

Rathfarnham Educate Together National School

Covid Response Plan

30 08 20

Prior to opening

August 2020

All Staff

- Filled out Pre-Return to school form prior to returning (three days before) and emailed / handed to Maeve
- Completed induction training
- Appointed Lead worker and Deputy Lead worker representatives – Brian and Clodagh
- Preparations for back to school (see task list)

Signage

School will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene

School Setup

- 1st and 2nd swapped classrooms with 3rd and 4th to locate senior classes in bigger classrooms
- Reconfigure classrooms, remove unnecessary furniture (library areas, carpets, unnecessary desks and shelving)
- Use similar layout in classrooms for 3rd – 6th – tape on floor to mark table placement
3rd – 6th Class in pods of four children, 5 if uneven number.
Teacher's desk to be 2m (where possible) from children's desks

Communication

Staff: Monday August 17th 9.30 – 10.30 Staff meeting (zoom)
Tuesday August 25th 10.00- 11.30 Staff meeting (in school hall)
Friday August 28th 10.00- 11.30 Staff meeting (zoom)

Parents/Guardians:

- Logistical Plan

Children

- **Assembly** – Friday 28th August
Explain changes to children: arrival and departure, yard times and zones, staff wearing masks

Communication to include:

- Elements of plan especially on arrival and departure
- Need to restrict movements in case of foreign travel
- When not to come to school
- How school will deal with suspected case? – Child is likely to be wearing mask –
- Public health communicate with close contacts if there is a confirmed case in the school
- Declaration form – after absence

Children with additional needs and access to ANA

Children will be invited to visit the school on Monday 31st August to meet ANA, class teacher (if possible) and see new classroom

Each child will be accompanied by one adult

Children will visit for no longer than 25 minutes

Children enter at front door and leave school via yard and side yard (one-way system)

Times of visits to be arranged in advance with parents

Junior Infants

Junior Infants will be invited to visit the school on Monday 31st August to meet Katie and see Junior Infants Classroom

Each child will be accompanied by one adult

Children will visit in groups of 4/5 for 25 minutes

Children enter at front door and leave school via yard and side yard (one-way system)

09.30 – 09.55

10.00 – 10.25

10.45 – 11.10

11.15 – 11.40

11.45 – 12.10

12.15 – 12.40

Back to School

September 2020

Arrivals and Departures

Staff

All staff on site by 08.30 (especially those driving)

Dennis will paint stencils at 2m intervals from school gate to each entrance

Front gates closed from 8.30 - 08.40. Dennis and one member of ISL at front gate from 8.30

School team on duty from 08.40

- Maeve & Dennis at gate – parents asked to drop children at school gate with exception of infant parents who may drop children at the front door
- Carol at front door
- Support teachers:
 - front of school
 - back of community centre
 - senior yard
 - side garden

ANAs

- Clodagh and Sarah at front door/corridor escort to infants
- Liz in Junior Infants
- Una outside 3rd and 4th (downstairs)
- Phil/Nicola bottom of stairs
- Maureen at top of stairs
- Anna H at bottom of fire escape
- Mary H at top of fire escape

Class teachers: in classrooms from 08.40

Children's arrival

Families will arrive to school at an allotted time. Families are grouped alphabetically and should enter the school grounds through their designated gate depending on the class the children are in (see map). *There are separate arrangements for Junior Infants on September 1st (see below)*

- Junior Infants and Senior Infants: **Gate 1** Front vehicular gate
- 1st and 2nd Class: **Gate 1** Front vehicular gate
- 3rd and 4th: **Gate 2** Pedestrian gate to left of front gate

- 5th and 6th: **Gate 3** Pedestrian gate to right of front gate

We encourage families to walk or cycle to school to help reduce the amount of traffic around the school gates. If driving, families are encouraged to park some distance from school and arrive at their allocated time. Wherever possible family groups should use their own private vehicle and should not arrange carpools or offer/accept a lift from others.

Children go straight to their classrooms. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds until their allocated time. If arrival by car is necessary, children are asked to wait in the car until their arrival time to avoid congestion.

Staggered Arrival times

08.40: Families Adams - Dowling

08.50: Families Doyle - McGrath

09.00: Families McKeown – Zhang

Only parents/guardians (one per family) of children from Junior Infants to 2nd class will be allowed on school grounds. Children in 3rd – 6th class are to make their way to their entry door by themselves.

We ask that everyone entering school grounds maintain a physical distance of 2m from children and adults not in their own family.

School staff will be at the front gate and at entry points to the building to guide children and provide supervision.

There will be four entrances to the school.

- Infants enter by the front door (near Carol's office) **Entrance A**
- 1st and 2nd enter by the fire exit at the front of the school **Entrance B**
- 3rd and 4th enter by the entrance in side garden **Entrance C**
- 5th and 6th via the yard, accessed around back of Community Centre **Entrance D**

Children arriving on bikes, should dismount their bike before entering the school grounds, park their bike at the bike rack and enter by their assigned door (except cyclists in 5th and 6th who can enter by the side garden door instead of walking around by the Community Centre)

Junior Infants Tuesday, 1 September

Junior Infants will arrive in three groups, 9.20 (siblings of children in the school), 9.30 and 9.40 (groups to be notified via email). They will enter by the main door where they will be welcomed by Katie and Liz and Clodagh.

