



## **St. Saviour's N.S.**

### **School Plan – September 2021**

This plan was formed to provide guidance around school practices to ensure health & safety for pupils, staff & parents during the Covid-19 pandemic.

The document outlines the practices that we will put in place at various times & places throughout the school day to ensure the safety of children, staff & parents.

*Information outlined in this document are subject to change if circumstances change or evolve.*

#### **1. Health & Safety**

##### **a)How to Minimise the Risk of Introduction of COVID-19 into Schools:**

Promote awareness of COVID-19 symptoms

- Staff and pupils that have symptoms SHOULD NOT attend school, should phone their doctor and follow HSE guidance on self-isolation;
- Staff and pupils should 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
- Staff and pupils, should follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- If anyone has travelled outside of Ireland; in such instances staff and pupils are advised to consult and follow latest Government advices in relation to foreign travel.
- Staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser. All staff and pupils will continue practise hand hygiene during the day as follows.
- Staff will continue to wear face coverings.
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

**b) YOUR CHILD SHOULD NOT COME TO SCHOOL IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:**

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

Common symptoms of coronavirus include:

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

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal.

It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu. \_\_\_\_\_

- If a pupil/staff member have any common symptoms of COVID-19 (coronavirus), [self-isolate](#) and phone your family doctor straight away to see if you need [a free COVID-19 test](#). Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it. For the complete list of symptoms, please refer to the [HSE Website](#). If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a [COVID-19 walk-in test centre](#).
- If your child is being kept at home with these symptoms it is very important that you inform the school so we can monitor the health of other children in the class.
- If your child is referred for a Covid-19 test your child/ren must stay at home until the test results are received.
- If the test is positive your child/ren **must stay at home for 14 days (or as directed by the HSE)**.
  - and only return to school when they are symptom free. Please inform the school so we can commence contact tracing.

- If the test is negative your child/ren can return to school once they are symptom free.
- Please refer to the attached document explaining the difference between self isolation or restricting of movements and the implications for both.
- If any member of your family is referred for a Covid-19 test all members of the family **must stay at home until the test results are received.**
- If anyone in your family has symptoms and tests positive for Covid-19, please inform the school and **all members of the family must stay at home for 14 days (or as directed by the HSE).**
- If we are concerned about the health of your child in school we will be taking your child's temperature with an infra-red thermometer and we may ask you to come and pick up your child. Your child will be asked to sit in the designated isolation room until she/he is picked up.
- A Covid-19 log will be used to record symptoms in the school to support contact tracing. This data will be confidential and kept in the office for the principal's use only. All data will be recorded according to GDPR guidelines.
- Children who are unable to come to school because of illness or under-lying conditions will be supported with remote learning material on See Saw.
  - This remote learning will only apply for children who are out of school for periods of time due to Covid-19. The remote learning will be agreed between the parent & teacher before it commences.
  - The See Saw support will be defined as one teacher daily recording to introduce the topics, one piece of daily work for Maths, English & Gaelge and a daily piece of work for SPHE or arts (art,drama,music) or SESE (geography,history,science). Work should be submitted through See Saw for teacher's comments.
  - Work to be completed will be uploaded to See Saw by 8.30 a.m. Work should be submitted before 3p.m.. Teacher feedback will be returned within 48 hours.

### **c) The procedure for dealing with a suspected case of Covid-19:**

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;
- The person will be isolated in our isolation room.
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.
- If the person is too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

## **2. School Entry & Exit**

### **Arrival At school:**

- When you park your car, please follow the ground signage to safely walk from your car to the waiting area.

- We will welcome school children into their classrooms at 8.55a.m. (instead of 9a.m.) to reduce congestion of children entering the building at the same time.
- Parents and children are asked to wait in their cars until the front door is open at 8.55a.m. However if you have walked to school etc, we would ask parents and children to wait together on a waiting spot outside the front door while staying 2 metres apart.
- At 8.55a.m. children will enter the school. Parents are unable to enter the school building as defined in the Dept's guidelines. Every child and staff member must sanitise their hands using the hand sanitizers in the foyer.
- If a parent needs to talk with a teacher or the principal this needs to be pre-arranged with the principal. If something urgent needs to be discussed please ring the school to discuss with the required teacher. If a parent requests a meeting with a teacher/principal parents we will explore if a zoom meeting would suffice. If a face to face meeting is required the parent will be asked to sanitize their hands, parents will be asked to wear a mask, 2 metre social distancing will be adhered to and the entry onto school premises will be recorded in the school log.
- Bus children will enter the school building as soon as they arrive. They will be asked to sanitize their hands.

