



*"Let the rooms be
full of happiness"*

*Scoil Iósaf National School,
Castlemartyr, Co. Cork.*

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Roll No: 13647B

Covid-19 Response Plan

Castlemartyr N.S.

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Introduction – Message from the Principal

28/01/2022

Dear school community of Castlemartyr N.S.,

This latest updated version of our school's Covid Response Plan has very few additions. Management and staff continue to strive to provide the safest possible environment for all of our school community by adhering to guidelines for schools.

One main change is the **addition of advice with regard to mask wearing in classes 3rd – 6th.**

Please continue to be mindful of the following:

Common symptoms of Covid-19:

- **A fever**
- **A new cough – of any kind**
- **Shortness of breath or breathing difficulties**
- **Loss or change in your sense of smell or taste**
- **Fatigue**
- **Aches & pains**

Other uncommon symptoms of coronavirus include:

- **Sore throat**
- **Headaches**
- **Runny or stuffy noses**
- **Feeling sick or vomiting**
- **Diarrhoea**

If anyone in the household presents with these symptoms, please ensure you do not send your child to school.

Le meas,

Anne Marie Barry

Principal

Message from the Deputy Principal

To our school community,

This Response Plan is drawn up strictly in line with guidance from Return to Work Protocols for Primary Schools, Professional Health and Safety Advice, Curriculum Guidance for Primary School Leaders and Teachers, and the context of our school environment in Castlemartyr.

All schools are different, and we are privileged to have a school with a huge play area, many entry/exit points and decent sized classrooms. This has helped enormously in our plans. We are also lucky to have a supportive parent body and community, and I look forward to everyone rowing in to ensure the safety of each other. The most important aspect of the plan is the

prevention of the virus reaching our school premises in the first place. The message is very clear:

- **A child should not come to school if they are displaying any symptoms of Covid-19, no matter how mild.**

School, however, must still be school. Children are entitled to an education, and children should enjoy their Primary School experience. The guidelines stress that a balanced approach to reopening is important, and we will do our best to provide the children with a social, enjoyable, and educational experience while still putting their safety as a priority. For those who may have to learn distantly for a period, we make a commitment to help you as best we can.

The same balanced approach applies to staff members. Wellbeing for all is at the forefront of our thoughts.

Finally, I ask you for patience and understanding. These are uncharted waters, and I know that the entire staff is dedicated to trying their best to make this work. There are bound to be teething issues, and I am always free to talk through concerns or questions so we can deal with any issues in a healthy respectful way.

Thank you very much, and I look forward to seeing you all on our return.

Here's to a good start,

All the best,

Mr. Ó Tuama



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COVID-19 Policy Statement

Scoil Íósaf, Castlemartyr 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 COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan 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
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Anne Marie Barry

Date: 28th January 2022

Planning and Preparation for the Return to School

Morning time line-up and entry to the school building:

- The vast space of the back yard will be used for morning line up on dry days. It will be much easier to keep class bubbles together when children line up with their teacher who will lead them through their designated entry point and ensure sanitisation of hands takes place.
- Children can arrive to a supervised yard between 8.55 and 9.10 to avoid crowding. This worked very well last year There is plenty of space, calm and respect displayed for social distance. Markings will be provided as a social distance guide for parents and to indicate drop off points.
- The entry point will be via the gate at the back of the school hall, with a drop off space for adults. A staff member will greet the students and adults from a socially distant spot and point the student in the right direction.
- On a wet day the children will go straight to their classrooms. The children will know their entry points and can enter through these only. On a dry day, sufficient time between classes entry into the building should be allowed to reduce the risk of bubbles mixing.
- Parents/guardians cannot enter the school yard or the school building without prior approval from the Principal
- Temperature checks will not take place in the morning, as public health advice indicates it could create delay on entry and facilitate the development of crowds. Parents/ guardians are asked to take charge of monitoring their child's health condition before arrival to school.
- Parents and staff are asked to follow the one-way arrow system in place on the steps and paths leading to the hall.
- The carpark will be closed for the remainder of the day following morning line-up.

Opening week for infant classes:

Particular arrangements have been made to accommodate the smooth transition of infants back to school. This information has been circulated to the relevant parents.

Breaktimes:

- Breaktimes will be staggered, with 2 separate breaks.
- Five minutes extra will be added to small break - for Health and Safety purposes, to ensure there is adequate time for cleaning of class toilets while the rooms are empty.
- The yard will be divided into 5 sections. Class bubbles will play in their own section, and will not mix with other class bubbles (as per Reopening Guidelines). We are lucky to have enough exit points from the classroom to the yard to facilitate each class entering the yard directly into their designated playing zone.
- Classes are assigned to either Group A or Group B so as to minimise the chance of interacting with other class bubbles on the way out to assigned yard zones.

