



Scoil Mhuire Covid Reopening Plan

Sarah Leahy is the Lead Covid Worker.

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School Profile:

- 125 pupils
- 5 Mainstream classes
- 3 Special Education Teachers (1 shared with another school 1 day per week)
- 1 EAL Post
- Teaching Principal
- 2 Full Time SNA posts
- Part Time Secretary
- Part Time Caretaker/cleaner

Resources /Challenges:

There are four toilets in two classrooms: a boys and a girls toilet are in each of the two rooms.

There are two toilet blocks, one for girls and one for boys for the other three classrooms.

There is a staff toilet, shared with a child with disabilities.

The staffroom cannot cater for eleven staff socially distancing.

There are five play areas for each class.

Secure separate storage for PPE inventory.

Visitor sign-in area established with containment box.

Isolation area located by the ramp door with appropriate PPE.

Human Resources allocated through additional funding from DES:

37 administration days in total for the year

School Reopening:

School will re-open for all pupils on Wednesday 25th August 2021

All efforts will be made to keep parents informed of any changes as soon as they arise due to Government/H.S.E advice via the school app.

School Hours

Class:	Drop Off Time:	Pick Up Time:
Ms. Kelly's Junior and Senior Infants	9:00am	1:40pm
Ms. Murray's 1 st and 2 nd Class	9:05am	2:45pm
Ms. Spillane's 2 nd and 3 rd Class	9:10am	2:50pm
Ms. Kennedy's 4 th and 5 th Class	9:15am	2:55pm
Mr. Clarke's 5 th and 6 th Class	9:20am	3pm

Drop Off and Collection:

Children are encouraged to walk to school if it is at all possible.

Parents do not come onto the school grounds unless it is essential or via an appointment.

All pupils are dropped off at the “church” school gate entrance.

Church car park is utilised for parking.

Parents are not to park outside the school building.

It is imperative that:

- Adults do not come within 2m of each other at drop off and collection points.
- Meetings between parents and teachers can only take place by prior arrangement. (This may have to be more restrictive depending on guidance - the recommendation will be for remote meetings/telephonic communications.)
- All parents adhere to the drop-off and collection plans as outlined below.
- No entry to the school property before 9am.
- Children go to their designated zones at the appointed time to avoid interaction of bubbles and the class teacher will collect them and walk directly to their classrooms.
- Coats may be hung on hangars as normal – the hangars are arranged into pods.

Drop off and Collection Plan:

- Another necessary measure we must take, is to limit the number of adults that are allowed to enter the school building. Unfortunately, this means we cannot allow parents enter classrooms to accompany children on their first day of school.
- Any adult who is in a high risk category is not recommended to 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 under the advise of Public Health guidelines).
- All parents/guardians must arrive on time to collect their children.
- Parents must respect social distancing guidelines and leave after the child has walked through the gates.
- Where SEN pupils are dropped off and picked up, the accompanying adult should remain in the car with the pupil. A designated staff member will come to the car to receive the pupil and will avoid or limit physical contact with the accompanying adult. A similar process should be followed for pick up.
- All “forgotten” lunches, books etc to be placed in a bag/box, labelled and left on the bench in shed one.

Ms. Kelly’s New Junior Infants and Senior Infants are escorted into the school gate at 9am. There, they will be greeted by the class teacher and principal who will bring them to their classroom via Door G.

The children line up on their footprints by Door G with Senior Infants.

They will be met by Maureen who will supervise hand sanitizing.

The class teacher will walk with the children from their classroom to the church gate where their parents/guardians will collect their children at 1.40pm.

Ms. Murray’s 1st and 2nd class will be met at the church gate entrance to school at 9.05am.

They will be line up on their footsteps parallel to the green and will be escorted by their class teacher their entrance via the exit Door B.

They will be met by Patricia who will supervise hand sanitizing.

They will exit via the same door and be escorted to the same gate at 2.45 p.m.

Ms Spillane’s 2nd and 3rd class will be met at the church gate and will wait in shed 1, where they will be met by Ms. Spillane at 9.10am and shown to their entrance through exit door Door B.

They will be met there by Patricia (SNA) who will supervise hand sanitizing.

