*Please note this plan is a ‘living document’ and as such will be adapted and updated to reflect Public Health Advice and/or in response to identified issues which may arise in the school.*

**Aims of the Plan**

To protect the health and safety of the school community by minimizing the risk of infection from Covid-19, through identified arrangements, procedures

and protocols.

To provide comprehensive, clear and accessible information for the school community regarding the measures the school is taking in response to Covid 19.

To maintain full teaching time.

**Underlying Principles of the Plan**

* The school has a responsibility to make effort 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 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.

**1.Access and Dismissal Plan**

**Plan based on**

* Children from First Class to Sixth Class entering school grounds unaccompanied by parents.
* SET/SNAs directing children to their designated classrooms.
* **AM - One-way system** for Junior & Senior Infant Parents/Special Needs Children’s Parents: Enter via Infant Yard Gate. Exit via Pedestrian Gate at Carpark which will be cordoned off from the Carpark.
* **PM - Junior Infant Parents** Enter via Infant Yard Gate, follow the arrows and exit via the Infant Yard Gate
* **PM – Senior Infants Parents** Enter via Infant Yard Gate, continue around the back the school to the designated collection points and exit via Extension Building Gate
* 10 minutes outside Small Break and 20 minutes outside Lunchtime/Play Break

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| **CLASS** | **Classroom** | **Entrance Time** | **Entrance Gate** | **Entrance Door** | **Parents Exit (AM/12noon)** | **Dismissal Time** | **Exit Door** | **Exit Gate at Dismissal**  **Time** |
| Creche | Creche Building | 9.00am | Infant Yard Gate | Creche Door | Gate at Extension Building | 12 noon | Creche Door | Extension Building Gate |
| Early Start | Rooms 1 and 2 | 8.50am | Infant Yard Gate | Infant Building Door | Pedestrian Gate at Carpark | 11.20am | Infant Building Door | Pedestrian Gate at Carpark |
| Early Start | Room 2 | 11.45am | Infant Yard Gate | Infant Building Door | Pedestrian Gate at Carpark | 2.15pm | Infant Building Door | Pedestrian Gate at Carpark |
| Junior Infants | Rooms 3 and 4 | 9.00 am-9.10am | Infant Yard Gate | Infant Building Door#2 | Pedestrian Gate at Carpark | 1.40pm | Infant Building Door | Infant Yard Gate |
| Senior Infants | Room 7, 11 | 9.00 am-9.10am | Infant Yard Gate | Infant Building Door | Pedestrian Gate at Carpark | 1.40pm | Door to Football Yard (R.7)  Prefab Door(R.11) | Extension Building Gate |
| First Class | Room 12, 17, 19 | 8.50am-9am | Infant Yard Gate (R.12, 17)  Extension Gate (R19) | Door from Prefab Yard (12)  Door from Prefab Yard (17)  Door from Football Yard (19) | N/A | 2.20pm | Glass Corridor R.12 (door beside the Hall) & R.17 (door beside Isolation Room)  R.19 Football Yard Door | Infant Yard Gate (R.12, 17)  Extension Building Gate (R19) |
| Second Class | Room 18 | 8.50am- 9.00pm | Extension Building Gate | Door from Football Yard | N/A | 2.25pm | Door to Football Yard | Extension Building Gate |
| Third Class | Room 15 | 8.50am- 9.00am | Infant Yard Gate | Door from Prefab Yard | N/A | 2.25pm | Glass Corridor (door beside Isolation Room) | Infant Yard Gate |
| Fourth Class | Room 5 | 8.50am-9.00am | Infant Yard Gate | Infant Building Door | N/A | 2.25pm | Infant Building Door | Pedestrian Gate at Carpark |
| Fifth Class | Room 14 | 8.50am- 9.00am | Infant Yard Gate | Door from Prefab Yard | N/A | 2.30pm | Glass Corridor (door beside Isolation Room) | Infant Yard Gate |
| Sixth Class | Room 6 | 8.50am- 9.00 am | Infant Yard Gate | Infant Building Door | N/A | 2.30pm | Infant Building Door | Pedestrian Gate at Carpark |

**Arrival**

* School gates will remain closed until 8.50am, to prevent congregation in playgrounds
* At 8.50am the children from the Senior Classes will enter through the Infant Gate first. They will be followed by the Early Start children.
* Parents will be urged to stagger arrival at school - i.e. to come during the period allocated to their child’s class group
* 2 metre markings will be put on pavement outside the school, in both directions and on the route around the school
* Entry/Exit doors will be numbered
* S.E.Ts and SNAs will be positioned at Entrances and at points around and in the Building to guide children to their classes**.** 1 or 2 Staff Members will be positioned at the Main Gates and at points around the Building to ensure the one-way system operates
* Class teachers will be in their classrooms as children arrive on a staggered basis
* Children will go directly to their classrooms.
* Children, when necessary, will access cloakrooms in small groups
* Class Teacher, where possible, will stand at the class door so that the children can see their teacher

**Dismissal**

Supervisors will encourage parents to move quickly and safely from playgrounds/main gates/street. Parents who have to wait for an older sibling are asked to wait away from the gate until their older child’s dismissal time.