The following day they arrive as per arrangements for the rest of the school.

Junior Infants will go home at 12.00 for the two weeks, up to and including Friday, 11 September 2020.

Departing School

- Children will have staggered departure times according to class.
- Parents/guardians are asked to park some distance from the school. They are asked to arrive on time for collection and to observe social distancing when waiting for their children.
- Parents/guardians may wait for their children on the grass area at the front of the school and in the carpark. There will be no entry to the side garden.

- All classes will be escorted by their teachers to meet their parents/guardians at the front of the school or leave the grounds independently (senior classes).
- All parents/guardians and children are asked to leave the school grounds promptly and to maintain social distance.

Infants:

Junior Infants exit at 13.20 by the front door **A**

Senior Infants exit at 13.30 by the front door **A**

Half one club exit by the front door 14.20 (JI) and 14.30 (SI) **A**

1st – 6th

1st, 3rd & 5th exit at 14.20

1st using fire exit by the front of school **B**

3rd through the side garden exit **C**

5th exit via the back of the community centre **D**

2nd, 4th & 6th exit at 14.30

2nd using fire exit at front of the school **B**

4th through the side garden exit **C**

6th exit via the back of the community centre **D**

Staff

Class teachers escort classes outside. Wait until all children have left premises (senior classes) or met parents.

Support teacher to stay with class they are working with at the end of the day. Generally monitor children meeting parents and moving off site.

Maeve supervising

All staff except Dennis will leave school by 16.30 to facilitate cleaning. Dennis locks the school at 17.30

Late arrivals

It is vital that children are punctual and arrive to school at their allocated time. In the event of arriving late to school (after 9.10) children should enter through the front door by the office.

Collection of children during the school day

If a child needs to be collected during the school day:

- A note should be provided to the class teacher in advance, where possible, to notify of an early collection
- On arrival parents/guardians check in with Carol at the office
- A member of staff will bring the child to the front door
- The child must be signed out at the front door

School Setup

Classroom setup

- 1st and 2nd swap classrooms with 3rd and 4th to locate senior classes in bigger classrooms
- Reconfigure classrooms, remove unnecessary furniture (library areas, carpets, unnecessary desks and shelving)
- Use similar layout in classrooms for 3rd – 6th – tape on floor to mark table placement
3rd – 6th Class sits in pods of 4/6 children to be set 1m apart.
- JI- 2nd children to sit in groups.
- Teacher to keep a record of pods and groups if required for contact tracing
- Teacher's desk to be 2m (where possible) from children's desks
- Minimise children's movement around the room
- Copies collected by teachers (not children)

- Class libraries children may borrow a book for a week (and keep in box) if system in place for returning. Leave enough time before returning to shelves (*over the weekend*)

Physical distancing

- Physical distancing will look different across the various ages and stages of learning.
- Children from Junior Infants to 2nd Class are not expected to maintain physical distance.
- Children from 3rd to 6th Class are expected to keep a distance of 1m where possible.
- As per Department of Education Guidelines each class will be a 'Bubble'. A Class Bubble is a grouping which stays apart from other class bubbles as much as possible. Break times will be staggered so children will only play within their bubble. We will operate a one way system when moving on and off the yard to limit interaction between class bubbles.
- Children from 3rd to 6th class will be arranged in pods within their class bubbles with a maximum of 6 per pod. As far as possible, each pod will be at least 1m distance from the next pod. The composition of the pods will change at intervals over the course of the year.
- Staff will try to maintain physical distance from children when they can, and will wear face coverings where this is not possible.
- The school will operate a 'keep to the left system' when moving through the school building and grounds.
- Markings and signage will be prominent both inside and outside of the building to highlight and ensure physical distancing in as far as possible.

Support Teaching

In keeping with our Special Education policy, support teaching 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 between two classes only.

In group situations, support teachers will avail of larger spaces to facilitate physical distancing (MPR, Library, Hall, and Artist's Studio, outdoors)

The tables and chairs in support teachers' rooms will be wiped clean in between different groups attending.

System for shared resources/stationery in support teachers' rooms to be explored

Support teacher and ANA Timetabling

- **Staff** will interact with as few children as possible
- ANAs allocated to one class where possible
- Support teachers allocated to two classes only. Timetable to be agreed. Sarah G to be incorporated into timetable

Supplies, books and lunches

- Children from 2nd to 6th should have a school only pencil case which will stay in school at all times. This pencil case should be wipeable and contain their essential stationery as outlined on the booklist. It is important that each child has all the stationery they need as they will not be able to share with classmates. All items within the pencil case should be clearly labelled with the child's name.
- Junior infants, Senior infants and 1st Class children will be provided with all the stationery they need to use in school. They should not bring in any pencil cases from home.
- Toy Day on Fridays will be suspended until further notice.

- All rubbish generated during lunch is to be brought home for disposal as per our Green School's Policy.
- In senior classes children will store their books, copies and supplies in their individual boxes. Children from 4th -6th class should bring their box in on September 1st. 3rd class will receive their new boxes in school.

