

St. Anne's Loreto P.S. Document for the Re-Opening of our School.

Introduction

This plan has been developed by key personnel in St. Anne's Loreto P.S. in accordance with advice from the relevant authorities (DES, HSE, NPHE). The Plan was ratified by the school's Board of Management on August 20th 2020. It is a *live document* that will be reviewed regularly & amended as required, to ensure compliance with best practice & the most up-to-date advice. The most recent '*live*' version of the plan will be available to view on the school website www.stannesnavan.ie under the Covid 19 tab.

Underlying Principles

- The school has a responsibility to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to completely eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.
- In order to maintain a safe, secure workplace & learning environment, the only adults permitted to enter the school grounds are members of staff or persons engaged in essential work on behalf of the Board of Management. **Parents/Guardians must remain outside the school gates while dropping off or collecting children.**

Basic Principles:

- All children return to school on August 28th and classes operate within a 'bubble' system, with smaller 'pods' (groups) of 2-4 pupils created within senior classes and 2-6 pupils within junior classes.
- The morning entry of classes is divided into groups who will enter the building through separate entry points, no more than 3 classes at each point. Each class will be given an individual starting time and end of day collection time, which must be adhered to, maintaining the correct length of school day. The aim is to eliminate congestion on-site.
*Siblings (brothers and sisters) will be facilitated to be dropped to school at the one time.
- There will be 2 separate morning break times & 2 separate lunch times, so as to reduce the numbers of children sharing the same space at recreation time. Each of our 3 yard spaces will be 'zoned' so that class 'bubbles' can be maintained. Pupils will be made aware of their zoned play area and must not breach this to mix with other class bubbles.

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- The school day will include 1 x 10-minute morning break & 1 x 35-minute lunchtime break as heretofore for each class. 2 relays of morning breaks and lunch breaks will occur daily.
- Within each class, teacher/SNA's workspace will be 1 metre distant from the nearest pupils. In classes from 3rd to 6th the children will maintain a minimum distance of 1m from each other. Table/chair legs will have floor stickers to adhere to in the event of movement. We will be asking pupils to assist us in maintaining this guideline throughout each day to maximise the ongoing safety for all in the school and ensure we can remain operational.
- Hand sanitiser will be available at all entry points, in all classrooms and support rooms.
- Perspex screens have been installed mainly at hand-washing stations to eliminate as far as is possible the likelihood of droplets spraying on others washing 'next door'.

Timetables

Starting time for all children will commence **from 8.55am.** In order to maintain social distancing, we request that parents & **pupils 'stagger' their arrival time as outlined below in red beside their Class Teacher's name.** We will facilitate siblings from other classes being dropped to school together in the mornings **ONLY.** **At 'home time' pupils must be collected at the appointed time for their class as teachers start their DES classroom antibacterial cleaning schedule.** Pupils should enter the school grounds and proceed directly to their classroom via the designated gate, route & entrance door for their particular class **ONLY.** Pupils will not congregate or line up in the school yard in the mornings or after break times. Teachers will be in their respective classrooms from 8:55am to receive their pupils.

Entry and Exit Points for Specific Classes.

| Class | Teacher(s) | Rm. | Gate | School Entry & Exit Point |
|-----------------------|--|-------|------------|---|
| Jun. Infs. | Ms. Tobin: Aug. 28th 10-12noon Aug. 31st – Sept. 4th 9.30-12noon From Sept. 7th 9.15am – 2pm. | 4 | Main Front | Enter through: The Blue Yard: Yellow Fire Doors on the Downstairs Corridor. |
| Sen. Infs. | Mrs. Hughes: 9.05am – 1.50pm ----- | 2 + 3 | Main Front | Exactly as above. |
| | Ms. Blake Lynch: 8.55am – 1.40pm | | Main Front | Exactly as above. |
| 1 st Class | Ms. Murtagh (Mrs. McElwaine's Class from last year): 9.15am – 3.00pm ----- | 10 | Main Front | Enter through: The Blue Yard: Single Brown Door, proceed upstairs. |
| | Mrs. Cassidy (Ms. Tobin's Class from last year): | 9 | Main Front | Exactly as immediately above. |

