while a child is awaiting collection. It will be sanitised by cleaning staff after the child leaves.

# Hand Hygiene

Pupils and staff should sanitise their hands

* on *exiting their vehicle*
* on arrival at school and before eating or drinking
* after using the toilet and after playing outdoors
* when their hands are physically dirty and when they cough or sneeze
* Anyone moving between rooms must sanitise before they leave a room and return to their room e.g. children going to support, principal moving between rooms, SNAs, support teachers etc

Ideally, the automatic hand sanitiser should be used on entry to the building. However, depending on the wait time, staff may bring in the class to sanitise at the door.

# Respiratory Hygiene

All members of the school community will practise 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.

# Temperature Checks

Parents should check their child’s temperature before school each day and not send them to school if they have a high temperature. Following HIQA recommendation that temperature screening should not be carried out in schools, teachers will now only take a child’s temperature if they are concerned that a child looks or feels unwell.

# Equipment

Each staff member should label their own stock of surgical grade masks, their visor, disinfectant wipes and a bottle of disinfectant. All staff have their personal hand sanitizer to bring with them as needed. A wall hung sanitiser is in the Senior classroom and just outside the Junior classroom, school entry points and corridors. The junior teacher will provide a bottle of sanitiser for inside the Junior room. Automatic sanitisers are located at each entry point. Perspex screen is on the work station of the SET teacher.

Staff should practise mask hygiene: [https://www2.hse.ie/conditions/coronavirus/face-masks-](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html) [disposable-gloves.html](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)

# Daily practices:

Staff must disinfect personal items e.g. keys, phone, bag etc. when they come to work. Staff must disinfect their work station at the start and end of each day. There will be no handshaking or hugging in the school. Staff and pupils should avoid sharing personal items.

# Visors/ masks

Medical grade facemasks and visors are available for all staff. *A facemask* is compulsory throughout the school day as a staff member may have Covid, be unaware, and be inadvertently spreading droplets. The following are exceptions:

* P.E.: A teacher must bring their face covering with them but when giving instructions at a significant distance e.g. 5m, they may remove *facemask*. Mask hygiene must be practised.
* If you are on your own in your own room, working at your own desk with your own item. For example, if you are in your own room at your own desk working on your own computer or your own notes, it is okay *to remove your mask* but if you are correcting copies or handling any item that will be used/ touched by another staff member you must keep the face covering on. Work station must be sanitised before and after use.

# Signage

Signage is displayed through-out the school building reminding the school community about Covid-19 prevention etiquette.

Standard feet markings and other child friendly markings are in place on yard and hall within the school.

# Deliveries

All deliveries must be left at the front door. Delivery personnel may not enter the building.

# Doors

All internal classroom doors, where practical, to be left open, to minimise touching of common areas. Door stops have been purchased for use as teachers viewed necessary.

# Ventilation

*Open windows (fully) before school, after school and during breaks*

Turn on heating (when required) and partially open windows above the radiators so as to offset any local chilling effect that occurs because windows are open!

It is better to partially open several windows than to open one window fully. [practical-steps-for-the-deployment-of-good-ventilation-practices-in-schools.pdf](file://localhost/C:/Users/Teacher/Downloads/practical-steps-for-the-deployment-of-good-ventilation-practices-in-schools.pdf)

# Physical distancing amongst school population.

**Class level**

Each classroom will remain separate as much as possible throughout the school day.

In 3rd-6th, children will be placed in ‘pods’.

Each pupil will be separated by 1m and remain in their groups throughout the day indoors, in-so-far as possible. See full guides to physical distancing here: [https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-](https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/) [re-opening-of-primary-schools/](https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/)

Children will not be sent around the school on messages. Teachers can use the Aladdin noticeboard for messages.

# Staff level

None of the teacher shall congregate in the staffroom . Facemask etiquette should be practised when taking face coverings on and off: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Gatherings of staff before or after school should not take place.

# Support Teachers and students

When children are picked up from their room, the children must sanitise and they must sanitise again before returning to class. Support teacher may use the vacant classroom. Again, all surfaces and hands must be santitised after use.