School Lunches

- Children opt in to the lunch scheme (sandwiches/fruit and/or milk)
Lunch and milk must be taken on the days they have been requested to limit waste and left over food.
- Liz will put sandwiches (in individual plastic bags), fruit and milk into cooler box and deliver to each classroom
Teacher/ANA will give out lunches to children
Lunch not eaten must be brought home
- Milk cartons:
Jl-1st cartons will be left on sink area to be emptied and cleaned by teacher/ANA (this cannot be done by children). Used straws to be disposed of in covered tissue bin.
2nd-6th: children bring empty milk cartons home
- Upstairs cooler boxes to be left at the bottom of the stairs by teacher/ANA before 1.20
Katie to collect all coolers and leave in MPR
Liz to wipe down all cooler boxes before reusing

Library – school library closed for borrowing until further notice (We can revisit as advice from Interim Recommendations HPSC pg. 18 regarding libraries states that *“library books can be returned to the shelf and made available again without any delay”*)

Seomra Sonais Not to be used for September. Assess who may need it and can needs be addressed in another way.

Teaching and Learning

- Focus on wellbeing and calm, positive back to school
- Acknowledge different experiences had during learning from home
- Spend time talking and acknowledging anxieties and concerns
- Use outdoor spaces where possible (*how do we timetable this?*)
- Spend time teaching children about hygiene, handwashing, cough etiquette, safe movement around the school (use lines on the floor to illustrate distance)
- Spend time on handwashing (*possibly assign children to groups for particular taps*)
- Allow time for eating and clean up
- Allow extra time for moving around the school – we need to be prompt at break times (as they are split) and at the end of the day (as we are asking parents to be prompt in the morning)
- No homework for September – families need time to readjust, children will need time to play and relax and staff will need time to assess how everything is working (and play and relax!)

Supporting the Learning of Pupils at home

There may be some pupils for whom the return to school may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”. Additional supports by a designated member of staff will be provided to support the child's ongoing learning.

In the event of a nationalised or localised school closure, teachers and children will engage in a system of online teaching and learning. We are currently reviewing our online teaching from March - June 2020 and our procedures will be updated.

Staffroom

- Break and lunch times will be staggered *See Appendices*
- Arrangements for cutlery/crockery to be finalised.
- Aim for clear table and worktops
- Dishwasher/ fridge: wash hands before entering the staffroom.
- Photocopier must be wiped down with anti-bac spray after use
- Computers. Used by ANAs, teachers as back up for printer. Computers to be wiped down between users. Look at providing laptops for those who don't currently have one.
- Max of 6 people at large staffroom table
- Max of 4 in low seating area

School visitors and use of school

1.30 Club will run in Artist's Studio for Junior Infants (Liz) and MPR for Senior Infants (Clare). Sarah will be based in MPR but available to move between spaces when required.

We will not be in a position to offer any other after school activities at present. Due to the requirement for children to remain in their class bubble it will not be possible to mix them outside of this. It is also not possible to have them in the classroom of another bubble.

The Board of Management will continue to monitor the situation as the year progresses and should it be feasible, we will explore this further.

External teachers/coaches/workshops/ swimming are being suspended subject to review

All visits to the school (parents, DES staff, company reps, trade's people etc.) must be agreed in advance by the principal. Visitors must sign in at front door (contact tracing) and wait in foyer for staff member

Parents/Guardians

It will not be possible for parents/guardians to come into the school before/after school.

Parents/Guardians dropping off forgotten items will leave them at reception to be delivered

Communication Procedures

- All correspondence will be sent to parents by email and our school website will be continually updated.
- Messages for teachers can be sent by email, written in the Homework Journal or by phoning/emailing the school office.
- If a parent needs to speak with a teacher or vice-versa, best practice is to do this by an arranged phone call. Appointments in the school building will be kept to a minimum and will only take place by prior arrangement with the Principal.
- Phone calls and meetings can also be arranged by email or phone call to the office.
- If information needs to be given to the teacher during the school day please contact the school office by phone or by email.

Returning to school after absence

On return to school following any absence, a **Return to school parental Declaration For** needs to be filled out and given to Carol in the office.

Carol will send form to parents when a child is absent.

Hygiene and cleaning

Handwashing

- Children and staff will perform hand hygiene regularly during the day
 - on arrival at school
 - before eating and drinking
 - after using the toilet
 - after a cough or a sneeze
 - after playing outdoors
 - when hands are physically dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying symptoms of Covid- 19
- Staff to wash hands before leaving classroom/on arrival in staffroom at break times
- Soap is available in all classrooms and toilets
- Handwashing is preferable to using sanitiser
- Proper handwashing and cough etiquette will be taught to children
 - Avoid touching face, eyes, nose and mouth
 - Cover coughs and sneezes with an elbow or tissue
 - Dispose of tissues in a covered bin

Sanitiser

- Hand sanitiser dispensers have been installed throughout the school and in every classroom. Children should not bring their own hand sanitising products to school.

Masks and Visors

- Teachers who cannot maintain a 2m distance from students will be required to wear face coverings
- All ANAs will be required to wear face coverings/clear visors when working with children
- Staff can choose to wear masks/ visors even in situations where distance of 2m can be maintained

Disposable aprons are available if required
Sanitiser and PPE centrally procured.