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| | 9.05am – 2.50pm. | | | |
| 2nd Class | Ms. Moriarty (Mrs. Crowe's Class from last year): 8.55am – 2.40pm. | 11 | Oil Lorry Gate near Flat House | Exactly as immediately above. |
| 3rd Class | Mrs. Fox (Mrs. Cassidy's Class from last year): 8.55am – 2.40pm. <hr/> Mr. Kelly retains his class from last year. 9.05am – 2.50pm. | New Block Orange <hr/> As last year | Oil Lorry Gate near Flat House for both. | Enter through the Blue Yard, proceed to the Black Yard, then proceed to the door of the New Block, proceed upstairs. <hr/> Exactly as immediately above. |
| 4th Class | Mr. McKiernan (Mrs. Fox's Class from last year): 9.15am – 3pm. | New Block Blue | Via Sch. Hall Door | From the Church Yard, enter through the School Hall, keep to the right, walk ahead to the new block/ Blue Room. |
| 5th Class | Mr. Leavy retains his class from last year. 8.55am – 2.40pm. <hr/> Ms. Dervan retains her class from last year. 9.05am – 2.50pm. | 12 14 | Via Sch. Hall Door for both. | From the Church Yard, enter through the School Hall, keep to the left & proceed up the stairs. At the top take a left. <hr/> Exactly as immediately above but proceed further to the 'top' of the school. |
| 6th Class | Mr. Brennan (Mr. McKiernan's Class from last Year): 9.15am – 3pm. | New Block Yellow | Solo Entry at the Fatima Steps | From the Church Yard, please proceed along the left of the school building to the 'Fatima Steps'. Using the handrail descend directly into your classroom. |
| S+L Class | Mrs. Fitzgerald (Mrs. Lynch's Class from last year): These children arrive by taxi/ minibus. They will be welcomed as/when they arrive to the School Front Door accompanied by their Escort. 9am approx. – 2pm. | 16 | Main School Front Door (Red) | I have contacted the Escorts to approach the Main School Front Door where the child/ren will be 'handed over' to an SNA and safely escorted directly from there to their classroom. |

Notes: Children must remain supervised by Parents/Guardians and socially distanced outside gates until 8:50am. *Children only* enter the school grounds in the mornings and proceed directly as outlined above. At dismissal time in the afternoon, children retrace their steps from their morning route. Parents/Guardians may collect children outside the school gates/over on the Fairgreen if Parents consent. Please discuss the going home plans with your child each morning. All Parents/Guardians are respectfully asked to show children by example the routine of standing at a social distance apart outside all exit points to maintain safety for all.

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**(Separate, special arrangements will be put in place for our Junior Infants and their parents/guardians at the beginning of the school year. The Junior Infants will start their first day at 10am on Friday 28th August and finish at 12.00 noon. From Monday August 31st to Friday September 4th the Junior Infants timing will be 9.30am until 12 noon. A full school day (9.15 – 2pm) is envisaged for these pupils from Monday September 7th, 2020.*

Arrival at school

Pupils should arrive between 8:55am & 9:15am each morning (as outlined in the previous grid for each class grouping) & proceed directly to their respective classrooms via the designated entrance gate/door and route. Pupils will not congregate closely or line up in the School/Church yard in the mornings.

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school, if it is at all possible with the understanding that Parent/Guardian supervision is afforded with this. Please visit the An Taisce report 'Safe to School' at <https://greenschoolsireland.org/safe-to-school/> for ideas for safe access to school.

- We ask for co-operation with these times as it will mean that the numbers on school grounds at any one time will be minimised.
- Class teachers will be in their classrooms from 8:55 to receive their pupils.
- Other staff members (including Special Education Teachers, SNA's and the Principal) will be available outside and inside the building to receive the children and to direct them to their classrooms.
- If a child appears unwell on entering the classroom, the teacher/principal will discuss with the parent and ask the parent to take the child home immediately. This must be done in the interests of safety & protection of all other pupils & staff.
- No adults, other than staff members, should enter the school grounds in the mornings.
- Messages for teachers can be sent to the school email, teacher email or by phoning the school office (046)9023039.

