

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, NPHET). 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.**
- If an essential visit is required, an appointment can be arranged.

Basic Principles:

- A return to work form will be completed by staff and returned to the school before returning to work. See
- Staff will be advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- A return to school Parental Declaration form needs to be completed on behalf of each child returning to class. This HSE compliant declaration can be completed through the Aladdin Connect App on the Parent/Guardian's device in advance of the child/ren's return.

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- Staff and pupils are advised not to return to school if they are identified by the HSE as a confirmed case, a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
- If anyone within the school community has travelled outside of Ireland they are advised to consult and rigorously follow latest Government advice on this matter in order to maintain safety for everyone on-site.
- Staff and pupils are strongly advised to cooperate with all Public Health Officials and St. Anne's Loreto P.S. Management for contact tracing purposes and follow rigorously the Public Health advice in the event of a positive case or outbreak being identified in our school.
- All children return to school for term 1 on August 26th 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. This system will continue for the foreseeable period with the same procedures adopted.
- 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, **preferably the earliest scheduled time for these siblings**. Please see the colour coded 'Phased Entry/Exit System' at the end of this document.
- 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.
- 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, supervised with a teacher on duty in each yard space and an SNA where possible. Pupils are heavily encouraged to remain in the yard for 100% of their recreation time.
- 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 'markers' 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. This sanitiser is not stored or used near heat. Hands should be thoroughly washed regularly and Parents/Guardians are asked to ensure their child/ren are shown how to do this independently. Hands should be washed and sanitised when entering and exiting vehicles AND when entering and exiting our school building.

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- Perspex screens are available for the SET staff and other mainstream staff as they see the need. They are also installed at hand-washing stations in the communal bathrooms to eliminate as far as is possible the likelihood of droplets spraying on others washing 'next door' at the adjacent sink. Mobile Perspex units have also been sourced to guard against similar spray of droplets at the classroom sinks if teachers feel this is a requirement.
- Windows should be open as fully as possible when classrooms are not in use (e.g. during break-time and lunch-time and also at the end of each school day). Windows must remain partially open when classrooms are in use. This guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.
- CO² Monitors: 3 x CO² monitors were delivered to our school on Thursday 2nd September 2021 to service 17 classrooms, our staffroom and offices/reception areas. These mobile sets are designed as an additional aid to provide a clear indication of the air quality and when further ventilation may be required. The multi-coloured display should read less than 800 ppm with a green coloured screen. These sets are rotated from room to room on a daily basis to identify poorly ventilated areas that may increase the risk of airborne viruses. Readings may be recorded for reference.
- School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.
- Staff members are asked to undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health.
- A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Timetables

Starting time for all children will commence from 9.05am. In order to maintain social distancing, we request that parents & **pupils 'stagger' their arrival time as evident in the grid to follow below**. 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, follow staff guidance 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 9.05am to receive their pupils.

**** We ask parents in line with Government Directives to please not congregate at the entry/exit points when dropping or waiting to pick up your child. This is crucial to the success of our Return to School Plan and to ensure full compliance with NPHE directives from the St. Anne's Loreto P.S. Community.****

Phased Entry and Exit Schedule – CoVID 19 PROTOCOLS

SCHOOL YEAR - 2021 / 22

<u>Class</u>	<u>Teacher</u>	<u>Entry/ Exit Route</u>	<u>Entry Time</u>	<u>Exit Time</u>
Junior Infants	Mrs. McElwaine	Double Gates at blue yard	9.05am	1.50 pm
Senior Infants	Ms. Tobin	Double Gates at blue yard	9.15am	2.00 pm
Speech and Language Unit	Mrs. Fitzgerald	Main Front Door	9.15 am	2.00 pm
1 st Class	Mrs. Hughes	Front Gates	9.10am	2.55 pm
1 st Class	Ms.Blake-Lynch	Church Yard	9.10am	2.55 pm
2 nd Class	Ms. Cassidy	Front Gates	9.15 am	3.00 pm
2 nd Class	Mrs. Crowe / Ms. Kennedy	Front Gates	9.05 am	2.50 pm
3 rd Class	Ms. Moriarty	Double Gates at blue yard	9.10 am	2.55 pm
4 th Class	Mrs. Fox	Double Gates at blue yard	9.15am	3.00 pm
4 th Class	Ms. Dervan	Double Gates at blue yard	9.05 am	2.50 pm
5 th Class	Mr. Kelly	Church Yard	9.15am	3.00pm
6 th Class	Mr Leavy	Steps at Office	9.15 am	3.00 pm
6 th Class	Mr. Brennan	Church Yard	9.05am	2.50 pm

