



St. Michael's National School

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COVID-19 response plan for safe reopening of St. Michael's NS 202771

St. Michaels National School Covid-19 Plan

The Board of Management and Staff of St. Michaels National School have formulated a plan for the reopening of our school. This plan is to support staff and pupils; put measures in place to prevent the introduction and spread of Covid-19 in our school environment. This is a living document and it will be updated in line with public health advice, Department of Health policies and practices necessary for re-opening schools during the Covid-19 pandemic. It requires a collective school community effort. The protocols must be strictly adhered to and will be implemented with immediate effect by all members of our school community.

Any concerns in relation to this plan must be put in writing to the Chairperson of the Board of Management.

Section 1 - School Covid-19 Policy and Cleaning Schedule.

Section 2 - Planning and preparation for return to school

Section 3 - Lead Worker Representatives chosen

Section 4 - Signage – Information to be clearly displayed

Section 5 - Making changes to school and classroom layout

Section 6 - Health and Safety Assessment

Section 7 - Access to School and Contact Log

Section 8 - Control Measures –

To prevent introduction and the spread of Covid-19 in schools

Section 9 - Impact of Covid-19 on certain school activities

Section 10 - Hygiene and Cleaning in school

Section 11 - Dealing with a suspected case of Covid-19

Section 12 - Special Educational Needs

Section 13 - Staff Duties

Section 1 - School Covid-19 Policy and Cleaning Schedule.

- 1.1. School policy on Covid-19 – **(Appendix 1)**
- 1.2. Cleaning Schedule – **(Appendix 2)**

Section 2 - Planning and Preparing for the re-opening of the school

- 2.1. The school reopened on Tuesday the 1st of September 2020.
- 2.2. All staff and parents to read the following documents.

The DES Covid 19-Response Plan is available to view

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

- The School COVID-19 Policy Statement
- The School COVID-19 Response Plan

- 2.3. Both documents will be uploaded on the school website and circulated on Class Dojo.
- 2.4. The school will keep up to date with public health advice, changes to any Government roadmap for reopening society and Department of Education updates re opening of schools.
- 2.5. School information and guidance will be available to our school community through the following channels.
 1. Class Dojo
 2. Website
 3. Letter

Staff

- 2.6. Staff will view the Covid-19 training provided by the Department of Education
- 2.7. Three days prior to the return to school, staff must complete the return-to-work form.
- 2.8. Staff members, who are sick, must not attend school.

Section 3 - Lead Worker Representative

- 3.1. Ms Leontia Sheridan and Ms Helen Sheridan have been appointed as Lead Worker Representatives
- 3.2. Mrs Lorraine Tuite and Mr Marcus Mc Ardle have been appointed Deputy Lead Worker Representatives

Section 4 - Signage

- 4.1. Signage provided by the Government and created/bought by the school will be clearly displayed throughout the school environment as appropriate.
- 4.2. Signs will be placed on front door and staff car park gate informing visitors about the protocol involved in arranging to call to our school and public health procedures to be followed while on school premises.

Section 5 - Making changes to school layout and classroom layout

- 5.1. Maximum use of space will be made in each classroom to allow for social distancing and cleaning.
- 5.2. Excess furniture and equipment has been removed and to be put into storage in a safe and tidy manner.
- 5.3. Each class shall use a designated door to enter and exit the building. We use 8 separate entrances/exits for the reception and departure of Pupils in the morning and afternoon and these have been clearly marked.

They are as follows:

Entrances

Rooms 1, 2, 3 enter through Door 2

Rooms 4, 5, 6 enter through Door 3

Rooms 7 & 9 enter through Door 8

Room 10 enters through Alley Door 7

Room 11 enters through Door 5

Room 12 enters through Door 4

Room 13 enters through Door 6

Room 14 enters through Alley Door 7

All Staff members enter through Door 1

Exits

Rooms 1, 2, 3 exit through Door 2

Rooms 4, 5, 6 exit through Door 3

Rooms 7&9 exit through Door 8

Room 10 exit through Alley Door 7

Rooms 11&12 exit through Door 1

Room 13 exit through Door 6

Room 14 exit through Alley Door 7

Bus children will already have exited through Door 1

All Staff members exit through Door 1

- 5.4. Each teacher's class will be a bubble and each bubble will not mix with other bubbles.
- 5.5. Classes 3rd to 6th will use pods in classes to further accommodate social distancing wherever possible. Children will sit at least 1 metre apart.
- 5.6. We are staggering breaks and lunch times to ensure classroom bubbles do not mix.
- 5.7. Teachers will be in their classrooms by 9.20am to receive pupils in the morning.
- 5.8. The departure of children is staggered. Children going home **by bus** leave at 2.50pm and then the **remaining children** depart from 2.55 pm to 3pm.
- 5.9. We are minimising the movement of staff and pupils throughout the school day.
- 5.10. We have put new procedures in place regarding photocopying and access to the school office.
- 5.11. We have two staffrooms in operation and are limiting the number of staff members in the staffroom at one time.
- 5.12. Staff members will wear face coverings/visors where they cannot maintain a distance of 2m.