Children from 1st to 5th Class who are not collected on time will stand away from the gates with their teacher until they are collected.

**2.Corridors and Stairwells**

Staff and children will keep to the left when on the stairs and in the corridors. We will observe a ‘Traffic Light’ system when two classes are on the corridor at the one time; i.e. one class will wait until they are given the ‘green light ’by their teacher to go.

**3.Ventilation**

**Doors and Windows**

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

Windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day). Windows should be 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. The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’

Windows should be opened when children are singing as a group, or when they are playing musical instruments.

**4. Classrooms**

Classes will be organised into Class Bubbles with the aim that each Class Bubble will only mix with their own class, in so far as is possible, from arrival at school in the morning until departure at the end of the day. Desks will be assigned to children.

Where possible Class Bubbles will be organised into Pods. There should be at least 1m distance between individual Pods and between individuals within the Pods where possible. Pods should be kept as small as possible with a maximum of 6 children in each Pod. Teachers should, where possible, confer with the previous year’s teacher regarding the best way to group children within Pods. Class pods can only be changed when there is a break of 3 days.

**5.Break Periods and Playground Allocation**

The playground rota will be organised based on Class Bubbles and the SETs and SNAs allocated to those classes.

Playgrounds will be supervised by SET Teachers and SNAs. The SET Teachers can make local arrangements with their Class Teacher regarding Supervision. The SET Teacher with responsibility for the particular playground will detail the local arrangement that is in place and display it on the Master Sheet in the Staff Room.

**Small Break and Lunchtime Break for Children and Lunch-time for Class Teachers**

Playtime for all Children & Break-Time for Class Teachers

**Small Break**: **10.40am – 10.50am**

**Lunch:12.30pm - 12.50pm**

**Small Break and Lunch Time for Playground Supervisors** (SET and SNA)

Small Break: **10.30am - 10.40am**

Lunch: **12.10pm - 12.30pm**

**Early Start Break Periods**

Small Break 10.30/10.40am

Lunch Break 11.20am- 11.45am

Staffroom/Library/Outside Seating Area will be all be utilized for Staff Break times

Staff are asked to bring their own cups and lunch utensils. Sealed cups are advised if hot drinks are being taken from the Staffroom to other lunch-break areas.

Assigned Playgrounds

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| --- | --- |
| **Class/Classroom** | **Playground** |
| Junior Infants/Room 3 | Infant Yard |
| Junior Infants/Room 4 | Infant Yard |
| Senior Infants/Room 7 | Football Yard |
| Senior Infants/Room 11 | Prefab Yard |
| First Class /Room 12 | Prefab Yard |
| First Class/Room 17 | Football Yard |
| First Class/Room 19 | Football Yard |
| Second Class/Room 18 | Convent Yard |
| Third Class/Room 15 | Convent Yard |
| Fourth Class/Room 5 | Prefab Yard |
| Fifth Class/Room 14 | Football Yard |
| Sixth Class Room 6 | Infant Yard |

**6.Allocated Toilet Facilities, Respiratory Etiquette and Hand Hygiene**

**Allocated Toilet Facilities**

The following toilet facilities have been allocated and assigned to the children. All toilet doors will have signs indicating the toilet(s) allocated to Classes. Signage will be in different shapes and colours and include the **Teacher’s Name** e.g. Ms. Barrett’s Class and **Classroom Number** on the toilet door.

