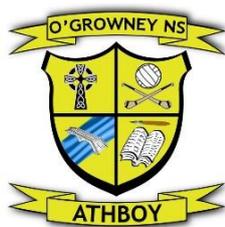


**O' Growney
National School
Covid-19
Return to
School Plan**



O' Growney National School

Covid-19

Return to School Plan

Underlying Principles

- The school has a responsibility to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- This plan has been designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in O'Growney National School.
- The O'Growney National School Covid-19 Return to School Plan details the policies and practices necessary for O'Growney National School to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills "*Roadmap for the Full Return to School*". The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

In implementing this plan, the key themes of the Public Health Advice necessary to keep us all safe will permeate throughout the school community with everyone:

- Apply common sense
- Adopting a balance approach
- Doing everything practical to avoid the introduction of covid-19 into O'Growney National School.
- Being aware of what we can all do to protect ourselves and each other
- How to recognise and report the symptoms of Covid-19

- The need to stay at home if feeling unwell and inform the school immediately if developing the symptoms of Covid-19
- Continuing to observe social distancing, good hand hygiene and respiratory etiquette.

As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

O' Growney National School will open for All pupils at 9.20a.m on Thursday 27th August, 2020.

Timetables

1. Separate, special arrangements will be put in place for our Junior Infants. For the first week only, Junior infants will enter school at **9.20a.m.** and go directly to the classroom. All other classes will enter at 9.10a.m. Junior Infant classes will also finish at **12.15p.m.** for the first week.
2. When leaving school **All** children will line up at **2.55p.m.**, weather permitting, and exit at 3.00p.m in an orderly fashion, socially distancing as they leave. In inclement weather, all classes will leave from their rooms in an orderly fashion.
3. Parents and children will remain in the school grounds, drop off area, but outside the gates socially distancing until school begins. The main school gates will be closed for traffic to facilitate safe assembly of class numbers in these areas. The main side gates will be open to allow parents and pupils enter. At 9.10a.m. pupils will enter the school grounds through 3 main entrances, maintaining social distancing. On entrance through the main school side gates, these 3 entrances will be clearly identifiable to all pupils. At 9.10a.m all gates entering the school yard will be opened fully to allow children to enter social distancing. Our caretaker, Mr. Jimmy Herward has painted distance markings clearly on the school playground, 1 metre apart. If the weather is inclement, children will enter their classes immediately.
4. To reduce over-congestion, parents/guardians are asked to do the following:
 - not to arrive too early
 - remain in cars as long as possible
 - advise your children to social distance while entering the school
 - maintain social distance within the school grounds before 9.10a.m.
 - all adults to wear masks when entering and leaving

No adults, other than staff members, will be allowed enter the internal school grounds.

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHEC continues to evolve, this protocol and the measures management and staff need to address may also change.

The "*Return to School Plan*" will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils, while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents.

This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Procedure for Returning to Work (RTW)**
- 7. Control Measures**
- 8. Dealing with a suspected case of Covid-19**
- 9. Staff Duties**
- 10. Covid related absence management**
- 11. Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

1. O' Growney National School COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus.

COVID 19 Policy Statement

O'Growney National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following 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 in relation to summer provision
- 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 and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarization briefing provided by the Department of Education and Skills
- 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 and Skills 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)

Signed: _____ Chairman Date: _____

Signed: _____ Principal Date: _____

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW). A hard copy will be available from the secretary's office.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

On receipt of the completed form the Principal will provide: **details of the Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

3. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 "*Return to School Plan*" and the associated control measures lies primarily with the Board of Management and the School Leadership.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a **Lead Worker Representative** to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

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

If a staff member has any concerns or observations in relation to the Covid-19 “Return to School Plan” and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker representative:	Contact details
	O’ Growney National School 046 – 9432291 office@ogrowneyns.ie

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 “Return to School Plan” and associated control measures.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings will be conducted.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 “Return to School Plan”. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school’s COVID-19 “Return to School Plan”. Any changes to the school’s current risk assessments should also be documented.

5. General advice to prevent the spread of the virus

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

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- **Ensure that staff and pupils know what to do if they develop symptoms at school.**
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- **Visitors to school during the day should be by prior arrangement** and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. O'Growney National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

Managing the risk of spread of COVID-19

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean). Hand sanitiser are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid- 19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands

Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean

Share objects that touch your mouth – for example, bottles, cups, cutlery.

Very high risk groups (extremely vulnerable)

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

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, [Alpha-1 antitrypsin deficiency](#), [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you're pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

High risk groups

The list of people in high risk groups includes people who:

- are over 60 years of age
- have a learning disability
- have a lung condition that's not severe (such as [asthma](#), [COPD](#), emphysema or bronchitis)
- have [heart disease \(such as heart failure\)](#)
- have [high blood pressure \(hypertension\)](#)
- have [diabetes](#)
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a medical condition that can affect your breathing
- have cancer
- have a [weak immune system \(immunosuppressed\)](#)
- have cerebrovascular disease
- have a condition affecting your brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis, or cerebral palsy)
- have a problem with your spleen or have had your spleen removed
- have a condition that means you have a high risk of getting infections (such as HIV, lupus or scleroderma)
- are [taking medicine that can affect your immune system \(such as low doses of steroids\)](#)
- have [obesity](#)
- are residents of nursing homes and other long-stay settings
- are in specialist disability care and are over 50 years of age or have an underlying health problem

6. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school .

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

ii. Induction Training

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 “*Return to School 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 with any changes to the control measures or guidance available from the public health authorities.

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

iii. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers will be available at multiple locations within the school facility and should be available in each classroom.

iv. Use of Personal Protective Equipment (PPE)

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with advice from the HPSC.

