

Glinsk N.S.



Covid- 19 Response Plan

February 2021

Glinsk N.S. Covid-19 Response Plan

The school Lead Worker Representative [LWR] is Ms. Sharlene Coyle and the deputy Lead Worker Representative is Ms. Lorraine Fallon S.N.A. The role of the LWR & deputy LWR is to ensure the school Covid-19 plan is implemented and adhered to, identify areas that may need to be addressed and liaise with the Board of Management.

Wellbeing for all classes

- The focus for the month of September will be on pupil well-being and adjusting to new routines, literacy, numeracy, S.P.H.E. [Social Personal & Health Education] the Stay Safe programme, and P.E. as recommended by the Department of Education for all schools.

Return to Educational Facility Parental Declaration Form

- This H.S.E. & H.P.S.C. [Health Protection Surveillance Centre] form must be completed for each child returning to school and after any further absences and holiday breaks
- This form is available on the homepage of the school website www.glinskns.ie

Return to Work Form - Staff

- All staff will complete a Return to Work form and confirm in writing that the pre-return to work form remains unchanged following any subsequent periods of closure such as school holidays

Arrival & Dismissal

- Pupils should enter their classroom at the external doors located beside their classroom. One door will be for entry and one door for exit
- Pupils should arrive at school between 9:10 a.m. and 9:30 a.m.
- Junior Infant parents may walk pupils to the school door with no entry to the classroom after the first day of school
- Junior Infants & Senior Infants parents should collect pupils from the school door at 2 p.m. and maintain 2m social distancing as per yard markings
- Pupils from all other classes should be collected from school at 3 p.m.
- Parents should remain in cars at 3 p.m. and not congregate at the school gate and pupils should go to their cars immediately
- Children travelling on the school bus should sanitise their hands boarding the bus, sit in pre-assigned seating and sit next to a sibling as per Bus Éireann guidelines
- If you are delayed collecting your child, please contact the school so that pupils can wait safely in the school hall

Uniforms

- Uniforms should be washed regularly
- Pupils wearing shoes with laces must be able to tie them, otherwise velcro shoes are recommended
- **No indoor shoes** are required by pupils until the Halloween break and this will be reviewed at that time
- **All pupils in all classes** should bring a full spare set of clothes to school on the first day to have in the event of an accident. Please put the clothes into a plastic bag with your child's name on it. In the event that a pupil has an accident and has no change of clothes left at school, a change of clothes will be provided.
- Should pupils receive spare clothes in the event of an accident, these spare clothes should be washed at 60 degrees before returning them to the school

Hygiene

- Pupils will be reminded of coughing, sneezing etiquette, not touching our faces, disposing of used tissues immediately
- Sanitising stations are located in each hallway outside classrooms
- Automatic sanitising stations will be located in each classroom
- Pupils will wash their hands on arrival at school, before eating and after break-times, before going home, after using the toilet and as necessary throughout the day
- Hand washing will take place after activities that are likely to soil hands for example certain sporting activities as sanitiser does not work on dirty hands
- Good hand washing techniques will be demonstrated regularly
- Handwashing posters are displayed beside all classroom sinks
- Paper towels will be used to dry hands
- Closed pedal bins will be used in the classrooms and toilet areas
- Door handles will be disinfected regularly after arrival of all pupils, after break and lunch times
- SNAs will wear appropriate PPE when meeting the care needs of pupils and SNAs will be provided with medical grade masks where necessary
- Classrooms will be disinfected daily

Classrooms

- Each child will be assigned a coat hook in the cloakroom
- Pupils will be assigned seats and will change at holiday breaks
- Pupils should have one pencil case for school which will be left in school and one left at home for using at home. Sharing stationery or pencils will not be permitted
- Pupils should not bring excess items from home. Items for *Show and Tell* or items pupils wish to share with their class can be uploaded to pupil Seesaw accounts or Google Classroom accounts
- Pupils will not be sent on messages through other classrooms, they will go outside and go in pairs
- Time will be given throughout the day for pupils to organise their copies/ books/ cubbies & belongings to ensure they are kept on/ in their desk space
- Teacher desks & secretary's desk in the office will have Perspex screens
- Resources & furniture may be removed from classrooms to allow for spacing of desks

Visitors to the school

- Parents who wish to enter the school must do so by appointment **only** by phone or e-mail
- All visitors & parents to the school must wear a face mask
- All visitors & parents must sanitise their hands on entry
- All visitors & parents must sign & fully complete the Covid-19 contact tracing log

Illness & Absence

- Pupils should attend school unless they are in the “very high risk” category for contracting Covid-19 which is available on www.hse.ie
- Provision for pupil's education in the “very high risk” category will be made
- Certification from a consultant or medical doctor to certify that a pupil is in the “very high risk” category for contracting Covid-19 must be provided to the school
- The Education (Welfare) Act, 2000 requires parents to inform the school if their children will be absent from school on a school day and the reason for the absence. The Act also requires schools to report on school attendance. Schools are required to inform the Child and Family Agency's educational welfare services if a child is absent for more than 20 days in a school year. An online absence note will be available on the school website and all absences should be submitted online
- Staff that are in the “very high risk” category must inform the Board of Management