|  |  |  |  |
| --- | --- | --- | --- |
| **Class/Classroom** | **Playground** | **Allocated Toilet(s) During Class-Time** | **Allocated Toilet(s) During Break/Lunch Time** |
| **Junior Infants/Room 3** | **Infant Yard** | **Own Toilets in Infant Building - Room 3** | **Own Toilets in Infant Building**  **- Room 3** |
| **Junior Infants Room 4** | **Infant Yard** | **Own Toilets in Infant Building - Room 4** | **Own Toilets in Infant Building**  **- Room 4** |
| **Senior Infants/Room 7** | **Football** | **2x Toilets at Football Yard** | **1x Toilets at Football Yard** |
| **Senior Infants/Room 11** | **Prefab** | **2 x Toilet beside Hall** | **1 x Toilet beside Hall** |
| **First Class/Room 12** | **Prefab** | **2 x Toilet beside Hall** | **1 x Toilet beside Hall** |
| **First Class/Room 17** | **Football** | **1x Top Corridor** | **1x Toilet beside Football Yard** |
| **First Class/Room 19** | **Football** | **1x Top Corridor** | **1 x Toilet beside Football Yard** |
| **Second Class/Room 18** | **Convent** | **2x Top Corridor** | **1x Toilet beside Hall** |
| **Third Class/Room 15** | **Convent** | **2x Top Corridor** | **1 x Toilet beside Hall** |
| **Fourth Class/Room 5** | **Prefab** | **Own Toilets in Infant Building - Room 5** | **Own Toilets in Infant Building - Room 5** |
| **Fifth Class/Room 14** | **Football** | **2x Toilets at Football Yard** | **2x Toilets at Football Yard** |
| **Sixth Class/Room 6** | **Infant** | **Own Toilets in Infant Building - Room 6** | **Own Toilets in R.6** |

**Senior Infant, First Class and Second Class Teachers will bring their whole class to toilet at designated times.**

**Use of Toilets at Small Break and Lunch Times**

* Children will be encouraged to use their own toilet before accessing playground.
* Classes will be allocated a toilet reserved for Emergencies
* Sanitizer will be made available to children entering and leaving the building during Break times.

**Respiratory Etiquette**

* Staff, pupils, parents/guardians, contractors and visitors must adopt, good respiratory hygiene practices while in the School Building.
* Teachers will place great emphasis on teaching and developing good respiratory etiquette among the children
* Information posters will be on display at Entrances, in classrooms and on corridors highlighting good respiratory etiquette practices

**Hand Hygiene**

* Teachers will place great emphasis on teaching and developing good hand hygiene among children
* Information posters will be on display at Entrances, in classrooms and on corridors highlighting the importance of good hand hygiene practices
* Sink units are available in all classrooms.
* All children must have their own wash-bags, which will contain a small towel/face cloth to dry hands
* Sanitizers will be available at reception for Staff/Visitors
* Sanitizers will available in 2-3 areas within each classroom and Staff Facilities and in multiple other locations within the school
* Alcohol-based sanitiser must not be stored or used near heat or naked flame
* Hand Hygiene will be practiced regularly and frequently with children during the school day and particularly:
* When children arrive and leave the classroom or school
* Before and after playground recreation
* After coughing or sneezing
* Before and after eating
* Before and after being on public transport
* Before and after being in a crowd (especially an indoor crowd)
* When hands are dirty
* After toilet use

**7.Special Education Teachers/Special Needs Assistants**

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/Classes but this will be limited as much as possible. When rotation occurs, agreed sanitising routines will be observed.

As far as is practicable the following guidelines regarding reducing mixing between groups should be followed

1. To the greatest degree that is practical in the context of the educational and care needs of the pupils groups/classes should avoid mixing with other groups particularly indoors.

2. SNA should support the smallest number of pupils that is practical (a pod of pupils) and should move between pods as little as is practical to do so recognising that flexibility is sometime essential to manage absence due to leave or illness.

3. If movement between pods/classes is necessary SNAs should move between the least possible number of pods/classes on any given day.

4. If members of discrete pods/classes assemble in one area for any activities maintain as much distance as is practical between the pods/classes and manage entry and exit to reduce interaction between members of different pods/classes as much as is practical.

**8.Learning Support**

Learning Support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a Bubble(s).

* Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
* Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.Where 1m distance cannot be achieved desk screens will be provided.
* The tables and chairs in SET rooms will be cleaned in between different groups attending

**9.Teachers Shared Between Schools**

Teachers shared between schools will, as far as is possible, have full days rather than split days assigned in each school in order to reduce their daily contacts.

**10.Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child’s learning at home and this will be shared with parents/guardians.

**11.Communication with Parents**

Parents are not permitted to call unannounced, to the school building. If a parent needs to speak with a member of staff they will, in the first instance, be asked to speak by phone with the staff member, by appointment. Any ‘face to face’ meetings can only be made by appointment and with the prior knowledge of the Principal.

Parents will be actively discouraged from calling to the school with items their children have forgotten to bring on a particular day. If it is absolutely essential that a parent must call to the school, a member of staff will take the child’s belongings at the reception door from the parent and see that it is given to the child.