# Shared equipment:

**Ipads and laptops**

Sanitise hands before and after use.

# PE Equipment

Staff must apply disinfectant after use.

# Art/Music/ Library books

Where practical, each child shall use an individual set of art supplies. Music instruments should not be shared. Song-singing cannot take place as per public health advice. Library books will be kept in school

# Break Time

The two classrooms will be separated on the yard. On the days when it is raining the class teacher can take the children outside at a different time for a break, just to get fresh air and play.

# Yard Book

Will be used to record any accidents

# First Aid

This will be administered as normal but if staff are wearing gloves a fresh pair must be put on first. Facemask must be worn. Gloves must be changed afterwards as per normal procedures.

# Principal Duties

The Principal, as leader and day-to-day manager of the school, must be able to speak with each staff member and visit each class as necessary to fulfil her duties. Like with other staff, she will sanitise before and after entering each room, wear facemask and/or visor and maintain social distance. As she will therefore be in contact with all staff members and all class groups, as well as professional visitors and parents/ guardians by appointment, she will keep meetings with individuals as short as possible, while fulfilling duties and responsibilities. Any meetings she must have with anyone for longer than 15 minutes will be conducted in a large room e.g. large classroom to social distance.

# Secretary Duties

To minimise contact while fulfilling duties, staff, as noted, are not permitted into the office and visitors will be minimised and must wait outside until secretary is ready.

# Substitutes

Substitutes will be asked to fill out the Return to Work Form and Contact Tracing Form. They will be asked if they have completed the DES online training and may not start in Scoil Chriost Ri until they have. They will be given facemasks. They may use the Disinfectant wipes and liquid on the work station of the person they are replacing**. It is very important that staff leave the bottle of disinfectant , box of masks and disinfectant wipes on their work station.**

They will be asked to read this full document in advance of coming to the school. If they cannot be booked until close to the school start time, they will be asked to assign the class some work in order to read this document in full

EPV Days. The DES has provided substitute cover for one day for each teacher.

# Cleaning Schedule

A cleaner is present each day from 2.30 – 3.30pm. She will clean common touch areas, all toilets and pupil tables and chairs each day. Staff room will be sanitised by the cleaner each evening

Teachers go to staffroom to have a short break will be asked to use the disinfectant wipes and/ or disinfectant to sanitise anything they touch

Cleaning guidelines have been given to cleaner.

# Parent information: Please view Public Health videos and animations below:

[gov.ie - Information for students, parents and families (www.gov.ie)](https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#health-advice-for-parents)

# Please read the guidelines on close contacts:

[A Parents’ Guide to Close Contacts in School.pdf (hpsc.ie)](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/A%20Parents%20Guide%20to%20Close%20Contacts%20in%20School.pdf)

**Morning Drop off times**

Parents/ guardians must wear face coverings if they need to come to school door to collect their child . Parents, if they arrive outside school before the drop off time, should not come to door with their child, until the actual drop off time.

# Appointments

No adults should enter the building other than school staff. All meetings must be by appointment and be essential meetings.

The contact tracing log will only be filled out for those entering into the building

Sometimes, professional visitors are necessary e.g. I.T. maintenance, school psychologist etc. All these essential visitors will be asked to fill out the Covid Questionnaire, Contact Tracing Log and read our school protocol for visitors.

# Money

Money will be collected via e-payments as much as possible.

# Parent/ Teacher Meetings

Phonecall meetings will be held.

# Lunches

Parents/ guardians must sanitise lunch and drink containers with disinfectant wipes before placing them in the child’s bag each day. No sharing of lunches/ drinks among children.

# School Books

Where practical, each child must use their own books. Shared books for Graded Reading should be wiped with the disinfectant wipes by the teachers after each session. They are covered by plastic already.

# School Supplies

Parents/ guardians are to supply full sets of school supplies to be kept in school. This will ensure there is no borrowing pens/ colours. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

# Uniform

Normal School Uniform Policy applies. **Parents are asked not to congregate at the school gate.**