Cleaning

- Contract cleaners are employed by the school to carry out daily cleaning.
- Cleaning in the school will be increased considerably.
- A cleaning/PPE kit will be available in each room containing the necessary cleaning materials required along with disposable PPE.
- Each staff member has own cleaning products (wipes, cloth, anti-bacteria spray and hand sanitiser) – clean own work area every day in addition to daily cleaning by professional cleaner
- The isolation area will contain an isolation area kit consisting of disposable masks, gloves, tissues and aprons.

- Books, toys and resources will be cleaned regularly or quarantined for 72 hours before being reused. Resources will be provided for children individually where possible, or shared within their “pod”. Resources that are shared between classes will be cleaned between uses.

Aistear Equipment and Other Concrete Materials

- Regular cleaning of concrete /Aistear materials – at least once a week- Infant staff and 1.30 Club staff to devise cleaning schedule
- Remove soft toys, throw out damaged or broken toys
- Shared art materials (paint brushes/ clay tools etc.): Minimise sharing. Children not to clean after each other. Need for extra basins/containers to store used materials to keep sink areas free for handwashing. Teacher to clean at the end of the day.

Cleaning Schedule

Dennis to work an additional 30 m in the morning – leave at 10.00; finish at 17.30 instead of 18.00

- Extra cleaner from 12.00 to 14.30
- New hours: 1 cleaner 12.00 to 17.30 – 5 hours 30m
 1 cleaner 14.30 to 17.30 – 3 hours
 1 cleaner 15.00 to 17.00 – 2 hours
 10 hours 30m per day 52 hours 30 m per week

Implications for staff: leave school by 16.30 to allow cleaners to finish

In case of a suspected case of COVID – 19 – area locked down, extra cleaning cost?

<h3>Suspected COVID Cases</h3>

Isolation area: Disabled toilet

Additional areas if more than one case: Artist’s Studio

Children should not attend school:

- **If displaying any symptoms of Covid-19**
- **If they have been identified by the HSE as a contact of a person with Covid-19 (should follow the HSE advice on restricted movement)**
- **If they have been living with someone who is unwell and may have coronavirus**
- **During the 14 days self-isolation period having travelled from countries not on the Green List**

The symptoms of Covid -19 are: *(taken from DES Covid -19 response plan for Primary and Special Schools Section 5.1 Page 15)*

- ✓ High temperature (38°C or above)
- ✓ Cough (any kind of cough)
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

Dealing with a Suspected Case of COVID-19 in school:

If a pupil displays any of the symptoms of Covid-19 while in school, the following procedures will be implemented:

- Parents/guardians will be contacted immediately. It is the parents’ responsibility to ensure we have up-to-date contact details on Aladdin Connect.

- The child / staff member will be accompanied to the designated isolation area 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. The staff member will wear a mask. Use of gloves is not essential, but staff members may wish to use them. If a staff member has helped someone with symptoms, it is essential they avoid touching their nose, mouth or eyes whilst caring for them, and undertake hand hygiene
- Windows will be opened in the isolation area.
- The school has allocated the disabled toilet as the designated isolation area in the event of a pupil or staff member developing symptoms of Covid- 19 while at school.
- A mask will be provided for the suspected case presenting with symptoms.
- The child / staff member presenting with symptoms will 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 bag provided.
- The school will facilitate the child / staff member presenting with symptoms to remain in isolation, if they cannot go home immediately.
- If the child is well enough to go home, the school will arrange for them to be collected as soon as possible, and advise their parents/guardians 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 advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect. However, this is unlikely to happen in the case of COVID-19.
- Arrangements will be made for the appropriate cleaning of the isolation area and work areas involved. Contact surfaces will be disinfected.
- The principal will follow-up later with a call to the parents concerned.
- The staff member assisting with the child **does not** need to go home unless they develop symptoms themselves, or are later advised to by public health.
- Schools **do not** need to inform parents that a pupil or teacher has been removed due to their symptoms.
- Other pupils or staff, including siblings, do **not** need to be removed from class.
- The parents / legal guardian of the sick child should contact their GP as usual, to discuss clinical concerns.
- **If it is determined by the GP that the child/pupil requires to be tested for Covid-19, any other household contacts should be removed from the school setting.**
- No other child, parent, family or teacher will be informed of their results. However, parents should be advised at the point of testing that their child's swab test result if Covid-19 detected will likely need to be shared with the educational facility, if this is deemed necessary by the Medical Officer of Health, for the safe management of any potential outbreak.
- Covid-19 test results remain confidential as per doctor - patient relationship. Only details as necessary for safe onward management are shared with an agreed senior person in the school, such that appropriate public health actions can be undertaken.
- HSE Departments of Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed.
- RETNS will have current lists of staff and pupils by class with contact telephone numbers for parents and guardians in an excel document, ready to be shared with Department of Public Health, if required and requested under Infectious Diseases legislation. Covid-19 test results remain confidential as per doctor - patient relationship. Only details as necessary for safe

onward management are shared with an agreed senior person in the school, such that appropriate public health actions can be undertaken.