The children will be escorted to the same gate at 2.50p.m and walk home or to the church car park.

Ms.Kennedy`s 4th and 5th class will be met at the church gate and will wait in shed 2, where they will be met by Ms. Kennedy at 9.15am and shown to their entrance through exit door Door .

will be met at the church gate and will wait in shed 1, where they will be met by Ms. Spillane at 9.10am and shown to their entrance through exit door Door B.

Ms. Kennedy will supervise hand sanitizing.

The children will be escorted to the same gate at 2.55p.m and walk home or to the church car park.

Mr. Clarke`s 5th and 6th class will be met at the church gate and will wait in shed 3, where they will be met by Mr. Clarke at 9.20am and shown to their entrance through exit door Door .

Ms. Clarke will supervise hand sanitizing.

The children will be escorted to the same gate at 3p.m and walk home or to the church car park.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather.

Breaktimes:

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

- Children will eat in their classrooms having been given time to wash their hands beforehand.
- Each class will be considered a bubble and each bubble will play in its own area.
- Bubbles will not be allowed to mix except in exceptional circumstances, for example, a younger sibling needs help with shoes.
- 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, handshaking and hugging will not be allowed.

Summarised Timetable for Breaks:

Time:	Action:	Class:
10.50 – 11.00	Wash hands and eat snack in classroom.	All classes
11.00- 11.10	Tennis Court	Junior /Senior Infants
	Basketball area	First/Second
	Green behind shed	Second /Third
	Field	Fourth/Fifth
	Field	Sixth
12.20- 12.30	Wash hands and eat lunch in classrooms.	All classes
12.30- 1.00	Play areas as above.	All classes
All classes proceed directly to their classrooms when the bell rings.		
Wet days	Classrooms	Infants - Maureen
		1 st /2 nd – Maureen/Patricia
		2 nd /3 rd - Patricia
		4 th /5 th - Teacher on Yard
		5 th /6 th - Teacher on Yard

Children are expected to have a spare pair of shoes and socks on wet days.

2nd and 3rd class will change their shoes in shed 1.

4th/5th class will change their shoes in shed 2.

5th/6th will change their shoes in shed 3.

Yard Supervision:

A supervision rota is established.

Person:	Location:
Teacher	Field
Teacher	Basketball Court
SNA	Tennis Court
SNA	Green

First Aid:

Class teachers/SNAs in that class will administer first aid to the children in that bubble.

The teacher /SNA will wear gloves, visor and apron.

Follow procedures in First Aid Policy.

Changes to Classroom/School Layout and to School Routines:

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

- All excess furniture will be removed from the classroom where possible to provide additional space.
- The G.P. room will be a SET room. An interactive whiteboard and sink was installed in this room.
- In fine weather children may be taken outside for an outdoor class using the benches and blackboards in the field.
- Boxes were purchased by the school so that children can store their books under their desks.
- Small boxes were purchased for Junior-3rd classes to store items such as scissors, counters, pencils, colours and resources that will not be shared for Maths.
- All children will be asked to bring a spare pencil case to school with essential items such as colours, pens etc. This will always be left in school.
- Teachers will ensure, during the first week back, that all items are labelled with children's names.
- Extra novels will be purchased so that children do not share.
- All teachers will reconfigure their classrooms to ensure a one metre distance between pupils where possible.
- Classes will be organised into bubbles.
- Teachers may form pods within their class and these pods will work/play together.
- Resources that can be easily cleaned will be used and toys and materials that are difficult to clean, for example, dress up clothes or soft toys will be put into shed storage until Covid-19 restrictions lift.
- Pupils will hand sanitise before and after using any materials.
- Pupils do not share materials/resources.
- Children use disposable hand towels to dry hands after washing.
- Teachers use their mobile phones to communicate with colleagues regarding work related matters and in case of emergency.
- Teachers will complete a return to work form upon return and subsequently verbal confirmation that there is no change to RWF will suffice for return from school holidays.
- Teachers encouraged to take public health advice and stay at home if they are feeling unwell to seek advice from their GP.
- Cleaning will take place every day after school.