- If a member of staff or pupils have any of the symptoms of Covid-19 they should not attend school and contact their family doctor to arrange a test
 - High temperature
 - Cough
 - Shortness of breath or breathing difficulties
 - Loss of smell, of taste or distortion of taste
- If a member of staff displays symptoms of Covid-19 while at school:
 - Will be directed to go home immediately if able or
 - Remain in the isolation area while arrangements for them to be transported home by a family member are made
 - Staff will be advised to inform their GP by phone of their symptoms
- If a pupil displays symptoms of Covid-19 while at school:
 - Parents/ Guardians will be contacted immediately
 - The pupil will be accompanied to a designated isolation area, cared for by a member of staff (while maintaining 2m social distance) until collected.
 - Parents/ Guardians will be advised to inform their GP by phone of the child's symptoms

Isolation Room

- A designated isolation area has been created at the S.E.T room (which is re-located to the spare classroom). The isolation room is located between the junior classroom & middle classroom.
- A face covering will be provided to the staff member/child who is symptomatic while awaiting collection
- The isolation room will be cleaned & disinfected afterwards

IMPORTANT - Pupils

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

- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days and follow the latest Government advice in relation to foreign travel
- Children who are generally unwell

IMPORTANT – Staff

Staff should not attend school in the event

- They are identified by the HSE as a close contact of a confirmed case of Covid-19
- If they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland, in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel

Staff should:

- Undergo any Covid-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

Impact of a Suspected or Confirmed Case of Covid-19 in the school

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

Lunch & Recreation

- All pupils will eat lunch in their own classroom/ bubble at their desks
- Sharing of lunches is not permitted as some pupils have food allergies
- Please ensure that pupils can open their own lunch box and drink bottle
- Lunches should remain in school bags to reduce congregating and bottles should be left on the pupil's own desk to avoid any spillages in bags
- Fruit should be peeled & cut up for pupils at home if they are not able to peel fruit
- Pupils should bring a spoon or other cutlery that they may need for their lunch
- All teachers will eat in the classroom with pupils and will use their own cutlery and delph

- SNAs will eat in the school hall
- All pupils will have time to eat before all leave the classroom for playtime
- Each classroom/ bubble will have their own designated play area in the yard and pupils are not permitted to mix with pupils from other bubbles
- Outdoor play is highly recommended, so please ensure pupils always have jackets/ raincoats for playtimes
- All pupils will line up in the yard at the end of break & lunch times (2m apart) at a designated spot for each classroom/ bubble, with each teacher “collecting” their class

Cleaning

- A daily cleaning schedule is in place and provided to ancillary staff responsible
- Alcohol-based sanitiser must not be stored or used near heat or naked flame

S.E.T.

- The S.E.T. room will move to the spare classroom for increased distancing between pupils & staff
- Withdrawal from class bubbles for SET support will continue
- Some in-class support will continue

I.C.T.

- iPads & computers will be numbered and each pupil in the school will be assigned a number for a device
- iPads & computers will be cleaned with disinfectant wipes after use
- Headphones – pupils should bring their own headphones – sharing or trying on headphones is not permitted
- Remote learning accounts will be set up for all pupils in case of closure – for SeeSaw, Google Classroom, Khan Academy, ReadTheory, Class Dojo, Typing.org etc

Ventilation

- Classroom windows will be opened regularly when possible to ensure good ventilation
- Classroom windows will be opened when possible when pupils are out during playtimes
- Classroom windows will remain opened at the end of the day until the teacher leaves

Homework

- Each teacher will correspond with families regarding homework, copies & books

Library Books

- A return box will be used for library books & PM+ readers and after 3 days these books will be returned to the library
- Only one pupil at a time to choose library books
- Folens books [senior room] will be returned on Fridays and pupils will receive a new book on Mondays

Payments

- The school IBAN & IBIC number will be made available to for E.F.T. payments e.g. book bills
- Please put your family name in the *Reference* box if making an E.F.T. payment
- An online **secure** payments system will also be available through the school website - www.glinskns.ie - with receipts issued for any payment

Principal Admin Days

- All school principals are granted 37 administration days for the school year (1 day per week)
- Glinsk N.S. is in a cluster of 5 schools with Ms. Catherine Lyons appointed as supply teacher to cover principal admin days in all 5 schools in the cluster.

Remember “*no person (child, teacher or parent) should attend an educational setting if unwell or any members of their household are unwell with symptoms consistent with Covid-19.*” **[Department of Education & Science]**

A key element to ensuring our school remains open is for everyone in the school community, pupils, staff & families to continue to play their role in keeping the virus out by adjusting & adhering to these new routines.