- If a symptomatic child has a Covid-19 'not detected' result, the child should remain at home until he/she is clinically well enough to return to school, unless parents are specifically asked by HSE Public Health for their child to remain excluded because of other investigations e.g. if the child is a known close contact of a now confirmed case. All diarrhoea symptoms need to have been resolved for 48 hours prior to return to school. Parents will sign a declaration form before the child returns to school
- Confirmed cases of Covid-19 Confirmed cases will be contacted directly by the contact tracing centres and case information and contact identification will be initiated. The case will be referred to the Medical Officer of Health within the regional Public Health Department, for onward Public Health Risk Assessment (PHRA) and management in this setting. The Medical Officer of Health (Consultant in Public Health Medicine, MOH), and teams will liaise directly with the school and inform them of the confirmed case as necessary and will undertake a Public Health Risk Assessment to inform any further actions and recommendations by the Medical Officer of Health.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The instructions of the HSE will be followed and staff and pupil confidentiality will be maintained at all times.

Impact of a suspected or confirmed case of Covid-19 in the school

If we are notified of a suspected or confirmed case of Covid-19 in the school, public health advice will be sought and followed. RETNS will follow the protocols and instructions given by the HSE at all times and communicate information to parents as instructed by the HSE.

Appendices

Proposed Timetable

Team A Orange

JI, SI, 5th, 6th

Katie, Rebecca, Anna, Ronan

Clodagh, Liz, Sarah, Maureen

Anne and Patricia, Carol and Laura

Team B Green

1st, 2nd, 3rd, 4th

Aileen, Darren, Ciara, Brian

Mary H, Anna H, Phil and Nicola, Una

Petrina, Aoife

Team A Orange		A Staff breaks
8.40 – 9.15	Arrival	
9.15 - 10.00	Learning	
10.00 - 10.30	Learning	10.20 Duty teacher break
10.30 – 10.40	Yard	Teacher break
10.45 – 10.55	Snack	ANA break
10.55 – 11.30	Learning	
11.30 – 12.00	Learning	
12.00 – 12.25	Yard	Teacher lunch
12.25 - 12.35	Lunch	Duty teacher lunch (until 12.45)
12.35 - 1.25	Learning	ANA lunch (12.55 -1 .25)
1.25 – 2.20/2.30	Learning	

Team B Green		B Staff Breaks
8.40 – 9.15	Arrival	
9.15 - 10.00	Learning	
10.00 – 10.30	Learning	
10.30 – 10.40	Snack	ANA break
10.50 – 11.00	Yard	Teacher break
11.00 – 11.40	Learning	Duty teacher break (from 10.55- 11.05)
11.40 – 12.15	Learning	
12.15 – 12.25	Lunch	Duty teacher lunch (from 12.05- 12.25)
12.35- 1.00	Yard	Teacher lunch
1.00- 1.25	Learning	ANA lunch
1.25 – 2.20/2.30	Learning	

Half day times? Suggestions A 10.15 - 10.40 B 10.50 – 11.20

Yard Zones

The yard will be divided into 4 separate zones

Zone 1: Junior yard

Zone 2: First class yard and skipping area (full length by the hall wall)

Zone 3: Garden half of Senior Yard

Zone 4: School half of Senior Yard

For the first week each class will play in the same zone. We will assess this to see if we need to rotate them as some zones are more appealing than others!

Team A

Zone 1: Junior Infants

Zone 2: Senior Infants

Zone 3: 5th Class

Zone 4: 6th Class

Junior and Senior Infants enter and exit at junior yard door

5th and 6th enter at senior yard door, exit at junior yard door

Team B

Zone 1: 1st Class

Zone 2: 2nd Class

Zone 3: 3rd Class

Zone 4: 4th Class

1st, 2nd, 3rd, 4th enter and exit at senior yard door

Each class must line up in designated area within their zones

Children 3rd – 6th should have 1m between them in the line

One class should be on the corridor at a time

Checklist for Cleaning

Based on Appendix 9 of COVID-19 Response Plan (DES)

	<i>This checklist was discussed by Maeve and Maria Bob, cleaning manager on Friday, 28 August 2020</i>	Y/N
1	System in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust cleaning procedures in line with that advice	Yes
2	Reviewed the HPSC interim health advice for the safe reopening of schools, in particular Section 5.6 Environmental Hygiene	Yes
3	Shared this checklist and COVID-19 Response Plan with cleaning manager	Yes
4	Explained the need for an enhanced cleaning regime to staff	Yes
5	Aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying	Yes
6	Sufficient cleaning materials in place to support the enhanced cleaning regime	Yes
7	Provided training for cleaning staff on the enhanced cleaning regime	Yes
8	Made arrangements for the regular and safe emptying of bins	Yes
9	Become familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management	Yes
10	Shared the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management with the cleaning manager	Yes
11	Aware that each school setting should be cleaned at least once per day	Yes
12	Provided cleaning materials to staff so that they can clean their own desk or immediate workspace	Yes

