

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

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August, 2020, February 2021. September 2021

Latest Review: 17/12/2021.

COVID-19 POLICY STATEMENT.

St. Anne's Loreto P.S. is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan where necessary in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, 4 worker representatives who are easily approachable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- maintain a contact log to help with contact tracing
- ensure staff engage with the induction/familiarisation briefing provided by the Department of Education (DE)
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representatives, who will be supported in line with the agreement between the Department and education partners.

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Signed: *Máire O'Donoghue*
10/09/2021, 17/12/2021

Date: 20/08/2020; 11/02/2021 &

Chairperson of the Board of Management.

Signed: *Clodhna O'Brien*
17/12/2021

Date: 20/08/2020; 11/02/2021, 10/09/2021,

Principal.

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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.**
- 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.
- 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 must remain partially open when classrooms are in use. 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). This guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. Staff use their discretion in amending the window openings to balance the need to air the room with the presenting chill factor pertaining at any time. The collective aim is to keep the air constantly moving and therefore refreshed to maximise positive air quality yet at a satisfactory temperature conducive for learning.
- CO² Monitors: 7 x CO² monitors were delivered to our school 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, that is Ms. O'Bric, 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, avoiding lingering as teachers start their DES classroom antibacterial cleaning schedule. Pupils should enter the school grounds, following 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 on yard duty will allow pupils to continue playing until the relevant class teachers arrive to collect their classes. Pupils will then be guided to the entry doors on a 'first teacher first served' basis, with other classes standing aside if needs be. Teachers will be in their respective classrooms from 9.05am to receive their pupils.

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**** 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 NPHEP 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 Infants at 1.50 & 2pm and 1st-6th Class pupils at 2.50/2.55 & 3pm approximately:

- **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

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in the School Hall/Yard Shelter on a rainy morning must cease immediately on NPHE T 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 1.50pm & 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 Double Gates exit (Oil Lorry Gates) off the Blue Yard.
- 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:

- Parents will notify the school in advance of the collection details on their Aladdin App.
- 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 antibacterial wipes before being placed in the child's school bag.

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- An individual 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 due to Health & Safety.
- Children are to go to the bathroom **before** they leave home for school daily.
- Children are to wash their hands **before** leaving for school.
- Ensure children have masks (if using) in their bags. As pupils will need to remove their masks for eating and recreation breaks, please supply your child with a sealable bag for safe and hygienic storage. Extra supplies of masks and bags are available in our school upon request.

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 current advice on 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. As notified to Parents/Guardians on 9th December regarding children feeling cold: To counter the chill winter weather children are permitted the option to wear their school tracksuit to school any day regardless of PE lessons or not. In addition children are encouraged to wear extra layers of clothing in the event they feel cold e.g. their coat/body warmer/woolly under layers as suits their personal body

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temperature gauge to feel as comfortable as possible in class.

- *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 washed, stored and quarantined for a period.
- 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.
- 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. Parents please note that spare uniform items including tracksuits are to be navy coloured and plain with no written messages. Leggings are not suitable or permitted in any colour.*

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 are identified as a household contact of a person who has been diagnosed with Covid-19
- Children who have been notified of a positive case in their classroom 'pod' and are displaying one or more symptoms.
- Children who have been notified of a positive case in their classroom 'pod' and are following the advice to take a series of Antigen Tests. If a positive result shows at any stage do not attend school and seek a PCR test as soon as possible.
- 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 any of the identified symptoms
- If parents are in any doubt about whether their child should attend school, please keep the child at home, monitor their condition for a reasonable period & seek medical advice if unsure.

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.

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Our school attendance strategy is amended for the time being so as to respect parent discretion regarding their child's health and their ability to attend school. **However please note that if a child is dropped to school the expectation is that Parents/Guardians have deemed the child to be in good enough health to manage the rigours of the full school day.**

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.

*Parents/Guardians must exercise their personal discretion and gauge if their child is well enough to manage these remote activities. Pupils must be supported by all adults concerned to recover to best health as soon as possible and any remote school activities must not take priority over this key message.

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 confirmed case of Covid-19, **pupil confidentiality will be maintained** however:

- The parents of all children in the particular class will be notified. Those pupils seated in the same pod as the confirmed case will be notified explicitly of this fact and advised to avail of the Antigen Testing scheme Freephone number 1800 110055 or log onto www.hse.ie/schooltest
- Public health advice will be sought and followed if management feel the need for additional information to what Parents/Guardians have furnished.

