



Covid Response Plan (25th August 2021)

Covid-19 School Policy

This policy is written to outline the schools commitment to preventing the spread of Covid-19, ensuring the health and safety of all school members and the continued learning of the children. This policy has been brought to staff, management and parents to ensure proper consultation. A Covid-19 Response committee was established for the implementation and review of this policy. The committee comprises of ISM members and members of teaching, SNA and ancillary staff.

Policy Statement

Citywest & Saggart Community National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following response plan. The BOM and all our school community are responsible for the effective and successful implementation of this plan. A combined effort is required to help contain the potential spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- Provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- Display information on the signs and symptoms of COVID 19 and correct hand washing techniques
- Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to the reopening of school
- Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements where relevant
- Adapt the school routines to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- Keep a contact log to help with contact tracing
- Ensure staff and pupils engage with induction/familiarisation briefing provided by the employer
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school or at home
- Implement cleaning in line with the Department of Education advice.

Relevant parties will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. An updated risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is completed. We have reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan.

1. Covid 19 Information

Signs and Symptoms

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste
- Any unusual symptom.

You should always err on the side of caution. When your child is sick, please keep them home from school and seek medical advice over the phone from your doctor.

Information is available on our website at: <https://cscns.ie/covid-19-information/>

Control Measures

Respiratory Hygiene

Staff and pupils are advised to cough or sneeze into their elbow and to wash/sanitise hands immediately afterward. Masks will be worn by staff when a physical distance of 2m cannot be maintained. This may include small group work, individual conferencing with individual students or during learning support. The hope is that other preventative measures can also prevent the spread of the virus if it is present. Signs will be displayed around the school building as a reminder and discrete lessons will be done in the first few days regarding this.

Ventilation

Good ventilation is vital to prevent the spread of Covid 19 in an indoor setting. The following practical measures will be adopted in our school to ensure good ventilation:

- Windows should be open as much as possible when classrooms are not in use and **partially** opened during class (Our school has built in vents in the windows). **Windows closest to the bottom should be used to ensure heat retention at higher levels**
- It is suggested that windows could be opened at intervals for a period of time and then closed again
- Classroom doors will remain open where practical at periods throughout the day
- Staff areas, PE hall and other areas will be ventilated using the above measures

CO2 monitors are being made available to schools. These will give an indication of badly ventilated areas or times when a room can become poorly ventilated. When there is a monitor in your room, it should be plugged in at least 0.5m away from people and not placed near windows or heaters. A CO2 reading of 1400-1500ppm is indicative of poor ventilation and actions like those listed above should be taken to increase the ventilation in the room. Where the sharing of devices is needed, a rota will be developed.

Hand Hygiene

Staff and children will be required to wash their hands well and often throughout the day. **Hand sanitiser is only effective when hands are relatively clean. Emphasis will be on using the sinks and soap.** It has been advised that children wash/sanitise their hands at the following times:

- On arrival at school; (Hand sanitisers at external doors)

- Before eating or drinking (Classroom sinks/ bottle of sanitiser per pod)
- After using the toilet; (Classroom sink, soap and warm water)
- After playing outdoors; (Sanitisers at external doors on the way back in)
- When their hands are physically dirty; (Classroom sink, soap and warm water)
- After coughing or sneezing (Classroom sink, soap and warm water/hand sanitiser in classrooms)

More detail is given in the daily layout plan in appendix 1. In addition to good hand hygiene, children and adults should refrain from touching their face or placing items near their mouth/nose/eyes as much as possible.

Physical Distancing

We still want our school to be a social and sociable place to be, while also maintaining the safety of all. Thus, we use the term physical distancing.