13	Advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed	Yes
14	Advised staff and pupils to avoid sharing items such as pens Kitchenware and cutlery will be washed in the dishwasher but staff may choose to use their own – staffroom plan to follow – to be prepared by Brian and Maureen	Yes
15	Put in place a written cleaning schedule to be made available to cleaning staff including: <ul style="list-style-type: none"> ➤ Items and areas to be cleaned ➤ Frequency of cleaning ➤ Cleaning materials to be used ➤ Equipment to be used and method of operation 	Kept in folder in cleaners' store room – available for inspection
16	Put in place a written cleaning schedule to be made available to cleaning staff with details of how to clean following a suspected case of COVID-19 - Section 7 of COVID-19 Response Plan	Maria - done
17	System in place if disinfection of contaminated surfaces is required following cleaning	Yes
18	Instruct cleaning staff of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves	Maria - done
19	System in place for the disposal of cleaning cloths and used wipes in a rubbish bag - <i>Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection</i>	Yes
20	System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use	Yes
21	System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use	Yes

Checklist for dealing with a suspected case of COVID-19

Based on Appendix 7 of COVID-19 Response Plan (DES)

Staff members will be required to manage a suspected case in line with the protocol and training.

	Dealing with a suspected case of COVID-19	Y/N Date completed Completed by
1	Nominate a member of the school leadership team to be responsible for ensuring that all aspects of the protocol to deal with suspected cases of COVID-19 have been adhered to	Maeve

	Isolation Area	
2	Identify a place that can be used as an isolation area, <ul style="list-style-type: none"> • preferably with a door that can closed • if it is not a room, the suspected case should be 2m away from others in the room • accessible, including to staff and pupils with disabilities • route to the isolation area accessible 	Disabled toilet
3	Contingency plan for dealing with more than one suspected case of COVID-19	Artist's Studio
4	The following available in the isolation area(s) <ul style="list-style-type: none"> ➤ Tissues ➤ Hand sanitiser ➤ Disinfectant/wipes ➤ Gloves/Disposable Masks ➤ Waste Bags ➤ Bins 	Maureen

	Isolating a Person	Y/N Date completed Completed by
5	Procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them	Yes
6	Staff familiar with this procedure	Yes
7	Others advised to maintain a distance of at least 2m from the affected person at all times?	Yes
8	A disposable mask to wear for the affected person while in the common area and when exiting the building	Yes

	Arranging for the affected person to leave the school	Y/N Date completed Completed by
9	Staff –established if the staff members feel well enough to travel home -not by public transport	
10	Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their child? Under no circumstances can a pupil use public transport to travel home if they are a suspected case of COVID-19.	
11	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	
12	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	
13	Has the affected person been advised they must not use public transport?	
14	Has the affected person been advised to continue wearing the face mask until they reach home?	
15	The affected person should be advised to avoid touching other people, surfaces and objects	
16	The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin	

	Follow up	Y/N Date completed Completed by
17	Carry out an assessment of the incident to identify any follow-up actions needed	
18	Be available to provide advice and assistance if contacted by the HSE	

	Cleaning	Y/N Date completed Completed by
19	Take the isolation area out-of-use until cleaned and disinfected	
20	Make arrangements to clean and disinfect any classroom or other space where the staff or pupils were located	
21	Arrange for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building	
22	Ensure the cleaners have been trained in dealing with contaminated areas and supplied with the appropriate PPE	Yes, have liaised with Maria on both

Checklist for School Management

Based on Appendix 6 of COVID-19 Response Plan (DES)

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

	Planning and Systems	Y/N Date completed Completed by
1	System in place to keep up to date with the latest advice from Government and Department of Education, to ensure that a advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that a advice	Yes
2	Prepared COVID-19 Response Plan – shared with staff (and students)	Ongoing Covid Response Plan is a live document Logistical planning document for parents/guardians (Logistical Plan will contain essential material from Covid response Plan)
3	System in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them	yes
4	Displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19 (Department to provide)	Yes - ANAs and Patricia
5	Told staff of the purpose of the COVID-19 contact log	Yes
6	COVID-19 contact log in place to support HSE tracing efforts if required (Template attached)	Yes
7	Informed staff on the measures implemented and provided a system for them to raise issues or concerns and to have them responded to	Yes
8	Reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19 (Template attached)	Mary G., Maeve Ongoing
9	Updated emergency plans, if necessary to take account of the COVID-19 response plan	Fire Drill- as usual- Anna

		Health and Safety /Critical Incident -Anna
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	Staff	Y/N Date completed
10	Made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace (template provided)	Yes
11	Aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff	Yes
12	Advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19	Yes Symptoms are in both logistical plan and COVID response plan
13	Told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is	Staff – yes Children – as appropriate
14	Advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life	Yes - Maeve
15	Identified a lead worker representative and deputy lead worker representative (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of Department's COVID-19 Response Plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and	Yes Brian/Clodagh
16	Taken measures to ensure all staff know who the representatives are	Yes

	Training and Induction	Y/N Date completed
17	Advised staff to view the Department of Education's training materials which will be available online	Done - Maeve
18	Taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school	Done - Patricia
19	First aiders have been given updated training on infection prevention and control e: hand hygiene and use of PPE as appropriate (<i>It is was intended that training will be provided as part of the Department's online training programme</i>).	No specific training provided – hand hygiene and PPE covered in general induction training