#### **Pick Up At School:**

- At 12.30p.m. Junior Infants will be lined up at the front door and parents should stand at the top of the front steps. Parents should park at the front of the school or the memorial car park as the school car park is in use at this time.
- At 1.50p.m. , Senior Infants will be brought to the side of the building and parents can pick up their children while adhering to social distancing. (Junior Infants will be joining Senior Infants going home at 1.50p.m. from Thurs 9<sup>th</sup> Sept)
- For 1<sup>st</sup>-6<sup>th</sup> class children the following will be the pick-up guidelines:
  - 2.40p.m. 1<sup>st</sup> & 2<sup>nd</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing
  - 2.45p.m. 3<sup>rd</sup> & 4<sup>th</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing
  - 2.50p.m. 5<sup>th</sup> & 6<sup>th</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing
  - If parents are picking up from multiple classes they should bring their child to the car and wait until the next pick up.
  - Parents should avoid standing in groups while waiting for children. All parents can use the waiting spots on the ground to support social distancing. We would recommend for parents to wear masks for the school pick up and drop off processes.
  - Children going on the bus will line up in accordance with social distancing at the top of the steps and board the bus with a teacher's supervision.
  - Children will adhere to social distancing guidelines for traveling on the school bus.

### **3. School Procedures**

#### **a)Cleaning:**

- Children will be implicitly taught about how to keep safe in school.

- For the stairs, children will be taught how to use anti-bacterial wipes to clean the stair banisters and dispose of them appropriately. The stairs will be sectioned with a line going through the middle indicating up and down.
- Children will be taught how to clean their own work space with wipes and not to share pencils/items belonging to someone else.
- Always bring your own drink bottle –and never share drink bottles.
- All classes will be independently set up with their own cleaning equipment.
- Children will be taught how to use the toilet in a safe manner – wiping all surfaces with antibacterial wipes. For the younger classes adults will be there to support the cleaning routine for toilets.
- The school will be cleaned every day for 4 hours.
- We would ask children NOT to bring toys to school.
- In the classroom toys /learning equipment will be limited to a class pod. They will be cleaned regularly with disinfectant.

### **b)Hand Sanitization:**

There will be hand sanitisers at various locations around the school – entrance, exit, playgrounds, hall, classrooms, staff room.

All children & staff will be asked to sanitize their hands as follows;

- Upon arrival at school
- Before eating & drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze

### **c)Social Distancing:**

- When seeking teacher’s assistance, children will be taught to wait on the class waiting spots rather than congregating together.
- There will also be waiting spots in the hall foyer. This facilitates the children who are in the upstairs classroom to wait safely before going up the stairs.
- We will accommodate staggered break times – junior school (infants-2<sup>nd</sup> classes) break together & senior school (3<sup>rd</sup>-6<sup>th</sup> classes) break together. Junior school breaks: 10.30-10.45 a.m./ 12.05-12.30p.m. Senior School Breaks: 10.50-11.05 a.m./12.35-1.00p.m. Classes will go out to breaks through the main door and return after breaks through the PE door. Staff will remain with their classes for break times.
- For the playground, children will be taught games to assist with social distancing and keep the message positive of “What we can do” rather than a “what we can’t do”.
- Every class will be set up with their own play equipment which stays with the classes.
- All staff wear face masks.
- Library books will be allocated in bundles. Once books are returned they will be put in a quarantine box and once 72 hours have passed they will be reallocated to the library for use by other children.
- Indoor full school assemblies won’t take place however we will aim to have full outdoor assemblies while keeping classes together.
- 5<sup>th</sup> & 6<sup>th</sup> classes will be using the hall as their classroom during the building project.

- The school will be adhering to all ventilation practices as defined in the Government guidelines. The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. These monitors will be received in schools in September/October.

#### **4. AEN (Additional Education Needs) Teachers**

- AEN teachers will support classes as follows and avoid being in classrooms that they don't support:
  - a. Helen Binions – Supporting J1-2<sup>nd</sup> classes
  - b. Heidi O'Grady/Kate Byrne – Supporting 3<sup>rd</sup>-6<sup>th</sup> classes
- When AEN teachers are supporting the children in close proximity the teachers will wear a mask.
- AEN teachers will support the work both in class and there is also the opportunity to remove a class pod to work in a different space.

#### **5. The Hub**

- The Hub will follow the same guidelines of hand sanitisation and cleaning regimes.
- When leaving the Hub to go to their classroom it is essential that children & staff sanitise their hands.
- When in the Hub, if children are not part of the same class pod 2 metre social distancing will be adhered to.
- Children in the Hub will join their class bubbles for break times and other activities as normal.
- Teachers & support staff in the Hub will wear face masks.
- As the children move from the Hub to their classroom, the movements will be logged for traceability.

