



Measures to help prevent the spread of Covid-19 in EETNS

These measures are in addition to what is outlined in the Department's *Response Plan for the safe and sustainable reopening of Primary and Special Schools* at <https://www.gov.ie/en/publication/aObff-reopening-our-primary-and-special-schools/#covid-19-response-plan-for-safe-reopening-of-primary-and-special-schools>

The contents and procedures in this document are subject to change, in line with any government health directives, or on the basis of our own experiences in implementing the actions contained in it.

Lead Worker Representative:

Our LWR is David Rundle, who will perform the duties as detailed in the Response Plan. We thank him greatly for taking on this role. The Deputy LWR is Amber Allan, who will perform these duties in any case of David's absence.

The responsibility of our school's response to Covid is not the burden of one person; it is shared by all staff.

Morning: before school

Children and their parents/guardians are not to congregate on the school yard. Children should arrive at school between 9.00 and 9.10. When they arrive, they should be left at the gates by their parent/guardian and then should proceed directly to their classroom and their seat inside.

Members of staff will be on supervision duty in the morning to oversee this. Physical distancing of 2m is to be observed. Staff members will supervise at the gate and on the yard, directing children where to go. Use of the sanitiser stations inside the entrances to both buildings will also be supervised. A member of staff will supervise the classrooms from 9.00.

Entry to the school

Parents, or indeed any visitors, are not permitted to enter the school building without a prior appointment. A visitor log sheet will need to be filled out for each and every visit, a record of which will be kept at reception.

Break times and yard procedures:

Yard will continue to be at the front of the school, although breaks are now to be staggered. Junior classes will be on yard from 10.50 to 11.00, for small break and Senior classes from 11.05 to 11.15. There should be no time when Junior and Senior classes are on yard at the same time. On yard, Junior and Senior Infants should occupy one half, and 1st and 2nd the other. The same applies for 3rd/4th and 5th/6th. The line down the centre is to be marked out and a rule of no crossing and no gathering at it is to be enforced. For big break, Junior classes are to be outside from 12.20pm to 12.40pm, with their remaining 10 minutes of break time inside in their classrooms. Senior classes will begin break inside at 12.55pm and proceed to yard at 1.05pm until 1.25pm.

Further outdoor time:

In order to maximise outdoor time for the children, class teachers can organise further break times/outdoor play/learning during the school day. Class teachers should coordinate timetables for this, to ensure different classes are not outside in the same area at the same time.

First Aid:

If a child requires First Aid, the person administering it should wear appropriate PPE and clean/sanitise before and after.

End of day/ home time:

2.50pm remains finishing time and to avoid the problem of multiple classes of children converging on the yard at the same time, the following procedures will be followed:

Teachers will release children going home on buses first, who are to meet on the yard when they will be escorted to the pick up point by a member of staff. Next will be any children walking home themselves, who are to be directed out the pedestrian exit nearest the nurture room. Finally, all children being collected by parents are to walk to their lines on yard, at places marked by painted dots, and will be released to their parents by staff when their parents are at the gates or in the car park.

Late collection: any child not collected on time is to wait on his/her designated spot until the parent arrives

Infants: At 1.50PM, infant classes will line up on their spots on yard to be released by teacher when the parent is at the gates/in the car park.

ALC classes are still allowed to make tailored arrangements for hometime, perhaps using the rear exits, however parents are not permitted into the school building

Supervision at home time will involve class teachers and SNAs out on yard, helping to organise dismissal procedures.

Suspected cases:

In the first instance, any child or staff member displaying any of the symptoms contained in the guidelines SHOULD NOT come to school.

Common symptoms of coronavirus include:

- 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

Other uncommon symptoms of coronavirus include:

- Sore throat
- Headaches
- Runny or stuffy noses
- Feeling sick or vomiting
- Diarrhoea

If the symptoms develop over the course of the school day, the course of action in the Response Plan will be followed. The isolation area in our school is the room directly opposite the staff room, beside Mairead's SET room. This room is large enough to allow for the maintenance of the distancing guidelines. A member of staff shall care for the person with the symptom/s, at all times following protocol and wearing the necessary PPE. Parents/guardians will be contacted immediately, who will collect their child and inform their doctor. The HSE will provide instructions to the parents/staff member/school on follow-up and will inform any staff or parents who have come into contact with a diagnosed case. Supervision of a child in this situation will be carried out in the first instance by an SNA if the child has SNA access. If he/she does not, the LWR or SET shall carry out the supervision. A member of staff who develops symptoms during the school day shall be directed to go home and contact their doctor. If they are too unwell to go home immediately, they shall be facilitated to remain in isolation and contact their doctor from school.

Cleaning:

Enhanced funds have been made available from the Department to allow us to employ a cleaner who can ensure the directions in the Response Plan are followed. All school settings are to be cleaned every day. This will happen after school. During the day, staff are to maintain the cleanliness of their own work areas, using the cleaning materials provided by the school. Staff are to wipe down children's desks at the end of every day. Staff are also to clean and disinfect their work area before and after use each day.