End of School Day: Safe Exit of 78 Infants and 236 1st-6th Class pupils:

- **With the exception of Parents/Guardians of the Infant Class pupils, adults who are collecting their children from school at the end of the day, must wait outside the school gates while maintaining social distancing at all times.**
- **This system will apply rain, hail or shine, so please make sure that your child comes to school prepared for the weather! Our practice as heretofore of facilitating pupils in the School Hall/Yard Shelter on a rainy morning must cease immediately on NPHEAT advice.**

When the school day for a particular class is over, the following arrangements will apply:

- Parents/Guardians of Junior Infants and Senior Infants ONLY will be allowed into the Blue Yard at 1.40/1.50 & 2pm to safely collect their child. We appeal to the adults to please adhere to the

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times given so as to socially distance this discharge from school. Teachers will safely hand over your child to you Parents/Guardians at the Yellow Doors off the Blue Yard and exit via the Oil Lorry Gate.

- The teachers of 1st – 6th classes will bring the children to the Parent/Guardian collection point (School Gates/Church Yard as per morning drop-off) and will release the children into the care of the adult who is there to collect them. Staff will understand that a Parent/Guardian will collect the pupil unless we have it messaged otherwise directly to us in writing. This is a Child Protection issue and we retain duty of care for all children until you arrive to collect them ensuring their safety. Please help us with this issue and collect your child promptly every day to avoid congestion and unnecessary delays to teachers returning to clean their classrooms.
- *All Junior Infants will be brought to the collection point in the Blue Yard at 12.00 each day for the first 6 days.*
- Adults waiting must automatically maintain social distancing at all times.

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived
- The child will be brought from their class to the adult, at the front door, by a member of staff
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so

Other Responsibilities for Parents/Please ensure that you have these conversations with your child/ren and that they understand why these points are critical going forward:

- Parents must ensure that every child has his/her own hand sanitiser, wipes and packet of tissues. These are considered essential items which should be labelled & kept in the child's school bag. These items must be replaced when empty.
- Parents must ensure that all of the child's equipment/books/copies etc. are clearly labelled with the child's name as equipment cannot be shared.
- Parents must ensure that their child knows and uses the protocols around effective hand washing, coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents must ensure that all books/lunch boxes/water bottles are sanitised using alcohol wipes before being placed in the child's school bag.
- A separate pencil case is required to be left at school and a separate one for home use.
- Water bottles are to be filled **before** coming to school every morning. Our water font drinking facilities are suspended with immediate effect.
- Children are to go to the bathroom **before** they leave home for school daily.
- Children are to wash their hands **before** leaving for school.

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Signage

St. Anne's Loreto P.S. will be displaying various age-appropriate signage images and multiple reminders outlining the signs and symptoms of COVID-19.

These key poster messages will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and bathrooms as well as entry/exit points to support effective hand-washing, sneeze and cough etiquette and respiratory hygiene.

Some markers will also be evident outside the building to identify socially distanced spacing.

We must not become immune to these critical messages as our collective health and safety depends on them being truly acted out in reality. All adults must lead by example.

Lunches

Parents/guardians are asked to make sure that children bring their own lunches to school to avoid adults coming to the school during the day. Please remind your children not to share their food or drinks with other children at any time. Children will eat their lunches at their desks, as per our usual practice.

Please see the school's Healthy Eating Policy for more information/suggestions about school lunches.