Junior classes

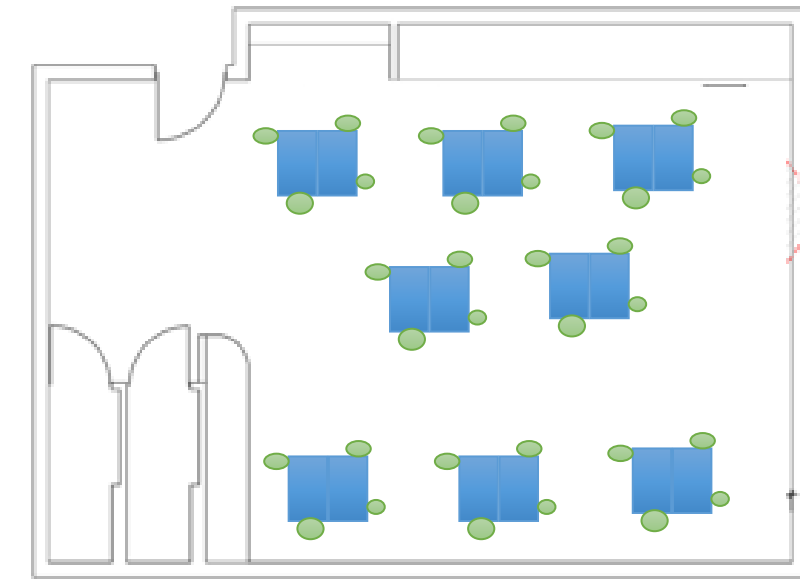
Junior infants – 2nd class and the ASD classes will not be required to maintain a minimum physical distance but will remain in **Pods** as much as possible. Where children may need to move from their pod for prolonged periods, this should be noted for that day/time. Pods can range in size from 4 – 6 children. **Physical contact between children must be discouraged.** Teachers should avoid coming to the face level of children where possible (With the exception of administering first aid (First Aid procedures below). Children should also be encouraged to reduce coming face to face with others.

When walking in lines, children should ensure they keep their hands to themselves **without placing fingers on their lips.** Teachers should take the time to teach this upon return to school.

Senior classes

There will be a requirement to maintain a **1m distance** in the senior classes (3rd to 6th class) where possible. The classrooms will be laid out to maximise space between pupils. Children will be in pods of 4. Where children may need to move from their pod for prolonged periods, this should be noted for that day/time. When walking in lines around the school, children should try to keep **arm's length from the person in front of them or to maintain a 1m distance and they should never come face to face at close proximity.** Upon a return to school, this will need to be **reemphasised.**

Sample Class Layout





Staff

Staff should continue to adhere to public health advice. A distance of 2m should be maintained but at least 1m. We understand that this will be difficult and is counterproductive to some aspects of our emphasis on staff wellbeing, but it is a necessary measure. Staff should:

- Avoid chatting for prolonged periods in small areas of the school (corridors, smaller rooms)
- Have meetings in classrooms, where a distance of 2m is maintained at all times
- Minimise the use of facilities for preparing food outside of the break times.

Maintaining a reasonable distance from students must be considered at all times. However, this may not be always possible in the instances of intimate care and first aid. Appendices have been added to the Intimate Care and Health and Safety Policy to reflect Covid-19 procedures.

SNAs and staff working with children in small group/individual basis will be encouraged to wear medical grade masks which will be available from the office. All staff should wear face masks when within 2m of a child or another adult. Extra protection of a visor may be warranted where intimate care is taking place. Guidelines regarding the wearing and disposal of masks should be read by staff [here](#).

However, the use of clear visors can be considered in situations where a teacher/SNA would be working with a child with Special Educational Needs.

2. Physical Measures in the school building

Signage

The school will display signage in the common areas and within classrooms which will detail the signs and symptoms of Covid-19 and reminders of good hygiene etiquette. These signs will be age appropriate. On return to school, the children will be encouraged to create posters for our school which will reinforce these ideas.

Specific areas in the school

Access by people to the school building will be limited to pupils and staff as much as possible. Should someone require access to the building, they will need to complete a contact log at the office which will detail their movements and the people with whom they had contact. Movement around the school and time spent in the building should be limited.

Each visitor to the school will be required to wear a visitors badge and will be presented with a protocol sheet which they will need to read prior to entering the main part of the building.

All details collected will be stored securely in accordance with GDPR guidelines.