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Notes: Children must remain supervised by Parents/Guardians and socially distanced outside gates until 9.05am. *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 entry/exit points to maintain safety for all.

*******NO CONGREGATION OF PERSONS PERMITTED AT ANY TIME*******

Arrival at school

Pupils should arrive between 9.05am & 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 9.05am 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: office@stannesnavan.ie, teacher email or by phoning the school office (046)9023039. **If the message is urgent/sensitive in nature please ensure you get to speak with a member of staff who will relay the message in confidence.**

End of School Day: Safe Exit of 59 Infants and 250 1st-6th Class pupils approximately:

- **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 NPHE advice.

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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 1.50pm & 2pm to safely collect their child. We appeal to the adults to please adhere to the 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.
- **Please do not congregate at the entry/exit points so as to minimise the risk of infection.**

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 permission for staff to sign the child out
- No adult should enter the school building beyond Reception 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 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 and independent 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.

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- Children are to go to the bathroom **before** they leave home for school daily.
- Children are to wash their hands **before** leaving for school.

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 healthy school lunch options.

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 (notified by the teacher to you/your child) 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

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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.

- Please ensure that your child returns home directly from school every day. This keeps their school uniform as safe as possible from potential risk of infections from retail outlets where the general public have gathered during the day.
- *It may be advisable that pupils have a 'spare' uniform. Most uniform items are generic and are available widely at a very reasonable cost.*

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. Our Education Welfare Officer is also keeping in close contact with us regarding unnecessary absences during these times.**

Supporting the Learning of Children who cannot attend school due to G.P. Certified High Risk Conditions. If a child is unable to attend school for an extended period of time, Parents must advise us of this detail urgently. 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 for this period.

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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 particular class will be notified
- 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 this will be respected.

Parents are asked to wear a mask when dropping/collecting their child/ren each day.

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,

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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 upset. Our Code of Behaviour (www.stannesnavan.ie/Policies) 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.

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 26th August 2021 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. Please ensure for term 2 and thereafter we have up to date contact details for you at all times.**

Insofar as is possible, 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.

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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 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 Blue 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 hand bell in addition to the electric bell 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 predominantly 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 will be provided in the junior classes. Movement among stations will be kept to a minimum, and children will remain in their own seat throughout the lesson.

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PPE/FIRST AID

Staff will wear face coverings at all times with surgical grade masks EN 14683 available & additional PPE as needed, 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, aprons, face masks/face shields and look after the child as heretofore. All SNAs and SET teachers have been provided with Surgical masks and PPE in the event of working closely with a child (within recommended 2m distance). **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

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. If such a scenario arises, 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 school P.E. activities during this Covid-19 pandemic period. Weather permitting, PE will take place outdoors. To the greatest extent possible, PE will sometimes take place without the use of shared equipment. When equipment is used/shared, a sanitising system is in place overseen daily by a member of school management.

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.

Swimming lessons for 2021/'22 will be reviewed. We will notify Parents of the outcome in due course.

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 1.50pm and 2.50pm to avoid congestion at the exits. Please support us to facilitate the safe and timely exit of all 309 pupils daily with your collection routine secured well in advance and communicated to your child each morning to avoid child upset and teacher delays.

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Parent/ Teacher Meetings

Parent/Teacher Meetings will take place later in Term 1. If additional meetings are required these can be arranged electronically or by phone.

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 before and after eating/drinking.

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

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 intensive cycle which is 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, 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. This personnel have been requested to familiarise themselves with the relevant training.

In addition a daily 'Duty Cleaner' is also employed to maximise health, safety and hygiene standards for all throughout the school day. Records are maintained of such practice.

