

Covid Response Plan	30 08 20
Updated	27 09 20
	01 03 21
	26 08 21

Prior to opening

All Staff

- Complete Pre-Return to school form prior to returning (three days before) – Google forms
This form should be completed after every period of school closure such as holiday
- New staff completed induction training
- Appointed Lead worker and Deputy Lead worker representatives – Brian and Clodagh

Signage

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

School Setup

- There should be no unnecessary furniture (library areas, carpets, unnecessary desks and shelving) in the classrooms
- Use similar layout in classrooms for 3rd – 6th – tape on floor to mark table placement
3rd – 6th Class in pods of 4/6 children
Teacher’s desk to be 2m (where possible) from children’s desks

Communication

Staff: Email updated COVID Response Plan prior to opening

Staff Meeting Tuesday August 31st 9.30 – 11.00 (zoom/outdoors)

Parents/Guardians:

- Logistical Plan

To include:

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

New children and children with additional needs and access to ANA

Children will be invited to visit the school on Tuesday 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

Arrivals and Departures**Staff**

All staff on site by 08.30 (especially those driving)

Painted stencils are at 2m intervals from school gate to each entrance

School team on duty from 08.45

- Maeve & Maurice at gate – parents asked to drop children at school gate with exception of parents from JI-2nd who may drop children at their designated entrance
- Carol at front door
- Support teachers:
 - front of school
 - back of community centre

ANAs

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

Class teachers: in classrooms from 08.45

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. Please avoid congregating at the gate. If early, consider taking a short walk until your allocated time.

Staggered Arrival times

08.45: Families Adams - Dowling

08.50: Families Doyle - McGrath

08.55: 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/scooters, should dismount before entering the school grounds, park their bike/scooter 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 or lock their bikes at the Community Centre)*

Junior Infants

Junior Infants will arrive in four groups on Wednesday 1st September 2021.

- 9.15am group 1 arrive
- 9.30am group 2 arrive
- **10.30am group 1 and 2 depart**
- 11.00am group 3 arrive
- 11.15am group 4 arrive
- **12.15pm group 3 and 4 depart**

Junior infants will enter by the front door where they will be welcomed by Brian, Sarah and Liz. One parent/guardian may accompany their child/ren into the classroom.

From Thursday 2nd September children will arrive as per arrangements for the rest of the school. **Junior Infants will finish school at 12.00pm from Thursday 2nd September – Friday 10th September.**

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 exit at 14.20

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

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

2nd, 4th, 5th & 6th exit at 14.30

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

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

5th & 6th exit via the back of the community centre

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 Maurice will leave school by 16.30 to facilitate cleaning. Maurice 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 9.00) 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 remain upstairs, 3rd and 4th downstairs
- 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)

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.

Ventilation

RETNS will follow *'Practical Steps for the Deployment of Good Ventilation Practices in Schools'* published by the Department of Education. The guidance states that:

- Windows should be open as fully as possible when classrooms are not in use (e.g during break times or lunch times and at the end of each school day.
- Windows should be partially open when classrooms are in use

The guidance states that good ventilation can be achieved in classrooms without causing discomfort, particularly in cold weather

CO2 monitors will be used to measure levels in classrooms.

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.

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.

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:
 - J1-1st 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
 - Brian to collect all coolers and leave in MPR
 - Liz to wipe down all cooler boxes before reusing – *for discussion with staff*

Library – Classes can use the school library. - *for discussion with staff*

Windows to be opened.

Children to return books to the returns trolley.

3rd-6th class children to sit in pods

Seomra Sonais 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
- Spend time talking and acknowledging anxieties and concerns
- Use outdoor spaces where possible
- Spend time teaching children and reinforcing messages 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 and at the end of the day
- Homework: The new homework policy will be sent to parents in the Weekly update

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 in accordance with our Remote Learning Plan

Staffroom

- Break and lunch times will be staggered *See Appendices*
- Windows and door open for ventilation
- Cutlery and Crockery: 3 stations available with cutlery, crockery and kettle for staff
- Aim for clear table and worktops. Staff to clean eating space at table with blue towel and anti-
 - bac when finished break/lunch

- Each staff member is responsible for putting their own crockery/cutlery in the dishwasher or
 - in the basin provided
- Dishwasher/fridge/microwave: wash hands before/on entering the staffroom.
- Photocopier: Use hand sanitizer before use
- Computers: Used by ANAs, teachers as back up for printer. Computers to be wiped down between users.
- Max of 6 people at large staffroom table
- Max of 3 at smaller table

School visitors & use of school

1.30 Club will run in Artist's Studio for Junior Infants (Liz and Amy) and MPR for Senior Infants (Clare).

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.

Visiting teachers/coaches/workshops/ swimming will be subject to a risk assessment on a case by case basis.