Reception Area

- A maximum of 1 person/1 family unit will be permitted to enter this area at any time.
- Signs will be erected to reflect this measure

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|-----------------------------------|--|
| | <ul style="list-style-type: none"> - The glass window to the office will remain shut where possible - The main door will remain open where feasible |
| Karen's Office | <ul style="list-style-type: none"> - Staff and pupils will not be permitted to enter fully into Karen's office as physical distancing would not be possible. Tape will be fixed to the floor to mark areas to which 1 person can enter - The office will be supplied with cleaning materials. - A contact log and other records will be stored in the office - The glass windows will remain shut when communicating and there will be masks available if the glass needs to be opened. |
| Classrooms | <ul style="list-style-type: none"> - Close consideration should be given to the layout of desks in classrooms - Surfaces should be kept as clear as possible to aid with cleaning - Children should not move around the classroom often, they should have what they require close to hand. (In boxes/towers) - Doors and windows can remain open where possible to ensure good ventilation - The sharing of materials should be minimised. - Where PCs/Panels/IWB are used, they should be wiped after each use - Each classroom will have adequate sanitiser and cleaning materials - Classrooms will be cleaned each day |
| Offices and Support Rooms | <ul style="list-style-type: none"> - Due care should be given to the numbers of people in support rooms. - Where teachers share a room, a distance should be maintained - Cleaning materials provided for cleaning down surfaces and equipment - In class support will be preferable over withdrawal for pupils |
| Store rooms (PE, Maths, Art etc.) | <ul style="list-style-type: none"> - A maximum of 2 adults will be permitted in these areas. Additional staff must wait outside. Staff must limit the items they touch in these areas. - Children should not use these areas - Signage to be erected to reinforce this |
| Corridors | <ul style="list-style-type: none"> - Door stops will be used to minimise contact spaces - Stair rails will be cleaned regularly - Hand sanitising stations have been set up - A 'Walk on the left' rule will be used and marked with arrows/signs |
| Library | <ul style="list-style-type: none"> - The library will be out of use until further notice |
| Yards | <ul style="list-style-type: none"> - Physical distances must be maintained between class groups and staff on the yards. More details in the daily layout below. - Yards will be divided up to mark areas in which classes will stay - Any yard equipment will be limited to those areas (Colour coded) |
| Toilets (Public) | <ul style="list-style-type: none"> - Staff should sanitise hands before and after use of the staff and public toilets. - Where toilets are used for the intimate care of pupils, separate toilets will be used. These would be detailed in the child's PPP. - PPE equipment will be available to teachers and SNAs for the intimate care of pupils. - Toilets will not be available to parents in the mornings or collection time |

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| Multi-sensory room and OT room | - These rooms will be exclusively for the use of children in the ASD class to ensure there is no cross contamination. (with limited exceptions) |
| Staffroom | <ul style="list-style-type: none"> - The staffrooms will not be used in the same way as we are used to - There will be a number of Staff hubs established to take the pressure away from the main staffroom (A kettle and microwave will be made available in each of these areas as well as necessary cleaning): <ul style="list-style-type: none"> ▪ P.E Hall and kitchenette ▪ Staffroom - A rota will be developed to swap the setting on occasion - Staff should maintain a physical distance at all times. - Staff should have their own set of cutlery and delph. They can use the boxes provided to store these. They will need to be washed by the staff member themselves. - There will be disinfectant wipes/spray present in these areas to wipe down the table area and any equipment used. |

Shared Resources

Where possible, resources should not be shared between classes. However, we have a significant amount of good quality shared resources in our school. If you sign out some piece of equipment (Maths, Readers, Science etc.) they should not be passed onto a different class immediately. They must be sprayed with disinfectant aerosol spray and returned to the store. They must then be labelled as out of use for 3 days. Red cards will be made available.

Within the classroom, children can use the IWB, ipads, laptops, IWB pens etc. However, a routine of sanitising hands before use and wiping the equipment must be ingrained. (Laptops should not be wiped with wet wipes. Spraying anti-bac spray on blu roll and wiping would suffice.

Classroom Resources

Children must maintain their own set of resources at their own desk as much as possible. The following measures are in place to ensure this:

- Children will have their own box/tray for books, copies etc.
- Each child will have their own pouch for pencils/pens etc.
- Each child will have their own homework folder
- Where resources must be shared, they should be only shared within a pod of children (i.e crayons, paint brushes, paint pellet etc)

Cleaning of Toys

All toys should be cleaned on a regular basis (weekly). This will remove dust and dirt that can harbour germs. The class teachers will clean the toys in their own rooms. Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

If cloth or soft toys are used they should be machine washable. Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded. Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

Moving around the Campus

There is a one way system through our gates and around the campus. When on the campus, we would **highly recommend** that parents and adults wear face coverings e.g when queuing to greet your child after school. If a parent has to enter the school building, the wearing of a face covering will be mandatory. When collecting and dropping off children parents/guardians must:

- Use the yellow queue lines when waiting
- Not congregate in groups
- Leave the campus as soon as possible

Moving around the Building

Staff and children will adhere to a 'Walk on the Left' rule on the corridors. There will be arrows and markers to remind people of this. Busy doorways will be held open with doorstops. **These will be removed as people leave the building for a fire evacuation.**

When children are walking in their lines with their class, a distance of 1m will be maintained between each Pod. Teachers should use creative ways to do this and to remind children.