- Teachers/SNAs will regularly clean surfaces in their classrooms during the day, keep clutter to a minimum and keep windowsills clear.
- 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. ***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.***
- Children from Third Class to Sixth Class will be arranged in pods within their class bubbles, with a **maximum of 6 pupils per pod**. Where applicable, each pod will be at least 1 metre distance from the next pod. All unnecessary furniture will be removed from these classrooms to create ample space.

Team Teaching/Special Education Teachers/Special Needs Assistants:

Staff members, particularly SET and SNAs can rotate between areas/classes. This will be minimized where possible. When rotation occurs, sanitising routines will be observed.

In keeping with our Special Education policy, learning 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.

- 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.
- Timetable to be drawn up the first week of September as is the usual practice in Scoil Mhuire and is subject to change as learning needs of pupil's transpose during the academic year.

Assemblies:

Assemblies will be held via Zoom.

Corridors:

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.

We will observe a practice of keeping to the left when in the corridors.

Installation of stickers to guide one way system.

Doors and Windows:

Ventilation – every second window will be opened on the main corridor.

To ensure that classrooms are well ventilated, windows and doors will be kept open for up to ten minutes before and after school and during breaks and lunch times.

Common sense prevails on weather and room temperature – comfort is essential.

Bathroom doors, office door, fire doors and staff room door will be latched open to minimise hand contact with common surfaces and to aid ventilation.

Toilets:

Infants, first, second and third classes will use the toilet blocks for girls and boys.

Fourth, fifth and sixth will use toilets in the classrooms.

“Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used”.

A department approved liquid soap will be used.

Lunches:

Parents must ensure that children bring their lunches to school to avoid adults having to come to the school during the day.

Children not to share their food or drinks with other children.

Lunch boxes/bags are sanitized daily before coming to school.

Water bottles are filled before coming to school - we recommend a 500ml bottle for the day.

Ensure bottles/packaging can be opened by the child.

Children will eat their lunches at their desks, as per our usual practice.

Books, Copies and Stationery:

Children use their own books, pens, pencils, etc. and do not share with other pupils.

Copies/books must have plastic covers.

Books and copies used for homework should be sanitized each evening after use before returning to school.

Ensure all books, copies, pencils are labelled before coming back to school, sharing is not permitted.

Uniforms/Tracksuits:

- There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families. However, children may have coughed or sneezed onto their uniform as per coughing/sneezing protocol.
- We would recommend having two tracksuits and school jumpers if possible. Reasonably priced jumpers and tracksuits can be bought at Lidl, Aldi, Penneys, Dunnes. There is no need for the girls to have two pinafore/skirts as it is the jumper/cardigan that will catch most sneezes!
- Tracksuits should be worn on Mondays, Wednesdays and Fridays and uniforms on Tuesdays and Thursdays or when otherwise requested by teachers.
- Children who cannot tie lace, please wear velcro shoes.
- As a school we strongly advise that children should wear their school uniforms or tracksuits 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:

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep our school safe by arranging for contactless payments.

Foot fall to reception will be reduced, any communication with the secretary will be at the door saddle, phone call, email or via WhatsApp group message.

The phone will be sanitized after each use.

Photocopying:

All staff will do their own photocopying.

Avoid too many people handling the paper.

Any staff member who uses the photocopier cleans it down after use with the wipes provided and places the wipes in the bin.

ICT:

A timetable will be drawn up for the use of common ICTs.

Devices should be cleaned after use and before they are returned to the charging area.

Visiting Teachers/Coaches:

All visitors must complete contact tracing log upon entry.

Paddy Rugby delivers tag rugby training outside.

He has separate equipment for our school.

He is aware of Covid Policy and guidelines.

Substitute Teachers and SNAs

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.

Every effort will be made to plan P.E lessons that are socially distant friendly.

Any equipment used must be sanitized by the class teacher and not be shared between classes.

Each class will be given a plastic/leather football at break times and this will be sanitized after each break by class teacher.

The soft footballs cannot be sanitized and therefore will not be used.

Staff members and pupils are encouraged to do extra outside activities during the school day e.g use the school "walkway". This is an opportunity for teachers to ventilate their rooms.

Parent/ Teacher Meetings:

Parent/Teacher Meetings will take place via phone/ Zoom in November 2021.