School Uniform:

- Children's uniforms (including tracksuits) must be clean and washed regularly, as a child may have coughed or sneezed into their sleeve as per coughing protocols.
- As per policy, the full school uniform should be worn every day, except for PE day, when the school track suit should be worn. The class teacher will inform pupils & parents about *other* days when the track suit should be worn.
- Pupils coats, if needed, will be placed on the backs of their chairs. Adults please retain gloves, hats etc. yourselves to offer to the child en route home in bad weather.
- ***It is more important than ever that all clothing be clearly labelled, as a "Lost and Found" box cannot be facilitated.*** Unidentified/unclaimed lost property will be disposed of promptly.
- 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 directly from school. They should not be worn during after-school activities.
- *It may be advisable that pupils have a 'spare' uniform. Most uniform items are generic and are available widely at a very reasonable cost.*

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Children who should not attend school

In accordance with DES & HSE guidelines, children in the following categories, should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell or presenting with a high temperature
- If parents are in any doubt about whether their child should attend school, please keep the child at home & seek medical advice.

Children in 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 out there who have concerns about their child's health, please contact your medical professional and relay the advice to the Class Teacher/Principal by email or telephone.

Our school attendance strategy is set-aside for the time being so as to respect parent discretion regarding their child's health and their ability to attend school. **However punctuality is critical as always to ensure learning and safe entry is maximised for all.**

The Minister for Health recently announced that the flu vaccine will be available free to all children aged between 2 and 12 in the coming weeks. The vaccine will be given as drops on the tongue. We are awaiting further information on this and will let you know as soon as we get an update. It is *likely* that the vaccine will be given in the schools so as to avoid thousands of families descending on GPs. This vaccine is now available for free via your GP or local chemist.

Supporting the Learning of Children who cannot attend school

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher [SET], where relevant) will provide suggested activities and class work to support the child's learning at home to the Parents/Guardians.

Impact of a Suspected or Confirmed Case of Covid-19 in a Class

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19, pupil confidentiality will be maintained however:

- The parents of all children in the class will be notified

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- All families in the school will be notified should a confirmed case arise in the school
- Public health advice will be sought and followed

Use of Face masks: It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus. If this advice changes, we will inform Parents/Guardians accordingly.

If a Parent wishes their child to wear a mask or visor, this will be respected.

Personal Equipment

- It is requested that all children from 1st to 6th Class bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment. 2 pencil cases are requested for each child, 1 to remain in school and a separate 1 for home.
- It is further requested that *all items* are clearly labelled with the child's name for ease of identification.
- Teachers have sourced 'Magazine File'/basket type storage for each child to hold their individual materials on their desks separate from other adjacent children's materials.

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with anti-bacterial fluids/wipes or other cleaning products will take place at regular intervals, supervised by staff, before these materials are further shared to minimise the risk of the spread of infection.

Children's Learning Spaces

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.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is currently no requirement for children from Junior Infants to Second Class inclusive to maintain a physical distance within their Class Bubble. Pods/groups to a maximum of 6 pupils will also be created within these classes as is usual for effective teaching and learning.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 4 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod and each pupil will be 1m distant from the next pupil. Pupils will be asked to help maintain this seating plan with the help of coloured floor stickers used to identify the recommended location for furniture legs.

These pods (for all classes) will remain constant for all of term 1, therefore it is imperative that pupils display maturity and ensure they get along with everyone close by and not cause

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upset. Our Code of Behaviour has been reinforced to reflect this element.

- Only resources which can be easily cleaned will be used. Toys and materials which are difficult to clean (e.g. dress up clothes or soft toys) will have limited/if any use during this ongoing Covid-19 emergency.
- Pupils will hand sanitise before and after using any materials.
- Pupils will have limited use of shared materials/resources at times within their Pod only.
- Break times will be phased, with clearance time observed before yards are reused.
- Additional time will be spent by the hygiene/cleaning staff in cleaning the school, throughout the day and every afternoon/evening.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common & frequently touched surfaces.

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

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tin whistles will not be used for the time being.

Office

We have an online payment system via Aladdin Connect, that minimises the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for online payments through this App on their device.

*****Parents please check via your Aladdin Connect App. that we have up to date contact numbers for you from August 28th and additional others (emergency contacts) to make contact with you in the event that your child falls ill while in our care. You can check this detail yourself on your device and change it yourself or notify us immediately if the number has changed. It is critical that we can contact you immediately. Please make this issue an immediate priority.**

Children will not be sent to the Secretary's/Caretaker's Office or to other rooms to deliver messages.