Use of Face masks: While initially it is was not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus, this advice has changed. Pupils from 3rd – 6th classes are now advised to follow the Public Health recommendation to wear a face mask/covering while attending primary school. The HPSC (Health Protection Surveillance Centre) has issued updated interim guidance on the use of face coverings in educational settings as set out in the link:

www.gov.ie/en/publication/1f9ba/-interim-guidance-on-the-use-of-face-coverings-in-childcare-and-educational-settings/

Parents are encouraged to work with schools in a spirit of partnership and cooperation to maximise the safety of the whole school community.

In implementing this Public Health measure it is not intended that any child will be excluded by our school. We have always prided ourselves as acting from the position of inclusion for

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all and this remains our priority. Where an issue arises the Principal will engage promptly, pragmatically and sensitively with Parents/Guardians and the child to discuss the matter, exploring any particular challenges arising for the child. We will proceed with mutually agreed actions that are in the best interest of the child at that time.

If a Parent of a child aged under 9 years 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, 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 until the mid-term break where a change of

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seating will be considered by each practitioner and again likewise thereafter until the Christmas holidays. 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 pandemic period.
- 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 and constant 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.

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.

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Yard

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 over.

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 those heading to the Basketball Court area getting priority.

Special Education Support

Our Special Education Teaching Support will be provided by both withdrawal and in-class support depending on the level of need in each classroom. Pupils requiring support in-class will be seated together in the same pod, thus reducing the level of movement of the support teacher within the classroom. Movement among stations will be kept to a minimum, and children will remain in their seats as much as possible throughout the session.

Where children are withdrawn from class to receive support in one of the SET rooms, social distancing of one metre will be maintained between each child. Pupils in Junior classes who are at the same pod in this classroom may be seated closer together in the SET room.

The tables and chairs in SET rooms will be wiped clean in between groups. All pupils and teachers will sanitise their hands when entering and exiting the SET rooms.

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 staff have been provided with Medical Grade masks and have access to 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 and our Principal 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

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scenario arises, as much notice as possible will be given to parents

Substitute Teachers and substitute SNAs

Substitute staff will be asked to keep our Principal abreast of any potential change to their health status in the interim period between being 'booked' and the morning of their expected arrival to St. Anne's Loreto P.S. A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitute staff will be required to complete a Contact Tracing Form as they enter the school. Substitute teachers will be asked to inform the Principal if any pupils in their classrooms are displaying symptoms.

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 and the LWR team.

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 one class with another.

Swimming lessons for 2021/'22 have been reviewed. We await information from our provider regarding the discussions around the possibility of a return to this activity in due course. Parents/Guardians will be kept informed accordingly.

No infant pupils should be on the premises after 2.05pm approximately and no 1st – 6th class pupils should be present after 3.05pm approximately. 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.

Parent/ Teacher Meetings

Parent/Teacher Meetings have taken place 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, arriving to work and preparing for home. 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

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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.

Pupils are reminded to exercise personal responsibility and respect these measures in keeping everyone as safe as possible and alert staff if attention to these areas is needed.

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 school hours, particular attention will be focused on the isolation areas if recently used and 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 familiarised 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 PPE and 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 before and after use each day. Staff will also supervise pupils' cleaning of their own tables/work station daily before home time.

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 since last year and have forwarded parts of their homework remotely during this period.

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Though we do not wish to return to 'Distance Learning' as before, this approach is being used for some homework exercises to maintain these skills going forward as a useful lifeskill.

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:

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.

This detail is also on display in the Staffroom and School Office areas.

Dealing with a suspected case of Covid-19

Staff and Pupils should not attend school if displaying any symptoms of Covid-19.

Staff and Pupils should not attend school if they are:

- experiencing symptoms of CoVid-19
- 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.