Infants should not be encouraged to 'put fingers on lips'. Instead, our school could adopt a 'Walk like a soldier' approach.

- 1,2 This is what I do
- 3,4 I face the door
- 5, 6 I keep my hands fixed
- 7, 8 I stand up straight
- 9, 10 I walk quietly ahead

3. Returning to School Life

All parents of pupils **must complete a return to school declaration form**. This is available [here](#)

Few Pupils

Children with SEN and ASD class

Children with complex needs and mental health difficulties will need particular attention. Materials will be made available to these children before returning to the school building. Some children will be offered the opportunity to visit the school ahead of the school year.

Procedures for staff returning to work

There are a number of procedures in place which must be adhered to before staff can return to work.

1. An induction programme organised by DDLETB/DES must be completed prior to returning to work in the school building.
2. A return to work form must be completed **3 days** before all staff return to the school building. This form will be sent out ahead of starting back. The form will also be made available digitally to staff for completion at home. (A new version of the form is available [here](#))
3. Staff will be required to make themselves fully aware of Citywest & Saggart policies and procedures pertaining to the Covid-19 response. This information and an induction meeting will be held prior to school resuming.

Staff must not to return to or attend school in the event of the following:

- 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.

Staff must cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school

Staff must undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

Staff who are considered 'High Risk'

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk. This will be updated in line with public health advice.

The list of people in very high risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

If a staff member falls within any of the above categories, they should contact Mike or the LWR as soon as possible. A circular is due to be issued to deal with these instances.

Lead Worker Representative

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| Lead Worker Representative: | Barbara Crosbie (Teacher) |
| Lead Worker Representative: | Angela O' Brien (SNA) |

The role of the Lead Worker Representative and the Assistant Lead Worker Representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM. Name(s) of All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

The LRW and assistant LRW will meet with the principal once per week or when necessary.

First Aid/Intimate Care

The first aid and intimate care policies will be updated to include measures in this policy. Quick glance guidelines are included:

Toileting “Accidents”

COVID 19 Measures

In light of COVID 19, any staff member aiding child with a toileting accident should wear a mask and gloves in addition to maintaining as much distance as possible from the pupil.

1. The PPE must remain in place for the entire time the change is occurring
2. Soiled clothes must be double bagged
3. PPE gear must be placed in a bag and tied before being placed in a bin
4. Hands must be washed/sanitised immediately

Routine toileting of pupils in the mainstream and ASD Classes

COVID 19 Measures

In light of COVID 19, any staff member aiding child with routine toileting should wear a visor, gloves and disposable apron (where applicable) in addition to maintaining as much distance as possible from the pupil.

1. The PPE must remain in place for the entire time the change is occurring
2. Encourage the child to clean and dress as much as is possible for the child (These are teachable moments)
3. Avoid close proximity with the face of the child
4. Nappies (Where applicable) must be bagged and disposed in a sanitary bin
5. Gloves must be placed in a bin
6. Hands must be washed/sanitised immediately

Contingency plans for further school closures

Should our entire school close (Or a small section of the school), we will aim to continue teaching and learning using the Seesaw platform. Class teachers will set up a class profile in September. The Invitation letters can be printed and sent home with children in the first week.

In cases where a child must self-isolate due to symptoms of Covid 19, the school will make every effort to cater for the educational needs at home. This will be done on a case by case basis based on the availability of technology, the needs of the child and the availability of resources in the school.

Contingency plans for 'High Risk' pupils

Parents of children with High Risk medical complications must contact the school. A letter from a consultant stating the child falls into the high risk category is required and that they would not be safe to return to the school building. A plan will be developed between the pupil, parents and school team as to the best approach to continue teaching and learning from home.