Section 6 - Health and Safety Assessment

- 6.1. Emergency contact details must be kept up to date.
- 6.2. Sanitising stations/dispensers will be located at all entry and exit points. Sanitiser will also be available in the classroom. All classes have access to warm water, soap and paper towels.

- 6.3. A contact tracing log will be maintained at the main office and in the isolation room.
- 6.4. An isolation room has been set up.
- 6.5. The staff will discuss and explain in detail to their class all changes to our school routine and reasons for same.
- 6.6. Staff will also revise all guidelines for handwashing/sanitising/sneezing/coughing/ social distancing and about sharing equipment. Staff will monitor adherence to same.
- 6.7. Children will not go on messages to office or elsewhere.
- 6.8. Pupils will remain in their own class bubbles at all times and will adhere to the associated class rules as advised by their class teacher.
- 6.7. Rooms will be kept ventilated
- 6.8. Doors will be left open as much as possible to allow for minimum touching of handles.
- 6.9. Commonly touched areas will be cleaned daily.
- 6.11. Children will remain in their bubbles at break times in assigned play zones.
- 6.12. All staff will use their personal mobile phone to communicate messages to other staff as to cut down footfall within the school.
- 6.13. Staff will use the phone from the main office to make calls to parents/others during office hours.
- 6.14. All staff will clean as they go when using common items e.g. photocopier, external phone, school I pads etc. All staff have been provided appropriate cleaning materials.
- 6.15. All staff shall wear appropriate PPE as necessary
- 6.16. Normal Fire Drill procedure will be followed. Children will use nearest fire exit. Children to stand in pods when lined up.
- 6.17. Normal First Aid procedure will be followed. New first aid boxes are on each corridor. Teachers on yard will tend to a child who needs first aid. Ice packs to be sanitised after use. Appropriate PPE gear will be worn and used in the administration of First Aid.
- 6.18. A COVID-19 risk assessment has been conducted and presented to the board of management.

Section 7 - Access to school and Contact Log

- 7.1. Arrangements for visitors will be restricted to essential purposes and limited only to those who have obtained prior approval from the Principal, Ms Sherlock.
- 7.2. All visitors must comply with current HSE advice re respiratory and hand hygiene, wearing of masks/appropriate PPE.

- 7.3. A detailed sign in/sign out log of those entering the school will be kept. The school will maintain a log of staff and pupil contacts. We are aware that all school records and data must be maintained and processed in compliance with GDPR and the Data Protection.
- 7.4. The Post shall be delivered to the post box at the main front door.
- 7.5. All delivery people shall fill out contact tracing log if they enter the school. They must maintain social distancing and adhere to HSE guidelines for sanitising etc.
- 7.6. The BOM of St. Michael's NS has agreed to continue to accept student teachers on placement. Student Teachers will be expected to comply with all current COVID-19 protocols and practises observed by the school community.
- 7.7. The Department of Education Inspectorate may also need to visit Schools and Centres for Education, to support them as appropriate in the implementation of the public health advise relating to creating a safe learning and working environment for all.

Section 8 - Control Measures

To prevent the introduction and spread of Covid-19 in the school

- 8.1. If any child/staff member/ parent/bus personnel /visitor has any of the symptoms listed below - **You should not attend school or visit the school.**
They should phone their doctor and follow HSE guidance on self- isolation.
- 1. Temperature***
 - 2. A cough of any kind***
 - 3. Loss of smell/taste***
 - 4. Shortness of Breath***
- 8.2. If any child or staff member goes abroad to a country not on the green list, they must quarantine for 14 days on arrival home. They should not attend school.
- 8.3. Staff or pupils are not to attend school if they have been identified by the HSE as a contact for a person with Covid-19 and follow HSE advise.
- 8.4. Parents must ensure that they discuss and practice HSE guidance on coughing/sneezing etiquette, hand hygiene and social distancing with their child/children.
- 8.5. Staff and children will practice good respiratory and hand hygiene
- 8.6. Staff and pupils who develop symptoms at school are to bring this to the attention of the Principal promptly.
- 8.7. Any child who displays symptoms of illness at school will be brought to an isolation room immediately. Parents will be contacted and will have to collect their child immediately.
- 8.8. Parents must bring any relevant health issues to the attention of the school staff so that they are aware of any ongoing or new underlying health issues.