	Buildings / Equipment	Y/N Date completed Completed by
20	Mechanical ventilation cleaned and maintained	N/A
21	Water system flushed at outlets following low usage to prevent Legionnaire's Disease – Dennis – run taps for 20s – can add a small amount of bleach / Milton	Yes -Dennis
22	Visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again	Ongoing- Dennis and all staff
23	Arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening	Yes – deep clean 4 – 6 August

Control Measures in place

	and / respiratory hygiene	Y/N Date completed Completed by
24	Accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August)	Ongoing-ordered by Maeve
25	Hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance	Yes - Dennis and aide (Maurice)
26	Arrangements made for staff and pupils to have regular access to hand-washing/hand sanitising facilities	Yes
27	Hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings	Yes
28	Arrangements to ensure hand hygiene facilities are regularly checked and well-stocked –	Yes – Maureen
29	Alcohol-based sanitiser has at least 60% ethanol or 70% isopropanol as the active ingredient	Ordered - Maeve
30	Informed staff about the importance of hand washing	Done

31	Arranged for staff to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource - https://youtu.be/lsgLivAD2FE - part of induction training	Done- reinforced at staff meeting- Maeve
32	Shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located	Video in induction training; hand sanitiser stations installed
33	Displayed posters on how to wash hands correctly in appropriate locations - file:///C:/Users/User%201/Downloads/73004_ef6065eb5cc04c9eb2fd1f787c5210a1.pdf	Done :ANAs and Patricia
34	Told staff and pupils when they need to wash their hands or use hand sanitiser - This includes: <ul style="list-style-type: none"> ➤ before and after eating and preparing food ➤ after coughing or sneezing ➤ after using the toilet ➤ where hands are dirty ➤ before and after wearing gloves ➤ before and after being on public transport ➤ before leaving home ➤ when arriving/leaving the school /other sites ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any COVID-19 symptoms 	In Response Plan and Logistical Plan Memo to staff
35	Told staff and pupils of the importance of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> ➤ avoid touching the face, eyes, nose and mouth ➤ cover coughs and sneezes with an elbow or a tissue ➤ dispose of tissues in a covered bin 	As no. 34

	Physical Distancing	Y/N Date completed Completed by
36	Identified all available school space to be used to maximise physical distancing	Yes
37	Reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements	Yes
38	Arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary	Done

39	Arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks	Done
40	Arranged in each room that so that (pods) groups of four would be at least 1m away from each other – (For 3rd to 6 th) Infants to 2 nd – 1m distancing as much as possible and larger pods/groups may also be possible	Done
41	Allocated work stations consistently to the same staff and children rather than having spaces that are shared - If changing composition of pods, keep a record of previous lay-out to facilitate contact tracing - Change places after breaks – or on a Monday morning	Ongoing-
42	Structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles to the extent that this is practical (3 rd – 6 th)	Ongoing-
43	Arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible	Done
44	Taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible	Yes
45	Arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context	Ongoing -
46	Arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times	Yes
47	Arranged where possible that different class bubbles have separate breaks or separate areas at break times.	Yes
48	Made arrangements to limit interaction on arrival and departure from school and in other shared areas	Yes
49	Encouraged walking or cycling to school as much as possible	Yes—part of logistical plan
50	Made arrangements, in so far as practicable, to open additional access points to school to reduce congestion	Yes
51	Provided a one system for entering and exiting the school building at breaktimes	Yes -
52	Arranged for staff meetings to be held remotely or in small groups	Yes
53	A system to regularly remind staff and pupils to maintain physical distancing – assemblies, staff memos	Yes
54	Advised staff not to shake hands and to avoid any physical contact	Yes

	Visitors to Schools	Y/N Date completed Completed by
55	<ul style="list-style-type: none"> Identified the activities that involve interacting with essential visitors to the school made arrangements to minimise the number of such visitors put in place measures to prevent physical contact, as far as possible 	Yes

56	Arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection - memo	Yes
57	A system in place for all visitors who do need to come to the school <ul style="list-style-type: none"> to make an appointment, to contact a central point to record their visit using the contact tracing log 	Yes - Carol

	Dealing with a suspected case of COVID-19	Y/N Date completed Completed by
58	Nominate a member of the school leadership team to be responsible for ensuring that all aspects of the protocol to deal with suspected cases of COVID-19 have been adhered to	Maeve

Checklist for Lead Worker Representative and Deputy Lead Worker Representative

Based on Appendix 8 of COVID-19 Response Plan (DES)

Completed by: Brian and Clodagh

Date completed: 04.09.20

Role: Lead Worker Representative

Deputy Lead Worker Representative

		Yes / No
1	Have you agreed with your school to act as a Lead worker representative for your school? (<i>Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally</i>).	Yes
2	Have you been provided with information and training in relation to the role of lead worker representative? (<i>Training for this role is currently being explored with the HSA</i>).	Yes
3	Are you keeping up to date with the latest COVID-19 advice from Government?	Yes
4	Are you aware of the signs and symptoms of COVID-19 ?	Yes
5	Do you know how the virus is spread ?	Yes
6	Do you know how to help prevent the spread of COVID-19?	Yes
7	Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?	Yes
8	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
9	Have you completed the COVID-19 return-to-work form and given it to your school?	Yes
10	Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (<i>Checklist for School Management available</i>)	Yes
11	Did your school consult with you when putting control measures in place? <i>Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol</i>	Yes
12	Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	Yes
13	Are you co-operating with your school to make sure these control measures are maintained?	Yes
14	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (<i>Checklist for Cleaning and Disinfection available</i>)	Yes
15	Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes
16	Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?	Yes
17	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes

18	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Yes
19	Are you co-operating with your school in identifying an isolation area and a safe route to that area? (<i>Checklist for dealing with suspected case of COVID-19 available</i>)	Yes
20	Are you helping in the management / monitoring of someone developing symptoms of COVID-19 while at school?	Yes
21	Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Ongoing
22	Are you helping in maintaining / monitoring the maintaining of the contact log?	Carol to maintain
23	Have you been made aware of any changes to the emergency plans or first aid procedures for your school?	Changes communicated to all staff
24	Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?	Yes
25	Are you raising those control concerns or suggestions with your school management and feeding back the response to the worker who raised the issue?	Yes
26	Are you aware of the availability of the Spectrum Life Wellbeing Together Programme? – <i>see Section 12 of the Response Plan</i>	Yes

Guidelines and action points for 1.30 club

Staffing

Sarah, Liz and Claire will staff the 1.30 club. Liz will supervise the junior group (currently 9 children), Sarah and Claire will supervise the senior group (currently 19 children). Sarah may move between the 2 groups to facilitate supervision in the junior group i.e. toileting accidents.

Face coverings will be worn if 2m distancing cannot be maintained.

Location

Where possible the children will play outside in the junior playground. A decision will be made regarding weather conditions by 1.30 club. It is important that children are dressed appropriately for the weather and prepared for rain.

<https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/#physical-distancing>

While in the playground, the 2 groups will remain separated with half of the yard for each group. Juniors will be on the Left-hand side (quiet house) and seniors on the right-hand side of the yard.

When on the yard, juniors will use the outside bathroom and seniors will use the bathroom in the Multi-purpose room (MPR). Will be accompanied as far as the room door.

If the weather is unsuitable for outdoor play, Liz will supervise the juniors in the backstage room (BSR) and Sarah and Claire will supervise the senior group in the MPR.

Leaving the classrooms

Liz will bring the juniors down the corridor at 1.20pm. If going outside, bags will be left in cubbies at the classroom door. On indoor days, the coats will be left on hooks also.

Claire and Sarah will bring senior infants down the corridor at 1.30pm. Coats and bags will be left outside the MPR at the coat hooks until Senior Infant cubby holes are in place.

Leaving the 1.30 club

Liz will bring juniors back to the classroom at approximately 2.10 pm to wash hands, collect coats and bags. At 2.20 pm, Liz will supervise parents collecting children at the front door.

Claire and Sarah will bring seniors back to the MPR at approximately 2.15 pm to wash hands, collect coats and bags.

At 2.30 pm, Claire and Sarah will supervise parents collecting children at the front door.

Parents will be reminded of the importance of prompt collection but should a junior child be not collected by the time seniors arrive at the door, Liz will stand outside the front door with the child.

If this is a repeated problem this should be reported to Maeve.

Parents should be reminded to move away from the door once they have collected their child.

Child/adult protection

In line with current procedures, 2 adults are present when dealing with intimate care issues such as changing clothes due to toileting accidents or first aid. The child should be encouraged to do as much by themselves as possible. The staff member will wear face-covering, gloves and apron.

Parents will be asked to provide a change of clothing for each child which will be kept in their school bag. This should be underwear, socks and a light pair of leggings or tracksuit bottoms.

Hand hygiene/First aid

Hands will be washed on arrival, if not washed in the classroom before leaving. Children will wash hands before leaving 1.30 club.

Hand sanitiser will be provided in each room.

There will be a first aid kit in both rooms. When outside on the yard, the yard first aid boxes will be used.

Equipment

PE floor mats will be used in both rooms and cleaned down at the end of the session.

★ Soft furnishing and toys will be removed and stored under the stage.

In line with government guidelines, toys will be selected on suitability and ability to be cleaned easily.

An allocated set of toys to be stored in each room. Outdoor toys will not be used every day.

Toys will be cleaned a minimum of once a week. Teachers will be using the dishwasher at 1.30 to wash class equipment so 1.30 club will use the dishwasher during the school day where possible.

Toys may be rotated between the groups only if cleaned thoroughly before transfer.

★ Sarah to look at sourcing dolls with hard bodies. Will use hula hoops on yard

★ For colouring, children will have their own crayon pot and colouring sheets will be handed out by staff

★ 1.30 club to source pots for crayons and label for each child.

★ Liz will need a roll book for junior group. Will speak to Carol about this.

Food/Snacks

Due to being outside more often, 1.30 club will not providing a snack at this time. Children will have eaten later than previous years so should not be a problem.

If a child or adult becomes unwell

The same procedure applies as during the school day. The isolation area is the disabled toilet. Any decision regarding suspected COVID 19 cases should be made in conjunction with the principal or deputy principal.

Full details in RETNS response plan.

30/08/2020