As far as possible, staff members will not enter the Office and will speak with the Secretary at the Foyer/ Reception area.

Photocopying

Any staff member who uses the photocopier should clean it down after use with the wipes provided. Staff are requested to use the same photocopier as often as possible.

Yard

There will be 2 'little break' slots daily of 10 minutes each allowing time between each for

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the yards to clear. The same arrangement will apply to the 2 lunch breaks daily.

Each class bubble will have access to the yard during their allotted break times. The yard will be divided into separate zones for each class bubble.

There will be no more than 2 classes in each yard with a third class in the Black Yard for 1 'Little Break' and 1 'big break' every day, as we have 13 classes in this school to be accommodated.

Yards will be supervised by all teaching and non-teaching staff as heretofore, organised in 2 separate teams. Teachers will use the bell and/or Squeezy Whistles (1 each supplied to each staff member for this and P.E. activities) to alert pupils that yard time is at a close.

As limited 'lining up' is permitted at any time and only at a social distance, pupils will be asked to 'freeze' when yard time is over and the class nearest the entry doors will be guided firstly to file smartly towards the building, socially distanced, when their class is called. Their teacher/SNA will accompany them promptly back to class.

Following this the next class can safely exit the yard in a similar manner, maintaining the integrity of the class bubbles.

Only when the yard is totally cleared can the next classes exit to the yard, with the Basketball Court area getting priority.

Special Education Support

Our Special Education Teaching Support will be provided by a withdrawal approach, so as to maintain the integrity of the 'Pods' from a class. The provision of support will be organised to ensure our support teachers will work within the confines of consistent class pods for all of term 1, aligned to the pupils remaining in their consistent pods for all of this term.

- Withdrawal Support: Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending.
- A form of in-class support may be considered at a later date depending on government advice along with our confidence that we are following best Covid-19 safety practice at all times.

PPE/FIRST AID

Staff will wear face coverings & other PPE on occasion, in accordance with current HSE/NPHET/DES advice. Staff who are attending to particular care needs, dealing with suspected COVID-19 cases or who are administering first aid will wear appropriate PPE including gloves, face masks, face shields and look after the child as heretofore. **Again it is vital that Parents/Guardians are contactable immediately in the event that the child needs to be excused home or to seek further medical advice.**

Teacher Absence and Substitution

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In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, SET staff *may* be re-deployed to teach the class. *It is not appropriate for any class to be divided into groups and accommodated in other classes.* Therefore, if all other options have been exhausted, it *may* not be possible for the class to attend school on that day. In such a scenario, as much notice as possible will be given to parents.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitute staff will be required to complete a Pre-return to the Workplace Form before they enter the school and will be asked to confirm that they have engaged with the online Induction Training.

PE

Following professional advice, our School Hall is deemed inappropriate for P.E. activities during this Covid-19 pandemic period. Weather permitting, PE will take place outdoors. To the greatest extent possible, PE will take place without the use of shared equipment, for the time being.

Extra-curricular Activities/Homework Club

As it is not recommended that children from different class bubbles participate in shared activities at the same time, sports activities and homework club are suspended until further notice. This is to minimise any risk of the spread of infection between staff and 1 class with another.

It has been decided that plans for Swimming lessons for 2020/'21 will be suspended.

No infant pupils should be on the premises after 2pm sharp and no 1st – 6th class pupils should be present after 3pm sharp. Indeed many classes will be discharged from 1.40pm/1.50pm and 2.40/2.50pm to avoid congestion at the exits. Please support us to facilitate the safe and timely exit of all 320 pupils daily with your collection routine secured well in advance and communicated to your child each morning to avoid child upset and teacher delays.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. Face coverings should be worn.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

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Staff members may bring their own cups, bottles, cutlery, etc. to school however our dishwasher has various reliable programmes from which to choose, including a 70 degree cycle which will be the recommended twice-daily routine programme to sterilise utensils.