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If a staff member displays symptoms of Covid-19 while in the building they will be excused home promptly. If a pupil displays symptoms of Covid-19 while in the building the following procedures 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 former downstairs printer room will be the main designated isolation area with another, if needs be, located in the front foyer. 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 monitor the child's condition, call their doctor for advice and follow this advice rigorously including performing an antigen test/seeking a PCR test if appropriate according to Public Health guidelines.
- The Principal will forward details for the provision of the use of Antigen Testing in circumstances where a confirmed case of Covid-19 presents in a class. Relevant Parents/Guardians will be invited to contact: Freephone 1800 110055 or www.hse.ie/schooltest to avail of Antigen Test Kits. If the result of the Antigen Test is positive it is important that your child isolates at home and that a Covid-19 PCR test is booked online on the HSE Portal. Please keep the Principal and your child's teacher informed of developments. This information is treated in the strictest confidence.
- 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 the child is too unwell to go home or further advice is required, the school will seek Parental/Guardian consent to contact 999 or 112 and inform them that the sick child is a

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

Covid-19 suspect.

- Signage will display that arrangements will be made for the prompt and appropriate cleaning of the isolation and classroom work areas involved after the child has vacated.

General COVID-19 Travel Advisory in Operation from the DFA Website 17/12/2021:

Travel advice for over 200 countries is available on [Travel Advice - Department of Foreign Affairs \(dfa.ie\)](https://www.dfa.ie/travel-advice).

The purpose of the Department's Travel Advice is to provide information to the general public so that citizens can make informed decisions for themselves. There are risks associated with international travel generally in the context of the COVID-19 pandemic, and this is likely to remain the case for the foreseeable future.

Citizens should exercise a high level of caution in any decisions about international travel, taking account of their overall health, their vaccine status, and the spread of the SARS-CoV-2 Variant B.1.1.529 (Omicron) variant in other countries. All citizens should **carefully consider the necessity of their travel at this time and be aware of the risk of testing positive for COVID-19 while abroad**. If you contract COVID-19 when abroad, you may face delays and additional costs before returning to Ireland.

In relation to COVID-19 testing for travel to Ireland, citizens should take into consideration that it may be difficult in some destinations to arrange the relevant test result within the required timeframes. Citizens should confirm this in advance of travel. Further information on testing requirements for travel to Ireland, including on arrival from a Scheduled State, is available on www.gov.ie.

Anyone considering travelling abroad should be aware **that restrictions are subject to change at short notice**, and additional restrictions may be imposed by the country of your destination, including during your visit..

If considering travelling abroad, you are advised to monitor the official advice and information provided by the authorities at your destination. If you are considering travel within the EU/EEA it is advised that you consult [Re-open EU](#) for country-specific requirements as each country continues to be responsible for the definition of its own entry requirements and rules. Information about entry restrictions applied by other countries is available on our country-specific [travel advice pages](#). These rules are subject to change at short notice.

Flight restrictions and route cancellations may continue to occur worldwide and there is no guarantee that air routes will operate as scheduled. Please make sure to check the travel advice for any countries you may transit through on your journey.

If you have a query of an **urgent nature** regarding travel in the context of COVID-19, you can call the Department's **Emergency Travel Helpline** on 01 613 1790 or email us at traveladvice@dfa.ie.

The HSE contact tracing process for schools has been suspended since September 2021

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

however the instructions of the HSE and the Principal's Support Line shall be followed rigorously by our Management.

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 and December 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 Wednesday and every third 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 'Contact Tracing Form' to be completed before resuming duties here in the school. The therapist is requested to inform the Principal if her circumstances have changed at any stage. 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 if the need arises.

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.

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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.

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

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) ** The St. Anne's Loreto PS 'Document for the Re-Opening of our School' outlines the detail of all the daily procedures we follow as a Staff to mitigate the risk of the introduction/spread of Covid-19 to our school.

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>	Clíodhna O'Bric	<p style="color: blue; text-align: center;">All actions listed are ongoing</p> <p style="text-align: center;"><i>Clíodhna O'Bric</i></p>
						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 Tracing Log in place						
		Complete checklists as required: School Management						
		How to deal with a suspected case						
		Other school specific checklist						

Risk Assessment carried out by:

Clíodhna O'Bric

Date: 17th December 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	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

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

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
10 th September 2021
17 th December 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: St. Anne's Loreto P.S.

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

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

Appendix 2

Contact Tracing Log

Name of School	St. Anne's Loreto P.S.		School Contact Person	Clíodhna O' Bric	
Address of School	Fairgreen, Navan, Co. Meath. C15 E208		For Queries only: Phone No	046 9023039	
			Email	office@stannesnavan.ie	
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		Exit from School
	/ _____		<input type="checkbox"/> pm <input type="checkbox"/>		_____ 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