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

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cupboard in the classroom. Staff should thoroughly clean and disinfect their work area before and after use each day. Staff will also supervise pupils' cleaning of their own tables/work station daily before bedtime.

Distance Learning

We are aware that we *may* need to revert to Distance Learning in the event of a further shutdown, children have been taught how to use the Seesaw App very successfully last year and have forwarded parts of their homework remotely during this process.

Though we do not wish to return to 'Distance Learning' as before, this approach will be used for some homework exercises to maintain these skills going forward.

Training

All staff have familiarised themselves with the relevant training for their positions. Links have been forwarded to staff who hold the additional roles of:

Lead-Worker Representative (LWR); Escort and Special Needs Assistant.

Checklists have been forwarded for each role according to the DE Covid-19 Response Plan Document:

Appendix 8: LWR. Appendix 9: Cleaning.

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.

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Dealing with a suspected case of Covid-19

Pupils should not attend school if displaying any symptoms of Covid-19. Do not send children to school if they are:

- Are experiencing symptoms of CoVid-19
- Are awaiting a test
- Close contacts of a person with CoVid -19
- If they live with someone who has symptoms of the virus.
- If they have returned from travel outside of Ireland.
- If they are new residents here from outside the state.

If a pupil displays 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.
- A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.
- The child will be accompanied to the designated isolation area (sick bay) 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.

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- 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 + March '21. Additional review conducted August 2021.

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/>

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/>

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 alternative duties in the community. Assurance has been forwarded to our Board of Management from our Dept. of Education and Public Health that no step-down period is required between community duties and school support for such staff on consecutive days. Additional documentation may 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

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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.

See Appendix 2 – Contact Tracing Log

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 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.

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Risk Assessment COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines infection prevention control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action / to do list / outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	Y	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice	Y	<i>Examples of Actions</i> Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Induction Training provided Contact log in place Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist		All actions listed are ongoing Clíodhna O'Bric <i>Clíodhna O'Bric</i>

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Clíodhna O'Bric

Date: 10th September 2021

September 2021

Phased Entry and Exit Schedule – CoVID 19 PROTOCOLS

SCHOOL YEAR - 2021 / 22

<u>Class</u>	<u>Teacher</u>	<u>Entry/ Exit Route</u>	<u>Entry Time</u>	<u>Exit Time</u>
Junior Infants	Mrs. McElwaine	Double Gates at blue yard	9.05am	1.50 pm
Senior Infants	Ms. Tobin	Double Gates at blue yard	9.15am	2.00 pm
Speech and Language Unit	Mrs. Fitzgerald	Main Front Door	9.15 am	2.00 pm
1 st Class	Mrs. Hughes	Double Gates at blue yard	9.10am	2.55 pm
1 st Class	Ms.Blake-Lynch	Church Yard	9.10am	2.55 pm
2 nd Class	Ms. Cassidy	Front Gates	9.15 am	3.00 pm
2 nd Class	Mrs. Crowe / Ms. Kennedy	Front Gates	9.05 am	2.50 pm
3 rd Class	Ms. Moriarty	Double Gates at blue yard	9.10 am	2.55 pm
4 th Class	Mrs. Fox	Double Gates at blue yard	9.15am	3.00 pm
4 th Class	Ms. Dervan	Double Gates at blue yard	9.05 am	2.50 pm
5 th Class	Mr. Kelly	Church Yard	9.15am	3.00pm
6 th Class	Mr Leavy	Steps at Office	9.15 am	3.00 pm
6 th Class	Mr. Brennan	Church Yard	9.05am	2.50 pm

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

Clíodhna O'Bric.
Clíodhna O' Bric.
Principal.

Review Dates
19 th October 2020
26 th February 2021
2 nd March 2021
20 th August 2021
10th September 2021 – Latest

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Appendix 1 - Return to Work Form

This Return to Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the workplace.

Name: _____ Name of School: _____

Name of Principal: **Clíodhna O'Bric**

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

--

Signed: _____ Date: _____

* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19 can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy

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Appendix 2

Contact Tracing Log

Name of School			School Contact Person	
Address of School			For Queries only: Phone No	
			Email	
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___ /___	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school