Hygiene and Cleaning

Multiple hand sanitiser dispensers have been installed throughout the school e.g. at each entrance, two in each classroom, support rooms etc.

All pupil bathrooms are equipped with warm water facilities, soap dispensers, warm-air hand dryers, disposable paper towel dispensers, bins and handwashing instructions. Perspex screens are installed between the sink units in all bathrooms (shared bathroom blocks and ensuite facilities) so as to minimise/avoid any droplets dispersing.

Again signage will be readily displayed on floors and walls in these bathroom areas to promote best hygiene practices and to remind all using these facilities to maintain social distancing. Teachers will draw their pupil pod's attention to these critical but practical information pointers.

Hand hygiene, coughing & sneezing etiquette will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message from home.

In accordance with the DES guidelines, as well as the usual daily, reputable, contract cleaning company who are granted this contract by our Board of Management after hours, particular attention will be focused on frequently touched surfaces – door handles, door plates, light switches, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities also throughout the building, with additional cleaning hours awarded during the day.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work station area daily. These cleaning materials will be stored safely in a locked cupboard in the classroom. Staff should thoroughly clean and disinfect their work area after use each day. Staff will also supervise pupils' cleaning of their own tables/work station daily before bedtime. The contract cleaning company will follow-up these areas with additional cleaning daily.

Teaching and Learning

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Distance Learning, and we recognise the challenges that Distance Learning presented for all families.

Each child will be at a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year. We have planned for such information to be sensitively shared between the teachers from 2019/'20 to 2020/'21 in order for additional time to be

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given to such topics, maintaining the standards of excellence for which St. Anne's Loreto P.S. is noted.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience, judgement and professional expertise as we work with all the children to adapt, settle back to school and achieve their best during the return to school and going forward into 2021. It will take time and we must be patient as children learn at their own pace. We will support each other throughout and understand that everybody, adult and child, has been greatly impacted by this unprecedented period. We will proceed gently and kindly together, looking after each other's welfare first and foremost, one day at a time.

Distance Learning

We are aware that we *may* need to revert to Distance Learning in the event of a further shutdown.

All staff have agreed to allow a 'Homework Hiatus' in the initial weeks until all concerned have settled back to school. During this period staff will discuss how best to proceed with setting some activities relating to homework online and ensure that a common, user-friendly and sensible approach is adopted across all classes. This set homework may be submitted via the relevant class email address, Class Dojo etc. We will keep Parents/Guardians informed of our deliberations in due course.

Employee Assistance and Wellbeing Programme

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. Family members aged 18 years and over are also eligible for such supports.

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'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service if & when the need arises for them personally and/or their families.

Dealing with a suspected case of Covid-19

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays

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symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

- Staff will bring the issue promptly to the attention of the office by means of a secure, internal communication system. Teacher and the remaining pupils will remain in class undisturbed.
- The child will be accompanied to the designated isolation area via the most direct route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- Parents/Guardians will be contacted immediately.
- The front foyer will be the main designated isolation area with another, if needs be located in the former downstairs printer room. Seating will be two metres apart. Supervision will be provided by a member of the school staff, at a safe distance.
- A mask will be provided for the child presenting with symptoms. S/he should wear the mask if in a common area with other people, in the isolation area & while exiting the premises.
- The child who is displaying symptoms must be immediately excused from school and brought home by parents, who will call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bin provided.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for prompt and appropriate cleaning of the isolation area and classroom work areas involved.

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 shall be followed rigorously.

This Plan is a *live document* that will be reviewed regularly & amended as required to ensure compliance with best practice & the most up-to-date advice from the relevant authorities. The most recent '*live*' version of the plan will be available to view on the school website (www.stannesnavan.ie) under the Covid 19 tab.

August 2020.

St. Anne's Loreto P.S. Document for the Re-Opening of our School.

Useful links:

<https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/>

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

Our Speech and Language Class.