<u>Group A</u>	<u>Group B</u>
JI – Ms O’Donoghue JI/SI – Ms Bevan 1 st – Ms Santry 2 nd – Ms Howard 6 th – Mr Ó Tuama SET – Ms Ronan Ms Morrissey	SI – Ms Leamy 3 rd - Ms. O’Reilly 3 rd /4 th – Ms Quirke 4 th – Ms Hunt 5 th – Mr Ó Cinnéide SET – Ms Cronin Ms Sheehy

<u>Groups</u>	<u>Break Times</u>
<u>Group A</u>	Small Yard: 10.40-11.00 Big Yard: 12.40- 1.00
<u>Group B</u>	<u>Small Yard:</u> 11.05- 11.25 <u>Big Yard:</u> 1.05- 1.25

- In the event that the grass cannot be used due to wetness (which rarely happens, because if it is very wet we would usually stay inside), a staff member will take the most senior class on yard to the front of the school for break, and the tarmac area will be divided into 4 sections for the remaining classes.
- On very wet days, children will have to remain in their classrooms and a supervision rota has been prepared in-line with teachers associated with certain class bubbles where possible.

Procedure for exiting building at the end of the school day

- Classes from 1st to 6th will clean up for home at 2.20 pm. They will then engage in low mess activities (such as reading, oral language, Gaeilge labhartha, etc.) from 2.20p.m. on. This means that each class will be able to leave swiftly when they are called upon.
- Classes will leave on a staggered basis. 2 classes will exit at a time. Classes in group A will leave through the front door, walk down through the inactive carpark, and proceed to collection point A.
- Classes in group B will leave through the exit at the bottom of the stairs. They will walk down the path/steps and proceed to collection point B.
- Teachers are aware of the timetable below and may follow this with their class.
- Exiting of school building from 2.40 – 2.50.

<u>Group A (Exit through main door)</u>	<u>Group B (Exit through stairs door)</u>
2.41 – Ms. Howard 2.44 – Ms. Santry 2.47 – Mr Ó Tuama	2.41 – Ms. Quirke 2.44 – Ms. Hunt 2.47 – Ms O’ Reilly 2.50 – Mr. Ó Cinnéide

- Junior and Senior Infants will move in different directions to each other on leaving so as not to mix.
- **Important Note:** The carpark will not be in use for cars at collection time. The top of the carpark will be used for collection points A and B, while the remainder (and majority) of the carpark will be lined for the socially distant standing of waiting

adults. Those collecting children are asked to leave the premises swiftly once collection has taken place. Special arrangements can be put in place for those availing of the disabled car spaces. Children going to the creche are collected from the back yard under the rotating supervision of a support teacher.

- **Parents/adults coming to and from school during drop off/collection times are kindly asked to wear face masks.**

School Uniform:

- In recognition of the colder environment, pupils may continue to wear tracksuits instead of the formal school uniform as often as desired for the month of January. Children are also permitted to layer-up in class.

Physical Distancing (classroom and yard):

- Junior Infants to Second class are not required to social distance in the classroom. They are, however, to sit and move in pods of no more than 6 in the classroom in so far as is practicable. Each pod will be at least 1m distance from other pods.
- Third class to Sixth class are to keep a distance of 1m from each other in the classroom, and children should be sitting in pods as far as is practicable (for contact tracing purposes). Significant moving and dismantling of classroom furniture has taken place to facilitate the spacing out of seats/desks. The desks in some rooms may have to be laid out in an unorthodox manner.
See <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/> for samples of classroom layouts from which we have chosen our various layouts.
- Teachers desks will, when possible, be a distance of 2m from the other desks. Teachers will wear masks when within 2m of students. Children may wear facemasks if parents so wish but it is requested that pupils refrain from taking these on and off during the day.
- Children can play with anyone in their class bubble while out on yard.
- **Remember to stay at home if unwell.**

Masks:

All staff will be given FFP2 masks of the standard EN149:2001 + A1:2009. It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

Face Coverings for Children from 3rd to 6th class

Children in classes 3rd-6th must wear face coverings. Where a face mask cannot be worn, a face visor may be considered by you for your child. In Scoil Íósaf we promote the wearing of a face mask above visors due to their greater protection from transmission of the virus. We will aim however to exercise flexibility on this where necessary. Should you have difficulty with your child wearing a face mask or visor please call or email the school office to speak with me, the Principal, directly. Included below is a document designed to assist you in supporting your child with wearing a mask.

Wearing face masks/coverings – good practice guide (Extract from DES statement, December 2021)

Should pupils have breaks from wearing face masks/coverings?

It is recognised that wearing a face mask/covering for long durations can be challenging for young children. Schools are advised to arrange regular breaks and facilitate children taking a break outdoors where possible.

Do pupils have to wear face masks/coverings while outdoors?

No it is not necessary for pupils to wear face masks/coverings outdoors.

Should pupils wear a face mask/covering while sitting at their desks for lunch or taking a drink during class?

Pupils do not have to wear a face mask/covering while eating their lunch at their desks or taking a drink during class.

What is the position in instances of mixed classes (3rd class and 2nd class)?

In instances where classes are mixed, and such a class comprises of pupils in 3rd class and 2nd class or a lower class, only pupils in 3rd class are required to wear face masks/coverings.