Integrating of children from the ASD class

Some children may be mainstreaming from our ASD classes. This will continue as normal where it is safe to do so. The ASD class will become part of the bubble into which the child(ren) are integrating. Care will be taken to limit the close contact of these children with their peers in the mainstream class.

Learning Support

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

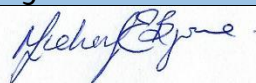
- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in senior groups.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending and each child will sanitise as they enter.

This policy was adopted by the board of management on 11th August 2020 (and amended for use from 25th August 2021)

Signed:
Chairperson



Signed:
Principal



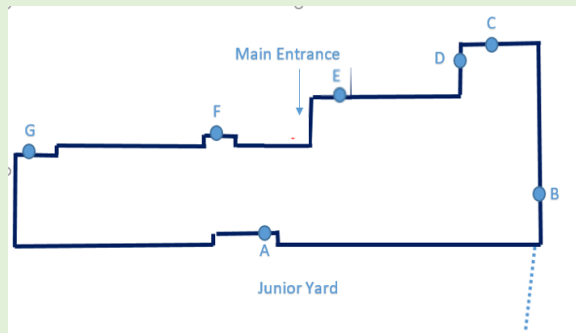
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Appendix 1 - Daily Layout

Morning Drop-off

- Drop off period: **8.45 – 9.05**
- Children from group A arrive in the period 8.45 – 8.55
- Children from group B arrive in the period 8.55 – 9.05.
- Children will enter straight into the school building at the entrance numbers below.

| Group A | Group B | Entrance: |
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| Junior infants – Ms. Mahon (6) | Junior infants – Mr. Mount (5) | A |
| Senior infants – Ms. Swan (4) | Senior infants – Ms. Mehta (3) | B |
| 1 st Class – Ms. Bates (1) | 1 st Class – Ms. Deay(2) | B |
| 2 nd Class – Mr. O Reilly (17) | 2 nd Class – Ms. O Neill/Ms. Farren | E (PE hall) |
| 3 rd Class – Ms. Ryan (15) | 3 rd Class – Ms. Harney (16) | E (PE hall) |
| 4 th Class – Ms. O Donovan (13) | 4 th Class – Mr. Dunne (14) | F |
| 5 th Class – Ms. Whelan (11) | 5 th Class – Ms. Smyth (12) | F/G |
| 6 th Class – Ms. Crosbie (10) | 6 th Class – Ms. O Riordan (9) | G |
| ASD Classes | | ASD entrance |



- Children should walk directly to their own classroom and maintain a distance from others. There will be a 'Walk on the Left' rule inside the school building which will be marked by arrows.
- **All children should sanitise their hands when entering the building.**
- Adult should not enter the building with their child. If there are issues, please walk with your child to the main office and follow procedures at that entrance.
- Coats will be placed in bags or on the backs of chairs

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| Clas s time | <p><i>Physical Space</i></p> <ol style="list-style-type: none"> 1. Desks should be laid out to maximise space between groups (junior classes) and between individual pupils in the senior classes. 2. The teachers desk should be placed at least 1m from the desk of the nearest pupil (Ideally 2m) 3. An area around the teacher's desk will be cordoned for 'teacher only' 4. Flat surfaces must remain as clear as possible to aid with cleaning 5. Older children will have their own tray/container to contain their books, copies and materials 6. Movement around the classroom and asking children to distribute materials should be avoided 7. Children should not swap chairs or move others' chairs 8. Maintain good ventilation through open windows/door where possible. <p><i>Interactions</i></p> <ol style="list-style-type: none"> 1. Children will not interact with children from other classes during the school day. They will remain in their own 'Bubble'. Staff working with these children will also be in that 'Bubble' 2. Within the class, children will sit in groups known as 'Pods'. Children should not mix, where possible outside of these pods. 3. Children should not come into close contact with each other face to face. 4. Staff should not sit or crouch near children unless absolutely necessary <p>Some considerations need to be given to limit the movement and close interaction of staff and pupils in the classroom.</p> | |
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Break and Lunch Time

Break times will differ for each group mentioned above:

Break

Group A: 10.20 – 10.30

Group B: 10.45 – 10.55

Teachers will have the freedom to take children for an activity break inside or outside the school around this time.