**12.Collection of Children during the School Day**

Should an adult have to collect a child during the course of the school day, the following arrangements will apply

* When the adult arrives at the school, they must phone the Office or use the intercom at the front door of the school to alert Reception that they have arrived
* The child will be brought from their class to Reception by a member of staff
* The adult who is collecting the child will be asked to sign him/her out at Reception
* No adult is permitted to enter the school building, unless invited to do so

**13.Dealing with a Suspected Case of Covid-19 – Staff or Pupils**

**ISOLATION AREAS:** The room on the Glass Corridor on the way to the Hall or outside (if appropriate).

**ISOLATION ROUTE:** The most direct route determined by the staff member unless the staff member is of the view that an alternative route will meet fewer staff and pupils.

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

* If a Staff Member displays symptoms of Covid-19 while in the building they will immediately leave the school building via the Isolation Route maintaining a 2metre distance from others.
* If the Staff Member is too unwell to travel home unaccompanied, the school will contact 999 or 112 and inform them that the Staff Member is a Covid-19 suspect.
* Arrangements will be made for appropriate cleaning of the isolation area, if utilized and of the staff member’s work areas.

If a Pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

* The teacher/member of staff will immediately call one of the Covid Response Team. A list of the Covid Response Team will be displayed on the wall of each classroom.
* Parents/guardians will be contacted immediately by a member of the COVID Response team/ Secretary of the school or class teacher/ SNA.
* The parents of the child should also be advised of the following:

(a) Not to use public transport in accompanying the child home

(b) To make contact with their GP but not to attend their GP's surgery or any pharmacy or hospital

(c) That the child should continue to wear the face mask until they reach home.

* The child will be accompanied to the designated isolation area by a member of the COVID Response Team who will remain with the child until he/she is collected. 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. To ensure ventilation windows and the door in the room will remain open. The staff member caring for the pupil should wear a face covering or mask. PPE is available in the isolation room.
* A mask will be provided for the child who is presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. The Member of the Response Team caring for the child should advise the child to avoid touching other people, surfaces and objects.
* An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents, call their doctor and self-isolate 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 his/her mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag 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 is possible and will advise that their GP be contacted by phone re, their symptoms. Public transport of any kind should not be used.
* If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
* Arrangements will be made for appropriate cleaning of the isolation area and work areas e.g. the classroom involved or communal areas used. Once the room is vacated, a member of the Covid Response Team will place a “Do Not Enter” sign on the door and the room will not be reused until it has been thoroughly cleaned and disinfected all surfaces are dry by either the cleaning staff or a member of staff, in line with cleaning guidelines. The person assigned to cleaning should avoid touching their face while they are cleaning and should wear gloves, a plastic apron and mask. The environment and furniture will be cleaned using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach). Particular attention will be paid to frequently touched surfaces, the back of chairs, door handles and any surfaces that are visibly soiled with body fluids.
* Once the rooms have been cleaned and disinfected and all surfaces are dry, the rooms can be reused.
* Any waste material, such as cleaning waste, tissues etc. from a person suspected of having Covid-19 or PPE should be double bagged and stored in the outside shed for 72 hours before being presented for general waste collection.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.

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

If the school is notified that a person; Child or Staff Member, in a class has a confirmed case of Covid-19, public health advice will be sought and followed.

**15.Children’s Personal Equipment**

* Ordered stationery will be distributed to children in September. In so far as possible, it is requested that children from 1st to 6th Class will keep their own pens, pencils, markers, rubbers, etc., in their own pencil case to avoid the sharing of equipment. Children’s pencil cases should be clearly labelled and all items in the pencil case have the child’s name on them for ease of identification.
* For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child’s pencils, crayons, etc., and which will be labelled with their name.

**16.Shared Equipment**

By necessity, some classroom equipment, including iPads, Laptops and the equipment used for structured activities and play in Infant classrooms needs to be shared. Cleaning of such shared equipment with anti-bacterial wipes or other cleaning products will take place by Staff regularly to minimise the risk of the spread of Covid-19.

**17.PE**

Where possible, PE will take place outdoors. The use of equipment should be confined to the sets which will be distributed to class groupings in September. If the PE Hall is being used by Class Groups common touch points will be cleaned at intervals during the school day.

**18**.**PPE**

All members of Staff are required to wear face coverings when a distance of 2 metres social distancing cannot be maintained within the school building. Face coverings will be provided for all Staff. The children are not required to wear masks or face coverings Surgical Masks will be provided where staff are providing intimate care to a child or where necessary in the SEN setting.

**19.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, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, and where it is possible, a Learning Support Teacher who has been assigned to work with the Class will replace the teacher until a substitute is available. If that Learning Support teacher is unavailable to replace the class teacher another Learning Support Teacher may replace the class teacher until a substitute is available. If such substitution is not possible it may not be possible for the class to attend on that day, if that is the case, as much notice as possible will be given to parents.