What is the position for children using school transport?

The guidance above applies to pupils from 3rd class and higher classes on the school transport scheme also. Children on Special Education Needs (SEN) transport in this age group are not required to wear a face mask/covering but may choose to do so, where it is safe and comfortable.

Notwithstanding the requirement for wearing face masks/coverings what is the key message to keep schools safe?

The wearing of a face mask/covering does not negate the vital message that children who have symptoms should not attend school.

Wearing face masks/coverings while engaged in school activities

Do pupils have to wear a face mask/covering at P.E.?

No it is not necessary for pupils to wear a face mask/covering while engaged in P.E. P.E. should be outdoors if the weather permits. Indoor spaces should be ventilated well.

Do pupils have to wear a face mask/covering while playing sport?

No, it is not necessary for pupils to wear a face masks/covering while playing sport.

Do pupils have to wear a face mask/covering while singing?

No. it is not necessary for pupils to wear a face mask/covering while singing.

Pupils should remain in their pods and be socially distant while singing. The space should be ventilated well.

Do pupils have to wear a face mask/covering while playing a musical instrument?

No. it is not necessary for pupils to wear a face mask/covering while playing a musical instrument. Pupils should remain in their pods and be socially distant while engaged in this activity. The space should be ventilated well.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Hygiene:

- There will be regular reminders of the importance of good hand hygiene and cough etiquette. This will be supplemented by signage in relevant areas.
- Parents/guardians are asked to provide lunch that will not require the help of the teacher to open or peel (this is especially relevant in the infant rooms).
- Bin space is at a premium. We only have one landfill bin for the entire school and now we will have used paper towels to dispose of. This, coupled with the health and safety factors associated with handling other's waste, means that any products brought into school for lunch must be brought home. The same applies for staff members.
- Children (especially older children) will be shown how to clean effectively after certain activities and will be asked to help out in this regard.
- An enhanced professional cleaning regime will be in operation during and after school hours (more on this in the Cleaning Schedule on p. 22)

Hand Hygiene:

- All member of the school community who may enter the school building are asked to wash their hands or use hand sanitiser when entering and exiting vehicles as well as when entering and exiting school buildings.

- Teachers will ask children to sanitise their hands each time they enter/leave the classroom, before/after they eat, and any other time they deem necessary. Warm water will be available in the classroom taps (warm water should be used on soiled hands as sanitiser is not wholly effective in this regard), and the towels have been replaced with paper towel dispensers. Children from 1st class upwards may bring their own sanitiser and wipes if they wish.
- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame.

Isolation Rooms:

Schools must allocate a space as an isolation area for children or staff who demonstrate symptoms of Covid-19 and who, therefore, are regarded as suspect cases. An isolation area should ideally be a room with a closable door (*see Appendix A extracted from Covid-19 Response Plan for the Safe Reopening of Primary Schools*).

- We will have two isolation rooms. Our primary room will be the current Principal's office. The Principal's office will now be the Resource room directly behind the Primary Isolation Room as it provides the Principal with a wider space in the event she has to meet a parent or a visitor.
- Our secondary isolation room will be the room used as the staff room last year.
- Both isolation rooms will be kitted out with tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags and bins.
- Isolation rooms will be thoroughly cleaned by one of the cleaners after use.
- Parents/guardians will be notified immediately if their child is displaying symptoms and needs to be collected.
- Each classroom will have a supply of gloves, wipes, facemasks etc. to be used only if accompanying a child to an isolation room.

Isolation Room Procedures.

- If a child presents with Covid19 symptoms in class, the teacher will immediately separate the child from the rest of the class at a distance of at least 2 metres. The child will need to wear a mask which the school will provide. The class teacher will talk them through putting on the mask properly.
- Telephones have been installed in all classrooms, and the teachers can ring the principal or LWR to inform them that a child is feeling unwell and presenting with symptoms. The Principal or LWR will telephone the parents/guardians immediately
- The principal or the LWR will accompany the child to the isolation room and parents/guardians will be contacted immediately. The child will leave with his/her essential items only.
- If necessary, the child will be kept in the classroom at a distance of at least 2 metres, should both isolation rooms be unavailable.
- Supervision of the child will be carried out by the appointed SET (as per the timetable) from outside the isolation room. There is a transparent window on both

isolation room doors. If the child is showing signs of distress the Principal or LWR may supervise the child at a distance of greater than 2 metres with the door open. The Principal or LWR will make every effort to reassure the child.

- Upon arrival to the school the parents/guardians will wait outside the main entrance and the Principal or LWR will bring the child to them.
- Parents/guardians should immediately contact their GP who will guide them from there.
- In the event of a positive test the HSE takes over and conducts their contact tracing. The school has no involvement in contacting other families in relation to symptoms or positive tests of an individual student. We are legally bound to observe everybody's GDPR.

Contact Tracing:

- Visitors who are granted permission by the Principal to enter the school building must complete a Contact Tracing Form (See **Appendix B**). Public Health however are no longer carrying out contact tracing for staff and pupils in primary schools.