All visits to the school (parents, DES staff, company reps, trades 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 Form** needs to be filled out on Aladdin Connect.

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.
- If the sanitiser/soap provided by the school is not suitable for your child, please inform the class teacher in writing and provide an alternative.
- Alcohol-based sanitizer must not be stored or used near heat or a naked flame

Masks

Staff are required to wear face coverings when working with children and where it is not possible to maintain a physical distance of 2 metres from other staff, parents or essential visitors.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorized as people in very high risk groups, or may be living with people who are in a very high risk category
- Administering first aid
- Meeting with parents if held face-to-face

Where staff provide first aid or healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice- disposable aprons are available if required

Visors

In certain situations the use of clear visors should be considered, for example, staff interacting with pupils with hearing difficulties or learning difficulties.

All staff wearing face coverings are reminded not to touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information should be provided on the proper use, removal and washing of face coverings

<http://www.youtube.com/watch?v=T6ZgdplfSqw>

Medical grade masks (EN14683) are made available to all staff who request them
Wearing a face covering does not negate the need to stay home if symptomatic
Sanitisers and PPE are procured using the PPE grant

Cleaning

- Contract cleaners are employed by the school to carry out daily cleaning.
- Cleaning in the school has been increased by 12 hours per week
- 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 will 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

Maurice to work an additional 30 m in the morning – 07.30 - 10.00; 15.00 – 17.30

- 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 cleaned on departure of suspected case

Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in RETNS

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; pupil-pupil, teacher-teacher and teacher- pupil 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.

How to minimise the Risk of Introduction of COVID-19 into Schools:

- Promote awareness of COVID-19 symptoms (**details below**);
- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils 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
- Advise staff and pupils not to return to or attend school in the event of the following:
 - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
*staff do not need to restrict their movements or get a test if they are fully vaccinated, as long as they have no symptoms of COVID-19
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (**details below**);
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school
- Advise staff to undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health
- 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
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser
- Visits to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Suspected COVID Cases

Isolation area: Accessible toilet

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

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

- A fever (high temperature - 38 degrees Celsius or above).
- A new cough - this can be any kind of cough, not just dry.
- Shortness of breath or breathing difficulties.
- Loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

If your child has any of the above symptoms of COVID-19, do not send them to school and contact your GP. Children should not come to school if they have

- Been in close contact with someone who has tested positive for Covid-19
- Been living with someone who is unwell and may have Covid-19
- **If you have travelled outside of Ireland in recent weeks**, please consult and follow the latest Government advice in relation to foreign travel. The most up to date travel advisory can be found at this link <https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory/> Further information on traveling to Ireland is at this link - <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/#travelling-to-ireland> and here <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

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. 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

- A mask will be provided for the suspected case presenting with symptoms.
- 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.
- 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 the principal and secretary, 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.

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. 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*'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is currently available on the wellbeing portal.

Appendices 1

Proposed Timetable

September 2021

Team A Orange

Jl, Sl, 4th, 6th

Brian, Niamh, Katie, Darren

Sarah, Liz, Clodagh, Anna H

Anne and Patricia, Laura

Team B Blue

1st, 2nd, 3rd, 5th

Aileen, Ciara, Ronan, Anna

Mary H, Phil and Nicola, Una, Maureen

Mary and Claire, Anníack

Team A Orange		A Staff breaks	Team B Blue		B Staff Breaks
8.45 – 9.00	Arrival		8.45 – 9.00	Arrival	
9.00 - 10.00	Learning		9.00 - 10.00	Learning	
10.00 - 10.30	Learning	10.20 Duty teacher break	10.00 – 10.35	Learning	
10.30 – 10.40	Yard	Teacher break	10.35 – 10.45	Snack	ANA break
10.45 – 10.55	Snack	ANA break	10.50 – 11.00	Yard	Teacher break
10.55 – 11.30	Learning		11.00 – 11.40	Learning	Duty teacher break (from 11.00- 11.10)
11.30 – 12.00	Learning		11.40 – 12.20	Learning	
12.00 – 12.25	Yard	Teacher lunch	12.20 – 12.30	Lunch	Duty teacher lunch (from 12.10- 12.35)
12.25 - 12.35	Lunch	Duty teacher lunch (until 12.45)	12.35- 1.00	Yard	Teacher lunch
12.35 - 1.25	Learning	ANA lunch (12.55 -1 .25)	1.00- 1.30	Learning	ANA lunch
1.25 – 2.30	Learning		1.30 – 2.20/2.30	Learning	

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: 4th Class

Zone 4: 6th Class

Junior and Senior Infants enter and exit at junior yard door

4th and 6th enter and exit senior yard door

Team B

Zone 1: 1st Class

Zone 2: 2nd Class

Zone 3: 3rd Class

Zone 4: 5th Class

1st, 2nd, 3rd, 5th 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