Face to Face Meeting Protocol:

- Pre - arrange with class teacher.
- Inform principal.
- Parent must wear a mask, sanitize hands and respect social distancing etiquette.
- Parent must inform the school if they have a Covid like symptom to rearrange meeting.
- Complete contact tracing log.

Staffroom:

All teachers and SNAs should maintain a physical distance of 2 metres when they are not engaged in teaching, for example, when they are using the staff room, at breaktimes and arriving to work. Face coverings are to be worn at all times.

Team meetings will be held remotely or in large spaces to facilitate social distancing.

It is recommended that teachers and SNAs bring their own cups, bottles, cutlery, etc. to school and leave them in their own room.

Teachers and SNAs will sanitize any utensils they use in the staffroom after use such as kettles, toasters, microwave and fridge handle with disinfectant wipes.

Teachers and SNAs will avoid leaving personal items, such as mobile phones, coats, hats, scarves, gloves and umbrellas on communal surfaces.

Teachers and SNAs will clean surface(s) with disinfected wipes after the personal item is removed.

Teaching and Learning:

Scoil Mhuire are aware that the children have experienced a blended learning model since march 2020. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families. This is taken into consideration when planning for Teaching and Learning during the 2021/2020 school year.

The Department of Education and Skills has published curriculum guidelines. We ask you to trust our experience and professional expertise as we work with all pupils.

Supporting the Learning of Children who Cannot Attend School:

- If a child is not able to attend school for an extended period of time because they are in the very high risk category, have the Covid virus or have been a close contact to a person with Covid, the class teacher and/or the Special Education Teacher, where relevant will provide activities to support the child's learning at home and this will be shared with parents/guardians.
- Parents must obtain a letter from the relevant GP/Consultant and share it with the principal.
- There is no guidance that provides for school supports for a child to remain at home by choice. All absences are reported to TUSLA after 20 days.
- Parents provided email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice.

Code of Behaviour:

Additional Covid-19 Control Measures:

The Board of Management has, under guidance from the Department of Education, implemented a number of measures intended to control the spread of Covid-19. These measures are detailed in the school's response plan and the Covid-19 risk assessment.

All pupils are required to comply with any Covid-19 control measures that the school has in place. These measures may change from time to time, according to advice received from the Department of Education and the public health authorities.

Any changes will be communicated to teachers, SNAs and parents.

Pupils will be supported in adhering to the measures by their class teachers and other school personnel.

Pupils who persistently fail to comply with the measures may be subject to disciplinary action under this policy.

Wellbeing of the School Community:

The five principles of wellbeing will be continually incrementally developed with teachers, SNAs and pupils at its epicentre. 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.

Supporting pupils is 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.

We will continue with wellbeing activities on "Wellbeing Wednesday" and our Amber Flag scheme.

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'. COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

Under the EAS, employees have 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. 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 which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is 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. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

Visitors:

Visits to the school will be restricted and visitors will be asked to:

- Make a prior appointment before visiting the school.
- Remain at home if they have any Covid-19 symptoms.
- Follow the agreed Covid-19 protocols for the school.
- Sanitise upon entering the premises.
- Complete contact tracing log.
- Wear facial coverings.
- Adhere to social distancing etiquette.
- Complete their business and depart promptly.

Deliveries:

All drivers are to remain in their vehicle and to follow instructions to set down area.

All delivery transactions must comply with physical distancing etiquette.

Agree a delivery protocol with suppliers.

All deliveries to be planned with allocated times for collections and deliveries.

Arrangements to be made for paperless deliveries, where possible.

System to be agreed with suppliers to ensure reconciliations are accurate.

Appropriate sanitizing arrangements at set down areas (for materials and stock) and at access and egress points.

The Use of Personal Protective Equipment (PPE):

Teachers, SNAs and school personnel are not required to wear PPE.

However, PPE will be needed occasionally due to the nature of certain work activities or work areas.

This might include roles such as:

- Assisting with intimate care needs.
- 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 on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE is available.

Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions.

Masks:

The children are not required to wear masks or face coverings.

The guidelines recommend that teachers wear masks or face coverings and SNAs wear medical grade masks. Visors will be provided to staff members who cannot tolerate a face covering due to medical reasons – in this case a letter from a GP/consultant is required.