Lunch

Group A: 12.00 – 12.25 (children eat 12.30 – 12.40)

Group B: 12.50 – 1.15 (Children eat 12.40 – 12.50)

Teachers working in a particular group will supervise this group only. The yards will be separated by tape to keep individual classes separate. Children will be encouraged to play within pods where possible.

In the period in the lead up to eating, the teacher should allow the children time to wash hands (one person at a time at the sinks). This could be done by table, alphabetically etc. This will be worked into the normal part of daily routine.

Junior Yard: JI, SI, 1st, 2nd classes

Senior Yard/Outdoor Classroom: 3rd – 6th Classes (each class will get a chance in the outdoor classroom on alternating days)

ASD Yard: ASD classes

Classes using stairs will always adhere to walking on the left. This is to allow for cleaning of stairs railings during break time.

On wet days, children will remain in their classrooms. Eating time will be done during what is usually yard time.

Toilet usage during yard time will be minimised and where a child needs to use a toilet, they will be accompanied with an adult who can sanitise the area used/help the child to sanitise the area. – **The toilet beside Mike's office to be used.**

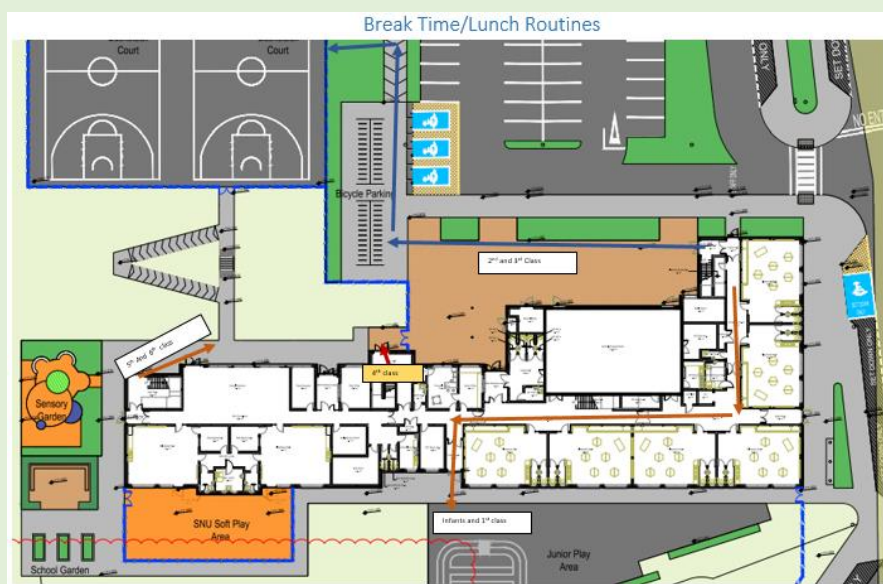
Teachers will be asked to wash their own utensils and wipe down their area. Boxes will be provided for storage of these.

Junior yard (Inf – 2nd class)

4 sections (the grassy area will be the 4th area – use the outdoor classroom when the grass is not suitable)

Senior yard (3rd – 6th class)

The area is divided in 4



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| Home time | A cleaning rota will be developed for the | |
| Collection Time | <p>The two groups will finish at different times and will be collected at these different times: Group A: 2.35 (1.35 for infant classes)* Group B: 2.45 (1.45 for infant classes)*</p> <p>Junior infants – 2nd class children will be collected from the doors through which they entered in the morning. Parents should form a queue while observing social distancing outside the door. As always, we encourage families to walk to school to avoid traffic congestion.</p> <p>3rd – 6th class children will be released through the doors through which they entered that morning. Parents are encouraged to give their child permission to walk by themselves. If you do need to collect your child, please queue outside the designated door while observing social distancing of 2 metres.</p> <p>The children will sanitise hands as they leave the building.</p> <p>Families are reminded not to spend unnecessary time on the campus and to be punctual with the times we have provided.</p> | |

Appendix 2 - Dealing with a case of Covid 19 in school

Pupils

1. Quietly and discretely move the child to a position in the classroom at least 2m from other children. Attention should not be drawn to the child causing embarrassment.
2. Alert Mike, Orla or one of the LWRs immediately by calling on the nearest phone or by sending the yellow card to them.
3. This person (Wearing a mask and gloves) will provide a mask to the child and will accompany them to Support Room 1 (Isolation Room). Here, the child will be provided with tissues and will leave the mask on where possible. The child's temperature will be taken.
4. The details of the event will be recorded in the **Covid-19 Suspected Cases Log**.
5. Karen will contact the parents and will arrange for the child to be collected. Once the parents arrive,
6. If the child is very ill, the school will also seek advice from the local doctor and/or contact emergency services.
7. The area from which the child came will be evacuated until the cleaning staff can fully disinfect the area. This group of children may wish to use the yard or P.E hall for P.E while this cleaning occurs.