Resources:

- Classes will no longer be able to access the P.E. and Art store rooms. Instead, these resources will be split and stored in the classrooms so there is no sharing between classes. P.E. resources will be simple and easy to clean.

Special Educational Needs:

Additional considerations for those with SEN are observed in Scoil Iósaf. Pupils will be assisted where necessary to follow hand hygiene and supported with any other safety practices necessary. Equipment for care needs will be cleaned as part of the school cleaning regime.

Teacher shortages

In the event of a teacher absence, every possible measure to hire a substitute teacher will be exhausted. There is a teacher shortage nationwide at present. If, after all measures are exhausted, a teacher cannot be secured, a message of a class closure will be issued via Aladdin to parents. This will be a last resort.

Pupil absence due to restricted movement/isolation

At present there is a higher-than-usual absence rate in our school with regard to pupils and staff members. Subsequently, as you may appreciate, direct teacher engagement with individual pupils/families is not possible. We aim however to facilitate academic support in a way that is operable for all. Each class teacher has released an outline of work to parents of pupils in their class for pupils to engage with during an absence. Teachers will aim to give an outline of work that is manageable for pupils yet supports the main academic curricular

objectives. If, in exceptional circumstances, a class must be closed or the school is closed, platforms such as Aladdin, Zoom and/or Seesaw will be used.

Physical Changes to the School Building:

The following necessary changes were recommended by Ark Health and Safety company, and have been implemented:

Hand sanitiser dispensers:

On average, each entry/exit point will have 2 hand sanitiser dispensers inside and 2 dispensers outside. A total of 40 dispensers have been installed.

Main Entrance and Office:

- Visitor by appointment only, with prior approval from the Principal.
- Main entrance door to be locked after children are into the school.
- The office door is to be closed. Only secretary and Principal to enter.
- Perspex to be placed in front of the windows and along the Secretary's desk.
- Window above office is to be opened for ventilation.
- Photocopiers to be moved out of office to reduce number of persons in the office and transferred to what was the staff room.

Corridors:

- A one-way system to be used clearly marked with floor stickers.
- The corridor library to be covered with sheet plastic.

Staff Room:

- The staff room is to be cleared of all unnecessary shelving/storage/books, etc. and used as a more spacious photocopying room (max 2 people entry at one time). Photocopiers to be wiped down after each use.
- The staff room itself will now be moved to the hall.
- All benches/mats/books, etc. are to be removed.
- No sharing of resources. A burco boiler, microwave and fridge will be provided but must be wiped down after each use.
- Staff are to bring in any items they will need for lunch- (flask/cutlery/cups, etc.) and bring them away after use.
- Desks are to be set up to ensure 2m distancing.
- Each teacher is responsible for the area they sit in. Wipe down after use.
- Windows are to be opened.
- 'Not in Use' signage to be used where necessary to allow for distancing.
- The hall will not be entered after 1:30pm each day.
- Tape to be used on the floor to mark out designated areas or spaces.
- Kitchenette is out of bounds and not to be used.
- The hall can also be used for staff meetings, if 2m can be maintained between staff.
- Stage: Will be used as a storage spot for teacher's cabinets or as an overflow for the staff room.

Toilets:

- Warm water is to be provided in all toilets
- Electric hand driers will be disabled.
- Paper towels to be placed in all bathrooms.
- Windows to be kept open.
- To be cleaned often by cleaning staff.

Infant Rooms:

- Infant rooms will contain necessary cabinets/shelving/storage only.
- Remove freezer from Room 1.
- Toys: Removal of any old/dirty/unwashable toys. Remove all soft toys/dress up clothing. Use warm soapy water to clean all usable toys. Only keep toys that can be wiped down and cleaned. Steamers will also be used to aid in the cleaning of toys.
- Each pod to have their own box of toys. These toys can be shared between the pod. All contents must be properly cleaned if used by a different pod. These items will be cleaned as regularly as possible.
- Individual boxes have been acquired for certain items: Individual items/workbooks/stationary/playdough/counters, etc.

Classrooms:

- Library books: to be cleaned down between use.
- Removal of all unnecessary furniture: cabinets/shelving/presses, etc.
- Teacher's desk to be at least 2m away from all students if possible.
- Pods need to be 1m away from each other.
- Basic pack for each room should contain: 5 masks/10 gloves/hand sanitiser/wipes.
- Hand sanitiser dispenser to be in each classroom- appropriate height- and to be used by all individuals entering/exiting room.
- Telephones have been installed in every room.

Ventilation/ Air quality in classrooms

- Presently, all measures as advised by the DES are in place. Classroom windows are opened during the day and a Co2 monitor has been installed in every classroom. Funding for further air quality improvements have been received. Management are currently researching the best use for this funding.

In summary, the overall approach for **schools should be to have windows open as fully as possible when classrooms are not in use** (e.g. during break-times or lunch-times (assuming not in use) and also at the beginning and end of each school day) and partially open when classrooms are in use. It is worth noting that windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.