- 8.9. All parents must ensure that contact details are correct.
- 8.10. Classes will not be divided in the event of a teacher being absent.
- 8.11. Every effort will be made to find a substitute teacher if a teacher is absent. If a substitute teacher is unavailable, the SEN teacher will take the class. Classes cannot be split. If a replacement teacher cannot be found parents may be asked to keep their child at home.
- 8.12. Everyone entering the school building will perform hand hygiene using hand sanitiser
- 8.13. Physical distancing of 2m should be maintained between staff and visitors where possible
- 8.14. All classrooms will be kept ventilated.
- 8.15. School arrival and departure procedure outlined must be followed
- 8.16. Communication will be through Class Dojo/Phone call, Letter or Parents Association Facebook page.
- 8.17. Payments will be sent to school with the children and made to the class teacher and not to the main office.

Visitors to the school

- 8.18. Should be by prior appointment only
- 8.19. Should remain at home if displaying symptoms
- 8.20. Follow procedure as outlined on sign on main door
- 8.21. Sanitise when entering school building
- 8.23. Adhere to social distancing
- 8.24. Complete their business in school as quickly as possible and leave

School Arrival

- 8.25. The school will accept children from **9:20am**.
- 8.26. All children must go directly to their classroom on arrival.
- 8.27. **Children are not permitted to gather and play in the school grounds before the school opens**
- 8.28. **Our school will be a closed community. Adults are not permitted beyond the gate.**
- 8.29. All pupils will go directly to their classroom where they will meet their teacher.
- 8.30. Children will sanitise their hands on their arrival to school and maintain physical distance of 1m.

School Departure

- 8.31. It is very important that all contact and collection details are up to date. Departure times will be staggered.
- 8.32. It is very important that parents arrive on time and leave promptly as soon as the handover is completed.
- 8.33. All children will sanitise their hands when leaving school.
- 8.34. Junior and Senior Infants will leave at 2pm. The children will be brought to the gate by their teacher. Parents of the Junior and Senior Infants are asked to wear a mask and keep socially distant from other parents as they collect their child/children. Each parent will approach the gate one at a time to collect their child/children.
- 8.35. At 2:45pm children who go home on the bus, in First to Sixth Class will go to their bus in the car park. The bus will depart at 2.50pm.
- 8.36. All children travelling home by car will depart between 2:50 and 3pm. Each class will go to the gate in a staggered fashion. Parents should only come forward to the gate when their child's class is approaching. All parents are asked to wear a face mask and to socially distance from others at the gate.

Section 9 - Impact of Covid-19 on school activities

- 9.1 The afterschool homework club will not take place in the first term and will be reviewed at a later date.
- 9.2. Swimming will not take place in the first term and this will be reviewed at a later stage.
- 9.3. Assemblies indoors will cease
- 9.5. Break times will be staggered.
- 9.6. Classes will line up in pods.
- 9.9. Literacy lift off, Maths blast and some in class support is reduced for the moment.
- 9.10. Some staff meetings will take place using Zoom.

Section 10 - Hygiene and Cleaning Practices in the school

- 10.1. Parents must talk to their children about good hygiene practices.
- 10.2. Staff and children must sanitise hands on arrival to school.
- 10.3. Staff and children will wash/sanitise their hands:

1. When they go to the bathroom.
 2. Before and after all break times.
 3. After they sneeze or cough.
 4. If hands are dirty.
 5. Before and after wearing gloves.
 6. Before and after using transport.
 7. Before leaving home.
 8. Before leaving school.
 9. After touching potentially contaminated surfaces.
 10. If in contact with someone potentially displaying COVID-19 symptoms.
- 10.4. Staff and children will dry their hands using paper towels in the bathrooms and dispose of them in the pedal bins provided. All classrooms have paper towels and pedal bins.
- 10.5. The school will be cleaned daily in accordance with the cleaning guidelines outlined by the Department of Education. Control Measures will be adhered to and additional cleaning should be focused on frequently touched surfaces – door handles, chairs, sink and toilet facilities. **(Appendix 2)**
- 10.6. Staff should thoroughly clean and disinfect their work area before and after use each day. Teacher shall clean and sanitise the children's' chairs and desks daily with materials provided to them. **(Appendix 2)**
- 10.7. Staff must use and clean their own equipment and utensils
- 10.8. Staff must disinfect their hands before touching utensils that may be used by others.
- 10.9. 2m social distancing will be observed where possible during staff breaks/meetings.
- 10.10. Visitors/Parents to the school are by appointment only and with the prior approval of the Principal.
- 10.11. Visitors/Parents must hand sanitise immediately and fill in the contact tracing form.
- 10.12. Visitors/Parents must wear face masks/visors.
- 10.13. PE equipment/Maths equipment/laptops/calculators must be wiped down before and after use. Minimum equipment sharing and clean shared equipment between uses by different people.
- 10.14. Toys will be cleaned as recommended/as necessary by teacher/SNA.
- 10.15. Soft toys and costumes will be removed from class.
- 10.16. COVID-19 Signage and posters will be evident both inside and outside the school. Sanitisers will be placed in all the classrooms, corridors, staff room and entrances/exits to the school.

- 10.17. All bathrooms, the kitchen, all classrooms and the staff rooms will have hand wash dispensers and warm water.
- 10.18. Physical distancing must be adhered to by all, especially, at arrival and departure times from school. The Board of Management requests that there is no loitering on entering the yard.
- 10.19 Two Lead Worker Representatives and Two Deputy Representatives have been appointed to ensure that the school and school community are complying with the control measures outlined in the DES COVID-19 Response plan and that any changes in Government regulations and advice are adhered to.

The Lead Worker Representatives are:

1. Ms Leontia Sheridan / Ms Helen Sheridan - Lead Worker Representatives
2. Mrs. Lorraine Tuite/ Mr. Marcus Mc Ardle - Deputy Lead Worker Representatives

Physical Distancing

- 10.20. In accordance with the DES COVID-19 Response Plan, there will be no physical distancing between children in Junior Infants to Second Class.
- 10.21. Children in Third to Sixth class will be placed into bubbles. The children in the bubbles will be one metre apart. In addition, the children may be grouped in pods within each class bubble.
- 10.22. There is no requirement for children to wear facemasks. This will be up to parents.
- 10.23. Staff members will be wearing PPE as necessary.
- 10.24. After break children will line up in their pods
- 10.25. There will be no sharing of items. All children must have their own books, copies, stationary etc.
- 10.26. Children from will hang their coats on the back of their chairs.
- 10.27. Resources that need to be shared between pods will only be used after these items have been quarantined for 72 hours or cleaned and sanitised.

Meetings Protocol

- 10.28. Parents/Guardians/Visitors/Contractors are not permitted to enter the school building without the prior approval of the Principal.
- 10.29. Under no circumstances are staff members to be approached on the yard or in the carpark and if this happens, staff members will remind those who have approached of the school's protocol in relation to meetings.
- 10.30. All Board of Management meetings are to take place on Zoom or in the GP room in the school. The GP room must be sanitised afterwards.
- 10.31. Parents can communicate with teachers via telephone call and by Class Dojo. Meetings can take place by phone call.

Cleaning/Disinfecting rooms

Where a pupil/staff member with suspected Covid-19 was present

- 10.32. The room should be cleaned as soon as possible afterwards.
- 10.33. Once the room is vacated the room should not be used again until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- 10.34. Cleaning must take place first. Disinfection follows cleaning.
- 10.35. The person cleaning must avoid touching their face while they are cleaning and should wear mask/visor, household gloves and a plastic apron.
- 10.36. Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

Section 11- Dealing with a suspected case of Covid-19

- 11.1. Staff member put on appropriate PPE provided and isolate the child from the rest of the class.
- 11.2. Staff member shall ring the Lead/Deputy worker to come and take the child to the Isolation room.
- 11.3. The Lead worker or Deputy will wear appropriate PPE provided to them, to accompany the individual to the designated isolation area keeping at least 2m away from the symptomatic person, at all times.
- 11.4. Our secretary will contact parents immediately.
- 11.5. The LWR and the ALWR are to rotate to ensure they do not spend more than **15 minutes in the isolation room.**
- 11.6. The parent is asked to notify the school of their arrival and LWR will escort their child out of the school.
- 11.7. The parent should contact their G.P. to discuss their child's symptoms and notify the school management of the medical advice given.
- 11.8. The school LWR/Principal will make a follow up call.
- 11.9. If the student 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.
- 11.10. Arrange for appropriate cleaning of the isolation area and work areas involved.
- 11.11. All children who are unwell should remain at home until fully recovered.
- 11.12. In the event of your child or any family member being tested for Covid-19, your siblings/parents/guardians/close contacts must remain at home until a result is known.
- 11.13. If your child tests positive for Covid-19, your child/siblings/parents/guardians/close contacts must remain at home for 14 days as per HSE guidelines.