Staff

1. Staff are encouraged to download the Covid Tracker App.
2. If in the case of a class teacher, the door should be left open to a neighbouring teacher. He/she must place a mask on their face, sanitise their hands. In the case of an SNA, inform the class teacher.
3. Contact Mike or Orla while maintaining maximum distance from all other staff members and children and also avoiding touching items in the school. A support teacher within the bubble will be asked to take the place of the class teacher/SNA.
4. If feeling well enough to do so, the staff member should leave the school immediately and drive home to isolate. From there, the staff member should contact their GP for further advice.
5. If feeling unwell, the staff member must make their way to the isolation room. Contact will be made with a family member, the local GO or emergency services where necessary.
6. The details of the event must be recorded in the **Covid-19 Suspected Cases Log**. A substitute will be sourced to cover the role for 14 days from that date.

Appendix 3 – Cleaning

Two members of maintenance staff:

Jonathan Parsons

Ciara Lacey

General information

Cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping/scrubbing. The area should then be rinsed and dried. The routine use of disinfectants is generally not appropriate but is recommended in circumstances where there is a higher risk of cross-infection for example someone has become ill whilst at school or if there has been a spillage of blood, faeces or vomit. See Table 1. • Disinfectants are potentially hazardous and must be used with caution and according to the manufacturer's instructions. Surfaces and items must be cleaned before a disinfectant is applied as most disinfectants are inactivated by dirt.

| | Routine | Post COVID case |
|--|---|---|
| Surfaces | Neutral detergent | Neutral detergent AND 0.05% sodium hypochlorite OR Virucidal disinfectant |
| Toilets | Neutral detergent AND (optional) 0.1% Sodium Hypochlorite OR virucidal disinfectant | 0.1% sodium hypochlorite OR Virucidal disinfectant |
| Cleaning equipment | Non –disposable cleaned at the end of cleaning session | Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant |
| Personal protective equipment for cleaning staff | Uniform AND household gloves | Uniform AND plastic apron (if available) AND household gloves |
| Waste management | Domestic waste stream | Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream |

Adapted from Table 1. ECDC Technical Report. Disinfection of environments in healthcare and non-healthcare settings potentially contaminated with SARS-CoV-2. March 2020

- ✓ Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.
- ✓ Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).
- ✓ Always clean high surfaces first, and then low surfaces.
- ✓ Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.
- ✓ Ideally, reusable cloths should be **laundered daily** on a hot wash cycle (at least 60°C) in a washing machine
- ✓ Ideally, mop heads should be removed and washed in the washing machine at 60°C at the end of each day or in accordance with the manufacturer's instructions.
- ✓ Mop heads should not be left soaking in dirty water.
- ✓ Buckets should be emptied after use, washed with detergent and warm water and stored dry.
- ✓ Waste bins should be emptied on a daily basis.

Classrooms:

| <i>Checklist</i> | | ✓ |
|--|--|---|
| Children's desks and chairs cleaned | | |
| Chairs placed on desk once cleaned | | |
| Teacher's desk, chair and whiteboard | | |
| Sink area cleaned (tap) | | |
| Adequate soap in dispenser | | |
| Bins emptied | | |
| Door handle sanitised | | |
| Window handles wiped | | |
| Floor visibly clean/need to be cleaned | | |
| Computer keyboards and buttons wiped | | |
| Check supply of hand sanitiser and cleaning products (Stock up as necessary) | | |

The above checklist will be located in each classroom along with a sign sheet

- ✓ Each classroom will be cleaned once per day once the class has left.
- ✓ Once the room has been cleaned, nobody should re-enter the room.
- ✓ Gloves and a mask will be worn by the cleaner
- ✓ Children should leave their chair at their desk, slightly pulled out to allow for cleaning. The desks will be cleaned first and chairs placed on top once cleaned.
- ✓ Teachers should complete a clean of their own desk, IWB daily before leaving.
- ✓ Toilets will be cleaned with particular attention paid to areas which are shared.