2.40 is to be clean-up time in all classrooms. Teachers, SNAs and pupils should tidy the rooms to the fullest extent possible, sweeping the floor, clearing surfaces etc. This will allow the cleaners to spend their time on the critical hygiene procedures and disinfecting.

Classroom layout:

Class teachers, together with the SNA working in their room, should follow the guidelines laid out in the Response Plan. For 3rd to 6th, physical distancing of 1m applies. This can be achieved by configuring desks and seating arrangements. For Infants to 2nd, this is not a requirement. Each classroom is a bubble that will not mix with other bubbles. Teachers can organise the children in their room into pods to further minimise close contact. Maximum of 5 children per pod, with at least a 1m distance between each pod. The teacher's desk should be at least 1m away from pupils' desks, 2m where possible.

Ventilation:

The school will follow the guidance from the Department as outlined at <https://www.into.ie/app/uploads/2019/07/Practical-Steps-for-the-Deployment-of-Good-Ventilation-Practices-in-Schools-1.pdf>. There are five CO2 monitors in the school, one in each of the mainstream classes and one to be shared among the two ALCs. If the monitors indicate poor ventilation, the class teacher is to ventilate the room as per the guidelines.

Assemblies:

As each classroom is a bubble and these bubbles are not allowed to mix, there will not be indoor assemblies. Weather permitting, whole school assemblies will take place on the yard, with all bubbles kept separated.

PPE:

Staff are to wear face coverings at all times during the school day. The school will provide medical-grade face masks for staff.

Hygiene:

Sanitiser stations will be set up at the entrances to both buildings. Sanitiser will also be provided to each teacher for their room. Staff and pupils should use this sanitiser or wash their hands using soap and water at the following times: 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.

To avoid congregation at sanitiser stations on the way out to or in from yard, teachers can manage and direct their pupils to use the sanitiser appropriately in class. There are wall dispensers for sanitiser in each classroom and outside every SET room.

Staff room etiquette:

The numbers in the staff room at any one time will be minimised due to the staggered break times. However, physical distancing of 2m is to be maintained. Face coverings should be worn when not eating if this distancing cannot be maintained.

Staff are asked to put their own dishes, cutlery etc into the dishwasher. The staff member on staff room cleaning duty should sanitise before emptying the dishwasher.

Staff should wipe down their area after finishing their lunch and before leaving the staff room.

If a case occurs:

Class teachers should prepare a ready-to-go work pack in the case of forced school closure or if your class is directed to stay at home. The school will be required to provide for the education of any child who cannot come to school because of any such closure. In the case of your own absence, a folder of work containing enough material to last 2 days should be left for a substitute teacher to make use of.

Shared materials:

This includes toys, IT equipment, PE equipment etc. Sharing should be minimised and pupils should have use of designated items where possible. Cleaning of such equipment should follow the Response Plan. If the equipment cannot be cleaned between uses by different classes, it will need to be quarantined (not used) for 72 hours. For example, if the Imagination Playground is used by Infants on Monday and it cannot all be wiped down, it will be Thursday before another class can use it. Classes using balls or other equipment at yard times should use a set of these that are exclusively for the use of their own class.

SEN Supports:

SETs have been assigned to classes to minimise cross contamination between rooms. Nurture is to go ahead as previously agreed. Appropriate cleaning between each setting will be continued.

ASD Classes integration:

The ASD classes (Elm and Hazel) are located at the back of the school building. They have all their own facilities including, entrance, classrooms, yard etc. Each class is known as a POD but together both classes are known as a bubble. For children with special educational needs (SEN), maintaining physical distancing in many instances will not be practical or appropriate to implement. Staff will ensure that all appropriate PPE will be worn throughout the day. Parents will be requested to have a heightened awareness of signs, symptoms or changes in their children which suggests illness/COVID-19 infection. 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 COVID 19. During integration with mainstream classes, children have designated seating where possible, the classroom will be well ventilated. Staff and children will follow hygiene and social distancing advice, where possible.

Behaviour:

If a pupil deliberately coughs or spits on another pupil or a member of staff, it is to be treated as violence against another person and treated as such with the appropriate section of the Code of Behaviour to be followed.

The Code of Behaviour remains the same and we are to follow it as we have been doing previously.

Homework:

Measures are to be taken to ensure that the risk of contaminated material moving between home and school is minimised. For example, learning material that does not have to be brought back to school may be given to pupils, or the teacher may collect the week's homework on a Friday, leave it in school over the weekend and correct it on Monday. Homework may also be assigned to be completed or submitted online, e.g. IXL, Seesaw etc.

Pupils returning from abroad:

Parents are reminded that they are to follow the HSE guidelines if they have returned from abroad.

Clubs:

Any personnel involved in clubs in the school will be required to follow the school's Covid response plan.

Staff Duties:

Please read and be aware of your duties as a member of staff as outlined in Section 10 of the Response Plan.