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. **However the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.**

v. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

vi. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. **A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. In addition see visitor contact log at Appendix 3.**

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in O'Growney National School. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the Principal or nearest first aider giving details of location and type of medical incident.

Interaction between classes and class groups:

Each class is a 'Class Bubble'. Each class bubble should only mix with their own class. Each teacher will be reconfiguring their classroom into pods – 3 pods per room in 3rd - 6th classes. Tables and chairs are arranged in a way to maximise physical distancing between pods.

7. 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 O'Growney National School will deal with a suspected case that may arise during the school day.

A designated isolation area has been identified within the school building.{Room 29}. The possibility of having more than one person displaying signs of Covid-19 is considered and a contingency plan for dealing with additional cases is in place. The designated isolation area is behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in O'Growney National School the following are the procedures which will be implemented:

Dealing with a suspected case of Covid-19 in O' Growney National School

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately.
- The person will be isolated and a procedure is in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- A mask will be provided for the person presenting with symptoms. He/she will wear the mask if in a common area with other people or while exiting the premises.
- The individual who is displaying symptoms will be assessed whether he/she can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home.
- The person presenting with symptoms will be facilitated to remain in isolation if they cannot immediately go home and the school will facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and the tissue will be put in the waste bag provided.
- If the person is well enough to go home, it will be arranged 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 they are 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.
- Arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions, who have been directed by a medical professional not to attend school
- We request that children who return from holidays/travel abroad should not attend school within 14 days of their return.

Children in High Risk Groups:

Parents should seek advice from their GP/Specialist about returning to school, if they think their child is in a high risk group.

Use of Face masks:

It is currently not recommended in Ireland for children under 13 to wear face masks as a mitigation strategy against the transmission of the coronavirus. It is currently the opinion of public health that their use, especially among young children, has the potential to cause more harm than good. If a parent wishes their child to wear a mask, this will be permitted, as will visors. Scarves or other clothing will not suffice.

Collection of Children during the School Day – new regulations

If a child has to be collected during the course of the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived.
- **No adult should enter the school building, at any time, unless permission has been given to do so.**
- Access will only be permitted once their temperature has been taken and they have used the hand sanitiser. Masks must be worn at all times.
- If having to enter the internal premises, the adult will be asked to fill in a visitor's log for tracing purposes.
- The secretary, Mrs. Rebecca Flynn, will sign all children out.
- The child will be brought from their class to the exit in the school foyer, by a member of staff.

Other Responsibilities for Parents

- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name, as equipment/books cannot be shared.
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised on completion of homework before being placed in the child's school bag.
- Water bottles are to be filled at home every evening.
- Where practicable, pencils to be pared at home and copies ruled.
- Children are to go to the bathroom and wash their hands **before** leaving for school.
- It is recommended that children have a pencil case stocked with all their stationary needs as sharing of resources is not permitted. It is recommended that children have a second pencil case to use while at home.

Uniforms:

Children's uniforms (including tracksuits) must be clean and washed regularly. In light of the difficulties this may cause, Tuesdays and Thursdays will be "tracksuit only day for all pupils", which will allow washing of both school uniforms and tracksuits on alternate days.

P.E. for all classes will be conducted on either on Tuesday or Thursday.

It is more important that all clothing be clearly labelled, as the "**Lost and Found**" area cannot be facilitated.

Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should *not* be worn in any after-school facilities, shops or activities etc.

Lunches

- Parents/guardians are asked to make sure that children bring their lunches to school to avoid adults having to come to the school during the day. “
- Dropping in lunches after school opens will not be permitted. Please remind your children not to share their food or drinks with other children.

8. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 “*Return to School Plan*” and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.

Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.

1. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
2. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
3. Complete the RTW form before they return to work.
4. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
5. Must complete Covid-19 Induction Training and any other training required prior to their return to school. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
6. Keep informed of the updated advice of the public health authorities and comply with same.

9. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

10. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people’s personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

Yard

Returning to school in September 2020 will bring changes to the yard and break times will be staggered.

Each bubble of classes will have access to the yards during their allotted break times as follows:

1. Junior Infants to Second Class
2. Third Class to Sixth Class

Each class bubble will have a designated area within the school playground. Yards will be supervised by class teachers, SETs and SNAs working within these bubbles.

There will be two breaks.

First Break 1: 10.45a.m. - 10.55a.m. {Junior Infants to Second Class}

First Break 2: 11.00a.m. - 11.10a.m. {Third Class to Sixth Class}

Lunch Break 1: 12.30p.m. – 1.00p.m. {Junior Infants to Second Class}

Lunch Break 2: 1.00p.m. – 1.30p.m. {Third Class to Sixth Class}

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

Doors and Windows

- Where practical, all internal doors will be left open to minimise hand contact with common surfaces.
- To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Office

We have an online payment system that minimises the amount of cash that needs to be handled.

Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for online payments through the Aladdin app.

Children will not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members will not enter the Office area.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

Children will not be allowed to use the photocopier.

Special Education Support

In keeping with our Special Education policy, support will be provided to ensure our support teachers will work within the confines of a bubble.

- **Withdrawal Support:** Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.

The tables and chairs in SET rooms will be wiped clean in between different groups attending

PPE

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs, dealing with suspected COVID-19 cases or who are administering first aid will wear appropriate PPE including gloves, face masks and face shields.

P.E.

Where possible, P.E. will take place outdoors and the use of equipment will not be permitted. P.E. will only take place on Tuesdays and Thursdays.

Staffroom

- All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving/leaving work.
- Face coverings should be worn.
- Hands are to be sanitised before using fridge handles, microwaves etc.
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom, as far as possible.
- Staff meetings will be held in the meeting room. The “Pod” system will be used to facilitate social distancing.