Yard:

- 2 teachers and 1 SNA supervising each yard time. The principal will often help add to the supervision.
- Teachers to know what bubbles are to be in what zones.

- Each teacher will have their own yard bag stocked with wipes, gloves, plasters, disposable ice packs, accident report book and pen.

PE Equipment room

- Classes will only use equipment that can be easily cleaned.
- Each class will sanitise equipment before returning this to the room.
- Packs of wipes will be left in the room for this purpose.

*Please note that the using of shared equipment may not be allowed during times of a confirmed case of Covid-19 in our school.

Other Points:

- Contact tracing log of 'floats' (SNA/SETS/Principal) to be set up.
- 'Drop Box' for forgotten items is placed outside of the Main Entrance. Hand sanitiser will be placed by it. The Secretary will pass out forgotten items- gloves are necessary/wipe down materials.
- Sign in and sign out sheet for staff is placed inside the front door. There is a tub of unused and a tub of used pens beside it.
- In exceptional circumstances where a visitor will enter the building, a visitor book will be signed by the Secretary only
- Notice boards have been cleared of unnecessary information- no overload of irrelevant signage. Important COVID19 signage is the focus.

Staff

Induction:

All staff will undertake and complete COVID-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- latest up to-date advice and guidance on public health
- COVID-19 symptoms
- what to do if a staff member or pupil develops symptoms of COVID-19 while at school
- outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the Board of Management/Education and Training Board

Lead Worker Representative:

The school is obliged to facilitate the appointment of a Lead Worker Representative (LWR). It is a voluntary role available to non-management staff members.

Mrs. Kathy Sheehy was appointed as LWR.

Mr. Piotr Morawski is the Deputy LWR.

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

In summary, the role of the Lead Worker Representative is to:

- represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19
- keep up to date with the latest COVID-19 public health advice
- in conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice

- in conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19
- conduct regular reviews of safety measures
- report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- consult with school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- following any incident, assess with school management any follow up action that is required
- consult with colleagues on matters relating to COVID-19 in the workplace
- make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace

*The LWR will survey the opinion of the staff regularly and discuss information garnered with management. Time is set aside at each Croke Park meeting to touch base with LWR and listen to feedback from staff. Once a month, Principal and Deputy review the Response plan to ensure it is up to date and in-line with government guidelines of the day.

Relaying information to staff:

Government websites are checked regularly and any advice received via email is forwarded to staff as soon as is practicable.

An outline of daily procedures for Substitute teachers will be provided in every classroom. The ISM team will aim to support sub teachers with these procedures also.

Health and Wellbeing:

The health and wellbeing of the staff is of paramount importance.

Open and empathetic communication between Principal/management and staff is central to our approach. All staff members were furnished with a list of HSE very high risk/high risk groupings and asked to contact the Principal with any concerns they may have.

Details of the arrangements that will be available for these staff will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools in the coming weeks. This document will be adjusted accordingly on foot this information being provided.

The management are committed to providing for staff wellbeing while keeping the school community safe. Providing a listening ear, access to counselling, buddy/mentor systems, clear communication, flexibility around curricular demands, etc. will be offered during this unprecedented reopening.

Staff are asked to vacate the school building by 4.15pm each day (unless there is a staff meeting in the hall) to facilitate deep cleaning, and also to cater for their personal wellbeing.

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

Staff and pupils are 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.