#### **6. Class Bubble/Pods**

- Class Bubble refers to the class grouping that your child are in. For example if your child is in 3<sup>rd</sup> class - the class bubble is 3<sup>rd</sup> & 4<sup>th</sup> class.
- Your child remains with their class bubble for all activities upon their arrival until they depart school.
- The Pod refers to the smaller grouping within the class bubble. The pod will be your child's class ie 5<sup>th</sup> class. This means that your child will be seated with and must remain with their pod throughout the day while still adhering to social distancing.
- For 3<sup>rd</sup>-6<sup>th</sup> classes the children should adhere to 1m distancing. Within the class pods they can reduce the 1m distancing but where possible we will adhere to it.
- For 5<sup>th</sup> & 6<sup>th</sup> classes have individual desks to allow for social distancing within their class pods. 5<sup>th</sup> & 6<sup>th</sup> classes will be in the hall during the building project.
- For 3<sup>rd</sup> & 4<sup>th</sup> classes the children will share a rectangular desk with children positioned at each end to allow for social distancing.

- Junior Infants – 2<sup>nd</sup> classes are not required to have social distancing as a requirement to re-open. However when we group the children for example for Aistear we will keep children in their class groupings.

## 7. School Office

- A school office post box will be placed beside the front door. Therefore, if you want to just drop correspondence to the school you can place in the post box.
- If you need to speak with Anne Marie the office glass window can be partially opened to allow communication.
- For payments, we have the Way2Pay system which is a cashless online system. Payment links are issued by text to your mobile phone.
- Children & Parents won't be permitted into the office.
- During the month of September the office will be moving to the pre-fab in the small yard. This is to facilitate the building project. We will provide guidelines in advance of this transition.

## 8. Curriculum

- We will resume singing practice outside in our outdoor covered area. The children will be spaced out in a safe manner. After Christmas, we will resume music and orchestra class with our new music teacher Mr Gilpin. More details will be communicated closer to the time.
- In September, we will continue our GAA training with our GAA coach and we hope to have other sport opportunities with external coaches. All external coaches wear masks and adhere to guidelines /health & safety practices.

## 9. Teachers /Support staff

- All teachers & support staff will be required to complete online training and complete forms of declaration in the preparation of the return to work.
- All teachers & support staff will sanitize their hands when they come into school.
- If teachers & support staff have any symptoms will be asked **NOT** to come into school to protect the health of the school population.
- If the teachers /support staff are referred for a Covid-19 test the teacher/support staff **must stay at home until the test results are received.**
- If the test is positive the teacher & support staff must stay at home for 14 days (or as directed by the HSE).
  - and only return to school when they are symptom free. The teacher & support staff must inform the school to commence contact tracing.
  - If the test is negative the teacher & support staff can return to school once they are symptom free.
- If anyone in the teacher/ support staff's family are referred for a Covid-19 test the teacher/support staff **must stay at home until the test results are received.**
- If anyone in the teacher/ support staff's family have symptoms and test positive for Covid-19, **the member of staff will inform the school and the member of staff must stay at home for 14 days (or as directed by the HSE).**

- If we are concerned about the health of a member of staff in school we may ask that member to go home. The teacher will isolate in the isolation room until they leave the building.
- When a member of staff is at home due to Covid-19 we will endeavor to employ a substitute teacher to cover the teaching or the principal may ask AEN teachers to support classroom teaching.
- Teachers & Support Staff will be adhering to social distancing guidelines during the day including the staff room. Additional equipment ie kettles etc will be provided in the staff room to avoid congregation of people at certain places in the staff room.
- Teachers & Support Staff will stay with their own class grouping for the school day including play time.

#### **10. Critical Incident**

If there is a critical incident related to Covid-19 we will be following the guidelines defined in the Critical Incident Policy.

#### **11. Lead Worker Representative**

The role of the LWR is to make representations to the school community on any issue of concern in relation to COVID-19.

Lead Worker Representative (LWR) : Antoinette Doyle

Deputy Lead Worker Representative : Helen Binions

The role of the LWR 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 Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control 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 the 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 the 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.



## Arrival & Pick Up Times at School

### ARRIVAL

Arrive at school and park car- Follow Signage



Wait on the family waiting spots at front of the building. Bus children go directly to school. At 8.55 a.m. children enter the school. School begins at 9.10a.m.



Sanitize hands upon entry to the building



Go Directly to Classrooms

### DEPARTURE

At pick up times parents should wait on waiting spots and teachers will bring the classes out to be picked up. Bus children line up at the top of the steps.



Class Pick Up Times

- 2.40p.m. 1<sup>st</sup> & 2<sup>nd</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing
- 2.45p.m. 3<sup>rd</sup> & 4<sup>th</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing
- 2.50p.m. 5<sup>th</sup> & 6<sup>th</sup> class children will be brought out to the side of the building and parents pick up their children while adhering to social distancing



After pick up, parents and children should follow the directional signage back to their car

*If you would like to arrange a meeting with a teacher or principal, this needs to be pre-arranged by contacting the school by phone-0404 46512.*