Gloves:

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

- Sanitiser dispensers have been installed throughout the school; at each entrance, in each classroom, staff toilet and staff room.
- Water and soap are available in all the classrooms, staff bathroom and staff room.
- Paper towels are used for drying hands.
- Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.
- In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- All teachers and SNAs will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Teachers/SNAs should thoroughly clean and disinfect their work area, mobile phones, remotes, laptops etc before and after use each day.
- Waste will be collected regularly from offices and other areas within the school.
- Teachers and SNAs are responsible for cleaning their own equipment and utensils.

Illness and Dealing with a Suspected Case of COVID-19

- We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>
- Staff must not attend school if they display any symptoms.
'Stay at Home if Unwell "No person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with COVID-19" The staff member must restrict their movements until the results of the test are known. Therefore they can't attend school.
If a pupil has Covid Symptoms and is awaiting the test, their siblings do not attend until the results of the test are known.
If anybody in your household has symptoms please follow public health guidance.
- If the child is having an asthma flare-up that doesn't get better with treatment, they should get care as they would have done before the pandemic.
- All pupils with symptoms of COVID-19 should contact their GP for further advice.

- A designated isolation area is by the principal's office. Please collect children using the ramp door entrance. A box, with a lid, containing hand sanitizer, tissues, wipes, gloves, masks waste bags and bin is in this area.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. The person accompanying the child must wear a face covering, apron and gloves.
- Dedicated waste bins will be in use.
- Tissues etc will be double bagged, put in dedicated bin and kept for 72 hours before being put into the main refuse.
- If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone, and asked to come and collect the child from school. (Parents will be given the option of collecting siblings also) To help us in this regard, Parents are asked to make sure that their contact details are kept up to date at all times.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

The principal and LW will carry out an assessment of the situation which will form any part of the follow up actions. The principal will inform the HSE in line with correct procedures. 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.

*Section 8 of the Response Plan reads: *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. **

It is important to remember than any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

Key facts for Parents/Staff/Pupils

- COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.
- Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that

someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

- As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available.
- Information is available from the following links:
HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
HSE Hub: <https://www2.hse.ie/coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

The most common symptoms of Covid 19 are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Lack of smell.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

Best practice for Staff/Parents/Pupils: (In order to prevent the spread of the virus)

- If you have been in contact with someone who is displaying any COVID-19 symptoms.
- If you have coughed or sneezed.
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing).
- If you have been on public transport.
- If you have been in a crowd (especially an indoor crowd).
- If you have handled animals or animal waste.
- If you move from one room to another room or from inside to outside areas.
- If you have physical contact with a child from another group other than their own group.
- If your hands are dirty.
- When you arrive and leave buildings including your home or anyone else's home.
- After using the toilet.
- Before having a cigarette or vaping before and after eating.
- Before and after preparing food.
- Before and after eating your own food – breaks/lunches.
- After assisting a child to use the toilet or using the toilet themselves.
- After contact with bodily fluids (runny nose, spit, vomit, blood, faeces).
- After cleaning tasks.

One must - Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser.

One must -Practice good respiratory hygiene: that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

One must - Maintain social or physical distancing: that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.

One must not engage in handshaking or hugging

One must avoid touching your eyes, nose and mouth – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself

Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

The staff will complete multiple lessons on correct hygiene, lining up, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks back in school. The HSE have provided a video online which all Staff/parents and pupils are encouraged to watch.

Role of Parents:

It is important that parents have a clear understanding that it is not possible to guarantee that infection can be prevented in any setting, either in school or in the home.

Under no circumstances is a parent to bring a child to school:

- If the child is exhibiting any symptoms of Covid 19.
- If the child has a temperature, is sneezing, coughing, who has been vomiting or has diarrhoea.
- If a child has been outside of the country in a country not on the “Green list” the 14 days prior to returning to school, they are not to attend school but must isolate.
- If the child has been in contact with any family member and or other person who has Covid.
- Any child who is unwell with a fever, has a cold, influenza or infectious respiratory symptoms or is displaying any of the symptoms of coronavirus is to stay at home. The child’s parent should contact their GP and seek their guidance on referral for coronavirus testing.
- It is recommended that the child’s temperature is checked every morning before coming to school.