Health and Safety Risk Assessment Scoil Iósaf, Castlemartyr – Covid-19

Risk Who might be harmed? Control Measures Staff Review

<p>Spread of Covid-19 Coronavirus</p>	<p>Pupils/ Staff Those dropping off children School Visitors</p>	<p><u>Hand Washing:</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Removal of towels and use of paper towels now in place. • Hand sanitiser dispensers inside and outside every entrance/exit, in corridors and all rooms. • Pupils from 1st class/staff can bring own sanitiser and wipes. • Teachers remind children to clean hands before they eat, and each time they enter/exit the classroom. • Signage in toilets on proper handwashing technique. • Signage in relevant locations to remind to sanitise hands. • Staff encouraged to protect skin by applying emollient cream regularly 	<p>Principal Teaching staff to teach and promote good hand washing/cleaning etiquette All staff have a responsibility to lead by example</p>	<p>7/01/2022</p>
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		<p>distancing collection details</p> <ul style="list-style-type: none"> • Junior Infants to Second Class: No social distancing restrictions in classroom, but will be assigned pods of a maximum of 6 with whom they will spend their classroom time. Teachers will encourage the respect of other's personal space, and highlight the need to remain in their pods. Children can play with their class bubble in the yard and at P.E. time. See Breaktime Procedures. • 3rd class to 6th class: a distance of at least 1m will separate all desks. The need to remain 1m apart during class time will be highlighted by teachers/principal. Children can play with those within their class bubble at breaktime and at P.E. See Breaktime Procedures. • Teachers will keep a distance of 1-2m from pupils as far as is practicable. Teacher's desks will be located 2m from any student's desk. • Staff will practice social distancing with each other 		
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		<p>where possible as per the guidelines. See Staffroom Protocols.</p> <ul style="list-style-type: none"> The Secretary's office will be available to only the Secretary and the Principal during the school day. A Perspex barrier will be placed in front of the office reception window for interactions between the Secretary and others. The Secretary's desk will also be fitted with a Perspex barrier. <p>Masks:</p> <ul style="list-style-type: none"> Children 3rd - 6th class must wear masks, (except in the case of an exemption). This further prevents the transmission of Covid-19 <p>Symptoms of Covid-19:</p> <ul style="list-style-type: none"> Regular and strong messages will be made to families to highlight that if a child is sick they should not be brought to school. Signage will be in place to reinforce this message. Staff will follow the published checklist for dealing with persons showing symptoms of Covid-19 in the school building 2 Isolation rooms are set up for holding a person 	<p>Principal</p> <p>Teaching Staff</p> <p>Lead Worker Representative</p> <p>Parents/Guardians</p>	
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		<p>who is displaying symptoms. Relevant PPE provided in room.</p> <ul style="list-style-type: none"> • A staff member who is escorting a child to an isolation room will wear a mask and gloves. Each room to have a supply of 5 masks and 10 gloves. <p>Mental Health & Wellbeing:</p> <ul style="list-style-type: none"> • Open and strong communication with all partners in the school community. • Consideration of mental health in all decisions made re. Covid-19. • Access to counselling for staff <p>Making Changes to the School Layout</p> <ul style="list-style-type: none"> • Every possible piece of space to be utilised, and objects of obstruction/objects which may potentially enhance the spread of Covid-19 to be removed. See Making changes to the school layout document for more information <p>Contact tracing: All staff are requested to download the HSE COVID-9 trackerApp to assist in Public Health for contact tracing purposes.</p>	<p>Principal</p> <p>Board of Management</p>	
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Spread of Covid-19 Coronavirus	Parents/Guardians/Families	<p>Drop-off box: A drop off box will be placed outside the front door for parents to place items that a child forgot. Sanitisation equipment will be left near the box.</p> <p>Drop and Go System: Parents/guardians will have to drop a child at a marked spot so that they do not come into contact with others</p> <p>Staggered Exit: Certain families should be able to get to school and leave before other families. The bottom of the inactive carpark will have social distancing markings on them</p> <p>Visits by Appointment only and subject to approval of the Principal: Phone call will be first port of call, then video call, and finally a meeting. A Contact tracing log will be in operation</p>	Secretary/ Principal	7/01/2022
	Visitors		Principal/ISM team	
	Those dropping off/collecting children from school		Principal/Teachers	
			Principal	

Other connected Health and Safety Risks for Pupils/Staff:

<u>Risks</u>	<u>Risk Assessment</u>	<u>Control Measures</u>	<u>Responsible Staff Member(s)</u>	<u>Review</u>
Hygiene and Cleaning Routine	Low	Cleaning schedule, Sanitisers, Cleaning PPE	Cleaners report to Principal	7/01/2022
Intimate Care Needs for Pupils	High	PPE for SNA	Principal	7/01/2022
Coughing/Spitting	Medium	Social Distancing procedures/ Code of Behaviour	Class Teacher/ Supervising teacher on yard	7/01/2022
Challenging Behaviour	Medium	Code of Behaviour/ Restorative Practice/ Individual Behaviour Plans	Class Teacher/ Principal	7/01/2022

Key Curriculum Considerations before returning to School:

- **Identifying the starting points of learning:** Staff will use the initial period of reopening to gauge where each child is in his/her learning and what their strengths and weaknesses, likes and dislikes, interests and experiences were while learning from home in order to identify appropriate starting points for teaching and learning for the 2021/22 school year.
- **Revision:** It will be important to reinforce and consolidate pupils' knowledge from their previous class. The NCCA Curriculum Overview Wall Chart will be utilised for this purpose.
- **Preparation for Teaching and Learning:** Teachers will work collaboratively to teach the same themes in the core subjects at the same time (so far as is possible). This will help cater for a more seamless distant learning for students/families who are unable to attend school. This thematic approach may take place from mid-September when teachers have had a chance to gauge the various levels in the class.
- **Curriculum Priorities:** As outlined in the *Return to Work Primary Curriculum Guidance*. The opening weeks will see a SPHE, PE, Language and Mathematics assume greater importance. Personal hygiene and safety features of SPHE will be both informally and formally taught.
- **Homework:**
 - The priorities of the staff for the opening weeks of the school are student safety, wellbeing, gauging learning development and a healthy home/school balance. There will, therefore, be no homework for the first two full weeks of school. Following this period homework will be given for all classes but pupils will complete this homework in school for the remaining two weeks in September. The aim in doing this is to explicitly teach pupils the skills to complete homework in a time effective and independent manner. Homework as per its definition will commence properly from Monday 27/09/2021.
 - Please ensure that the books that go home for homework are wiped down and go straight back into the bag when finished with. Children will be reminded in class to keep their homework books in their box.