- ✓ Classroom floors will be swept and cleaned periodically throughout the week when classes are on the yard. Responsibility will lie with the teacher to maintain a clutter free room and a clean floor

Classroom Supplies: Sanitising gel dispenser, soap at 3 sinks, disinfectant spray, clothes, disposable cloths, sponges

Support Rooms/Office

- Support teachers should finish their timetables 10 minutes before the end of the day to clean the desks and chairs in their rooms.
- These items should be cleaned throughout the day if numerous children/groups are entering and leaving the room.
- Principal and secretarial spaces must be sanitised at the end of each day

Support room/Office supplies: Sanitising gel dispenser, disinfectant spray, clothes, and disposable cloths

Staffroom

| All tables and chairs wiped down and cleaned | |
|--|--|
| Handles of kettles, fridges, microwaves wiped down | |
| Bins emptied | |
| Sink and taps cleaned down | |
| Dishwashers put on where necessary | |
| Adequate levels of soap/sanitiser | |

- The staff eating areas will be thoroughly cleaned twice per day after each break
- These areas should be avoided outside of eating times by staff
- Staff are asked to wipe down their own eating area and chair to aid with cleaning

Toilets

| <u>Checklist</u> | ✓ |
|---|---|
| Use a detergent and/or bleach | |
| Equipment in good repair? | |
| Clean flush handle, seat, basin, taps and toilet door handles | |
| Separate cloths for toilet and hand wash basin | |
| Wipe down hand towel dispenser | |
| Soap dispensers have adequate levels? | |
| Paper towels at adequate level <u>in dispenser</u> | |

- ✓ The above checklist will be located in every toilet along with a sign sheet/log
- ✓ School toilets should be clean and in good repair and monitored regularly.
- ✓ Toilets, wash hand basins and surrounding areas should be cleaned **at least daily** and whenever there is visible soiling.
- ✓ Toilets should be cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles.
- ✓ Separate cloths should be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.
- ✓ Cleaning staff should inspect the toilets and hand washing facilities at regular intervals to ensure; The toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked).
- ✓ There is a plentiful supply of liquid soap, paper towels and toilet rolls.
- ✓ Waste bins are not overflowing.
- ✓ A checklist should be located in the toilets which is dated and signed at regular intervals. Schedule of environmental cleaning

Other Areas

- ✓ Additional cleaning support during school hours this should be focused on frequently touched objects and surfaces e.g., door handles, hand rails, chairs/arm rests, communal eating areas, sinks and toilet facilities
- ✓ Surfaces in dining areas should be wiped cleaned in between each sitting.
- ✓ Any crockery and cutlery in shared kitchen areas should be cleaned with warm water and washing up liquid and dried thoroughly before being stored for re-use.

Cleaning/disinfecting rooms where a child or staff member with suspected or confirmed COVID-19 was present

- ✓ The room should be cleaned as soon as is practicably possible.
- ✓ Once the room is vacated, the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- ✓ Disinfection only works reliably on things that are clean. When disinfection is required it is always as well as cleaning never instead of cleaning.

- ✓ The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron
- ✓ Clean the environment and the furniture using **disposable cleaning cloths** and a household detergent followed by disinfection with a chlorine-based product such as sodium hypochlorite (often referred to as household bleach).
- ✓ Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- ✓ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.

Cleaning of communal areas if a person is diagnosed with COVID-19

- ✓ If a child or adult diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant (as outlined above) as soon as is practicably possible.
- ✓ Pay special attention to frequently touched sites including door handles, backs of chairs, taps of washbasins, toilet handles. Once cleaning and disinfection have been completed and all surfaces are completely dry, the area can be put back into use.

Roles

The main role for the routine maintenance and cleaning of the school will lie with maintenance staff.

However, there are some ways that teachers can help to ensure the maintenance staff can work efficiently:

- Wipe down your own desk/IWB at the end of the day
- Ensure the floor is kept free of debris
- Leave the classroom as indicated at the end of the day
- Notify the staff if there are items missing/ supplies are running low
- Wipe down your own area after your lunch