- 11.14. If a positive test is returned, the HSE will initiate contract tracing and advise the school of appropriate action.
- 11.15. In the case of a staff member showing symptoms, they will go home immediately, and follow the above protocols.
- 11.16. The individual should avoid touching people, all surfaces and objects.
- 11.17. Advice should be given to the person presenting with symptoms to cover their mouth and nose with a mask provided.
- 11.18. Cleaning procedures will be followed as per protocol
- 11.19. A nominated member of staff will supervise children.
- 11.20. If a bus driver/ escort is suspected of Covid -19 they should inform the Principal of the school immediately

Section 12 - Special Educational Needs

- 12.1. The school Special Educational Education Team will be working under the current guidelines, which may result in interrupted access for the children with Special Educational Needs.
- 12.2. For children with Special Educational Needs maintaining a physical distance may not be practical or appropriate to implement.
- 12.3. Hand hygiene – children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser – if their hands are visibly clean.
- 12.4. Equipment: Some children may have care needs, physical or behavioural, which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment.
- 12.5. Where cleaning of aids and equipment is carried out in the school it is recommended that a schedule of cleaning is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturer's instructions.

Section 13 - Staff Duties

- 13.1. Staff have a statutory obligation to take responsible care for their own health and safety and that of their colleagues and other parties
- 13.2. Staff are to adhere to the School Covid-19 Response Plan and the control measures outlined
- 13.3. Complete the Return to Work Form before they return to work
- 13.4. Staff must inform the Principal if there are any circumstances relating to Covid-19, not included in the form, which may be needed to be disclosed to facilitate their safe return to the workplace

- 13.5. Staff must complete Covid-19 induction training and any other training prior to their return to school
- 13.6. Staff must be aware of and adhere to good hygiene and respiratory etiquette practices.
- 13.7. Coordinate with colleagues to ensure that physical distancing is maintained.
- 13.8. Make themselves aware of the symptoms of Covid-19 and monitor their own well being.
- 13.9. Self- isolate at home and contact their G.P. promptly for further advice if they display any symptoms of Covid-19.
- 13.10. Staff are not to return to or attend school if they have symptoms of Covid-19 under any circumstances.
- 13.11. If they develop any symptoms of Covid-19 whilst within the school facility, they should contact the Principal and then leave the school and contact their GP.
- 13.12. Staff should keep informed of the updated advice of the public health authorities and comply with same.

Updated review completed 30/9/2020.

Signed: _____ Date: _____
Chairperson of the Board of Management

Signed: _____ Date: _____
Principal

APPENDIX 1

COVID-19 Policy Statement

St. Michael's NS Cootehill, 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 handwashing 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: _____
Chairperson Board of Management

Date: _____

Signed: _____
Principal

Date: _____

APPENDIX 2

Cleaning Schedule for St. Michael's N.S.

Every day

- Carpets/Marmoleum to be hoovered/washed.
- Floors and sinks to be washed.
- Toilets, wash hand basins, taps and toilet doors to be well cleaned and sanitised.
- Toilet paper/hand towels/soap/sanitiser to be checked and refilled if needed.
- High touch areas like, door handles, light switches, soap and sanitiser units to be cleaned and sanitised daily.
- Any visible dust on windowsills to be removed.
- Staff toilets to be cleaned daily.
- Toilets in PE hall to be cleaned daily.
- Teachers/Staff shall clean and sanitise their own work space and personal items taken into school e.g mobile phone daily.
- Teachers shall clean and sanitise childrens' desks and chairs daily.
- Bins will be emptied daily by the caretaker and a clean replacement bag inserted into the bin.

Monday- Friday

Staff room to be cleaned

Staff will clean and sanitise items touched during their break e.g Kettle handle, toasters, fridge handle, microwave kitchen surfaces, chairs and cupboard handles.

APPENDIX 2

Front offices to be cleaned

High touch items like phones, photocopier, laminator ect. To be sanitised after each use.

PE Hall to be washed

PE equipment is to be sanitised after each use.

Class Resources are to be sanitised after use if shared or left for 72 hours before put into use again.