Cleaning Schedule for Castlemartyr NS – Term 1 2020/21

Derived from guidance documents:

- **Covid-19 response plan for primary and special schools**
- **Roadmap for reopening schools**
- **Section 5.6 of the interim recommendations for the reopening of schools and educational facilities**

Total allocated cleaning hours per day: 10 hours

Cleaner A: 6 hours

Cleaner B: 4 hours

Cleaning Programme 1: Additional Cleaning Support during School Hours

Information:		
Personnel	Area/Items	Frequency/Comments
Cleaner A	Clean regular touch surfaces in main body of school – hand rails, door handles, photocopiers etc. 1pm	Daily – staff also have a duty to wipe down photocopier after use with disinfectant wipes
Cleaner A	Clean staffroom at 1.30 pm following final use. All surfaces including mopping of floor.	Daily – staff also have a duty to wipe down own area after use with disinfectant wipes
Cleaner A	Junior/Senior Infant room toys 2pm – 2.45 pm	Daily, children in these rooms will have vacated the building. Toys are hard and will be washed with warm water and detergents, or dipped in Milton via net sacks.
Cleaner A	Junior/Senior Infant room 2pm -2.45 pm	Daily. Clean all surfaces with neutral detergent, warm water and clean cloth. Clean toilets (see Toilet Area Cleaning Programme).
Cleaner A	Junior/Senior Infant room Bins 2pm -2.45pm	Daily. Empty all bins and wash with neutral detergent and warm water.
Cleaner A	Junior Senior Infant room walls/ceilings	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by students. Clean with warm water and general detergent.
Cleaner B/ Cleaner A	Classroom/Staff Toilets 10.40 am to 11.40 am	Daily. Surface cleaning only with warm water and neutral detergent. Clean toilets of rooms on Group A break at 10.40 a.m., of rooms on Group B break from 11.05 a.m., and staff toilets from 11.30 a.m.
Cleaner B	Isolation Rooms A and B	Clean thoroughly after use, using checklist for cleaning of isolation rooms.

Cleaning Programme 2: After School Cleaning

Information:		
Personnel	Area/Items	Frequency/Comments
Cleaner A	Clean again regular touch surfaces in main body of school – hand rails, door handles, photocopiers etc. 3pm- 6 pm	Daily – staff also have a duty to wipe down photocopier after use with disinfectant wipes
Cleaner A	Clean hall floor (area not used as staff room) 1pm- 1:30 pm	Daily – mop floor and wipe surfaces with neutral detergent and warm water
Cleaner A	Classrooms 3, 4, and 11. Downstairs support rooms 7b, 7c. 3pm – 6 pm	Daily. Clean all surfaces with neutral detergent, warm water and clean cloth. Clean toilets (see Toilet Area Cleaning Programme).
Cleaner A	Secretary's Office and Photocopying room 3pm – 6 pm	Daily. Clean all surfaces with neutral detergent, warm water and clean cloth.
Cleaner A	Classrooms 3, 4, and 11. Downstairs support rooms 7b & 7c. Secretary's office: Bins 3pm – 6 pm	Daily. Empty all bins and wash with neutral detergent and warm water.
Cleaner A	Classrooms 3, 4, and 11. Downstairs support rooms. 7b & 7c Secretary's office: walls/ceilings. 3pm - 6 pm	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by students. Clean with warm water and general detergent.
Cleaner A	Surfaces on corridor outside assigned classrooms + stairs 3pm – 6pm	Daily. Clean with neutral detergent and warm water.
Cleaner A	Staff Toilets 3pm – 6pm	As per Toilet Area Cleaning Programme
Cleaner A	Cleaning Cloths 3pm – 6pm	Ensure sufficient supply of clean cloths for Classrooms etc

Cleaner B	Classrooms 5, 6, 8, 9 and 10. Principals Office, Support rooms 7d + 11a. 3pm -7pm	Daily. Clean all surfaces with neutral detergent, warm water and clean cloth. Clean toilets (see Toilet Area Cleaning Programme).
Cleaner B	1 st and 2nd Class toys 3pm – 7 pm	Daily. Toys are hard and will be washed with warm water and detergents, or dipped in Milton via net sacks.
Cleaner B	Classrooms 5,6, 8, 9, and 10.Principals Office, Support rooms 7d + 11a: Bins 3pm -7pm	Daily. Empty all bins and wash with neutral detergent and warm water.
Cleaner B	Classrooms 5,6,8, 9 and 10.Principals Office, Support room 7d & 11a: walls/ceilings 3pm -7pm	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by students. Clean with warm water and general detergent.
Cleaner B	Surfaces on corridor outside assigned classrooms 3pm -7pm	Daily. Using neutral detergent and warm water.
Teachers	Ipads and Ipad trolley	Wiped Down by class teacher after use.

Toilet Area Cleaning Program – After School

Area/Item	Method	Frequency / Comments
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	Daily. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.
Toilet bowls	Use toilet cleaner as per manufacturers instructions.	Daily.