If there is a suspected or confirmed case of COVID-19 in school.

- The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken. In this case, it may be necessary to give your contact details to the HSE.
- An assessment will be undertaken by HSE public health staff.
- Advice on the management of children and staff who came into contact with the person will be based on this assessment.

Symptomatic people should self-isolate and arrange to get tested for COVID-19. Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to school until they are advised that it is safe to do so. Close contacts of a confirmed case (their partner/family member should be notified and go home if at work and restrict their movements for 14 days. They should not attend work during that time.

Children in High Risk/Very High Risk Groups:

- Parents should seek advice from their GP/Specialist if they think their child is in a high risk group.
- They must make an informed decision if it is safe for their child to return to school.
- They should inform the principal of the advice given.
- If there are any parents who have concerns about their child's health, please contact the principal at msleahy@scoilmhuireborrisokane.com.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution:

Stay at Home if Unwell - "No person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with COVID-19"
The staff member must restrict their movements until the results of the test are known, therefore they can't attend school.

If a pupil has Covid Symptoms and is awaiting the test, their siblings do not attend until the results of the test is known.

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. Once substitution avenues have been exhausted a SET teacher may step in for the day. In such circumstances, it may not be possible for the class/pupil to attend on that day.

Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan.	BOM in consultation with Staff and Parents	√
Appoint LWR and DLWR.	Staff	√
Provide Return to Work Forms to all staff/pupils.	Principal	√
Provide links to training.	Principal	√
Complete and return RTW forms.	All staff/parents	√
Complete Induction training.	All staff	√
Draw up list of PPE in advance of procurement process.	Lead worker	√
Purchase required PPE.	Lead worker	√
Ensure installed units are in working order; ensure the provision of PPE to staff and provision of cleaning materials to staff.	Principal	√
Display signage.	Aide/Staff	√
Enable contactless payments system.	Sarah Leahy	√
Update Isolation Area.	Caretaker/Staff	√
Review of Code of Behaviour Policy and Covid-19 Risk Assessment.	BOM	√
Plan for coat hooks.	Principal/Staff	√
Agree timetable for SETs and SNAs.	SETs/SNAs/All staff	√
Agree sanitising routines for SET/SNAs moving between pods or class bubbles.	LSTs/SNAs	√
Provide Notes to all school staff.	LWR/Principal	√

Agree classroom layouts.	All staff	√
Timetable for ICTs and plan for sanitisation.	Class/SET	√
Plan for provision of ICT needs to pupils in the case we return to Home Learning.	Lead worker	√
Staffroom – arrange for social distancing.	All staff	√
Plan for first day at school by incoming Junior Infants.	Class teacher and Principal	√
Collect pupils' personal belongings, place in bags, label and move to pupils' 2020/21 classroom.	All staff	√
Collect 6 th class pupil's personal belongings, place in bags, label and bring to Front Hall for returning to pupils.	Class teacher	√
Arrange for collection of 6 th Class belongings.	Principal	√
Organise and distribute Book Rental books to classrooms.	Class teachers	√
Agree daily timetable to include breaks.	All Staff	√
Agree supervision rotas.	All Staff	√
Agree and plan for morning drop off and afternoon pick up routines.	All Staff	√
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE.	All staff	√
Plan for how P/T meetings, General Information Meetings might take place.	All staff	√
Arrange cleaning and sanitisation of the building before school re-opens.	BOM/Principal	√
Plan for the management of substitutes.	Principal/DP/Secretary	√
Plan for enhanced daily cleaning routines.	Principal/Deputy principal/BOM	√
Plan for Teaching and Learning.	All staff	√
Plan for Staff and Pupil Wellbeing.	BOM, Wellbeing Team	√

***This plan, once ratified by the Board, will be considered an appendix to our Health and Safety policy, First Aid policy, Code of behaviour, S.P.H.E. and wellbeing policy and all other relevant policies in the school.

This plan may need to be changed or updated in accordance with guidelines or as the need arises.

Ratified Date: 23rd August 2021

Subjected to annual review

Reviewed: 25th August 2022