Here in St. Anne's Loreto P.S. we host a specialised setting for pupils diagnosed with Developmental Language Delay. This Language Class is a joint venture between the Department of Health and the Department of Education & Skills. The HSE employs the Speech & Language Therapist while the DES employs the teacher and the SNA (if sanctioned).

The therapist visits for two mornings in the week generally on Tuesday and Thursday. As the Therapist is working on alternative duties for the remainder of the week within the community the Principal of St. Anne's Loreto P.S. will reserve the right to request an HSA 'Return to Work Form' to be completed before resuming duties here in the school. This is to ensure that no risk of cross contamination or infection may be possible especially in the event of such Therapists being redeployed for swabbing duty in the community. Additional documentation will also be required.

As the Therapist is employed by the HSE, he/she is considered a visitor here conducting essential work. The DES Covid-19 Response Plan states:

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.

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 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.

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; student-student, teacher-teacher and teacher-student 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

St. Anne's Loreto P.S. Document for the Re-Opening of our School.

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.

Contacts can be close or casual and this needs to be scrutinised when considering returning to duties in this school. Such duties carry the risk of potentially infectious individuals coming into, at the very least, casual contact and therefore our Board of Management will need **advance written assurance**, that is **Medical Certification** (email will suffice) that no infection risk applies if the Therapist wishes to resume their duties here after a safe period, 48 hours, post swabbing duties if no symptoms arise for them.

A safe return to work is critical against the context of some 340 persons here onsite daily for which the Principal alone as agent of the BoM is responsible. This matter will need to be carefully regarded by the HSE Manager, from a risk assessment point of view, with a direct transfer from swabbing to school proposed. This specific assurance will be retained on file after each swabbing duty episode for clarification and tracing purposes.

The Principal looks forward to cooperation from the HSE Managers with this matter.

Phased Entry and Exit Schedule

September 2020

| <u>Class</u> | <u>Teacher</u> | <u>Entry/ Exit Route</u> | <u>Entry Time</u> | <u>Exit Time</u> |
|--------------------------|-----------------|--|-------------------|------------------|
| Junior Infants | Ms. Tobin | Through Yellow door on blue yard | 9.15am | 2pm |
| Senior Infants | Mrs. Hughes | Through Yellow door on blue yard | 9.05am | 1.50pm |
| Senior Infants | Ms. Blake-Lynch | Through Yellow door on blue yard | 8.55am | 1.40pm |
| Speech and Language Unit | Mrs. Fitzgerald | Main Front Door | Depending on bus | 2pm |
| 1 st Class | Mrs. Cassidy | Through blue yard, in brown door and upstairs (old building) | 9.05am | 2.50pm |
| 1 st Class | Ms. Murtagh | Through blue yard, in brown door and upstairs (old building) | 9.15am | 3pm |
| 2 nd Class | Ms. Moriarty | Through blue yard, in brown door and upstairs (old building) | 8.55am | 2.40pm |
| 3 rd Class | Mrs. Fox | Through oil gate on blue yard, through small door to black yard, in through glass doors and upstairs | 8.55am | 2.40pm |
| 3 rd Class | Mr. Kelly | Through oil gate on blue yard, through small door to black yard, in through glass doors and upstairs | 9.05am | 2.50pm |
| 4 th Class | Mr. McKiernan | Through the 'staff' red side door, through hall, through double door on RHS, | 9.15am | 3pm |

St. Anne's Loreto P.S. Document for the Re-Opening of our School.

| | | | | |
|-----------------------|-------------|---|--------|--------|
| | | proceed to new building | | |
| 5 th Class | Ms. Dervan | Through the 'staff' red side door, through hall, through double door on RHS, proceed upstairs to old building | 9.05am | 2.50pm |
| 5 th Class | Mr. Leavy | Through the 'staff' red side door, through hall, through double door on RHS, upstairs to old building | 8.55am | 2.40pm |
| 6 th Class | Mr. Brennan | Line up at steps outside Karen's office, in though the fire door directly to classroom | 9.15am | 3pm |

Signed: Máire O' Donoghue.
Chairperson Board of Management.

Clíodhna O' Bric.
Principal.

19th October, 2020.