Toy Cleaning Program

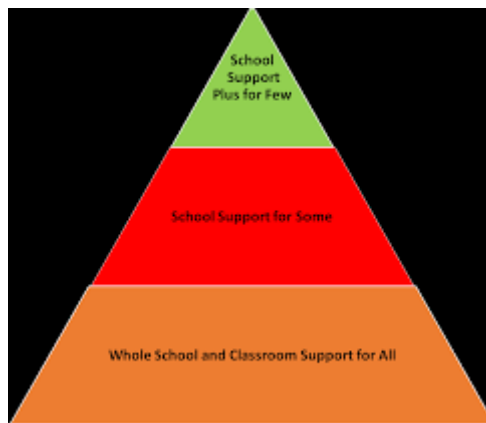
Item	Method	Frequency / Comments
Hard toys	Clean with warm water and detergent, rinsed and dried thoroughly. Smaller hard toys (e.g. lego) can be placed in net and lowered into cleaning solution. Alternatively, they may be washed in a dishwasher. Steamers may also be used.	Daily

Wellbeing

Castlemartyr NS is committed to supporting the wellbeing of the school community by adhering to five key principles:

- Promoting a **sense of safety**
- Promoting a **sense of calm**
- Promoting a **sense of belonging and connectedness**
- Promoting a **sense of self-efficacy and community-efficacy**
- Promoting a **sense of hope**

We will use the Continuum of Support Framework to help us achieve our wellbeing goals:



Our efforts to “support all” encompass the following:

- Implementing physical safety measures
- Settling in – Slow Down to Catch up (develop routines, normalising feelings people may have towards change, modelling, reflecting on what is working/not working together, etc.)
- Communicating Key Messages to all the school community

Individualised responses may be needed for some/ few students. Those who may fall into this bracket include those who:

- are reluctant to attend school
- are absent due to illness/for medical reasons
- were previously identified as having special educational and/or additional needs
- have experienced loss/grief
- have become or are at risk of becoming disengaged from learning
- whose behaviour seems different or out of character

The following approaches may be helpful for these students:

- Adopting a strength-based approach
- Deep breathing, relaxation techniques, focusing on positive thoughts, etc.
- Fostering social connections and friendships
- Social stories, schedules, visual approaches, etc.
- Using targeted programmes to develop social and emotional competence
- Collaboration between parents, students and teachers

A key aspect of student wellbeing is encouraging student voice and agency, and teachers will be reminded to listen to their students and encourage two-way communication. The same applies to staff members. We want to create an environment where staff members are comfortable to voice concerns, make suggestions, and chat about how they feel and how things are going for them.

Protocol in the event of a Covid-19 Outbreak

As you may be aware HSPC guidelines have highlighted that in circumstances where a positive covid-19 case is confirmed in schools, staff and pupils are no longer deemed to be close contacts by Public Health.

Management in Scoil Íósaf are acutely aware however of immuno-compromised and vulnerable individuals within our school community. Owing a duty of care to all persons, it has been decided that following a disclosure of a positive covid-19 case in our school the following protocol will be observed:

1. The parent of the child with a positive covid-19 diagnosis is invited to contact the school to provide this information. Consent will then be requested from the parent to anonymously disclose that there has been a positive covid-19 case to the parents of the class. No other information will be shared.
2. If consent is gained, the parents of the class will receive an Aladdin message with the following information:

Dear parent/guardian,

There has been a confirmed positive covid-19 case within your child's class.

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3. As per the guidelines, please note that no other information can be disclosed. Similarly, the school cannot offer any medical advice on how parents should proceed.

Actions in the event of being identified as a close contact by Public Health (outside of school):

Please follow current HSPC and/or Public Health advice in this instance.

While absent

If your child is absent for an extended period of time and you feel he/she is fit to continue with education, please contact the school directly via email and the class teacher will provide a remote learning experience for your child. If the class teacher is also absent from school, the school will aim to support your child as best as possible.

Returning to school

Once the text message indicating the end of the restriction period has been received from the HSE, we ask that you would forward this to the school email address prior to your child's return.

Appendix A

Checklist for dealing with a suspected case of COVID-19

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

All staff in the first instance are requested to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (*it is intended that this will be dealt with as part of the Department's online training*)
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the school

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

17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged 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?

Appendix B

Contact Tracing Log

Name of School		School Contact Person	
Address of School		For Queries only:	
		Phone No	
		Email	
Name of Visitor			Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/___ /_____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>
			Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____
Contact details of visitor	Company Name (if applicable)		
	Address		
	Contact No.		Email Address
	Reason for Visit		
Who the visitor met (separate line required for each person the visitor met)			
Name of Person visited			Length of time spent with each person in the school

Appendix C

Pre-Return to Work Questionnaire COVID-19

This can be found at

https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/work_safely_templates_checklists_and_posters/rtw_for_m_1dec20.pdf

This questionnaire must be completed by staff in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.