

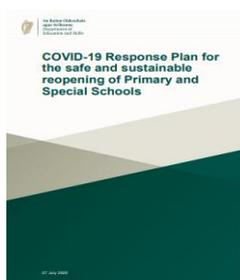


## Reopening Plan for Scoil Nano Nagle – March 2021 (Updated)

### SECTION ONE: KEY MESSAGES

- The Board of Management and staff of Scoil Nano Nagle have made every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff.
- The plan is informed by the advice of the Departments of Health and Education & Skills
- This plan has been formulated to better ensure that the school can exercise its duty of care to all.
- This plan aims to ensure that all children return to school for all five days of the school week and for a full school day. This assumes that this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening.
- 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 into school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.
- Ms. Edel Fassnidge and Ms. Martina Condon will jointly fulfil the Lead Worker Representative (LWR) Roles.

Click on the image below to access up to date information and guidance from the Department of Education & Skills **(as of 25<sup>th</sup> February 2021)**



**This plan is a work in progress and is subject to change and review. Building on reviews in September and December 2020, this document will be formally reviewed at the end of March 2021 in consultation with the school staff.**

## SECTION TWO: COVID-19 AND BASIC PRECAUTIONS

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.

Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from the following links:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

### **The most common symptoms of Covid 19 are:**

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Lack of smell, of taste or distortion of taste.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

### **Best practice for Parents and Pupils:** In order to prevent the spread of the virus:

- if you have been in contact with someone who is displaying any COVID-19 symptoms
- If you have coughed or sneezed
- if you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing)
- if you have been on public transport,
- if you have been in a crowd (especially an indoor crowd)
- if you have handled animals or animal waste
- If you move from one room to another room or from inside to outside areas

- If you have physical contact with a child from another group other than their own group
- if your hands are dirty
- when you arrive and leave buildings including your home or anyone else's home
- After using the toilet
- Before having a cigarette or vaping before and after eating
- Before and after preparing food
- Before and after eating your own food – breaks/lunches
- After assisting a child to use the toilet or using the toilet themselves
- After contact with bodily fluids (runny nose, spit, vomit, blood, faeces)
- After cleaning tasks

**You must - Wash your hands with soap and water (which is the best method to get rid of germs) and or use a hand sanitiser**

**You must - Practice good respiratory hygiene:** that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

**You must - Maintain social or physical distancing:** that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.

**Must not engage in handshaking or hugging**

**Must avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself. Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is OK.

On 25<sup>th</sup> February 2021, the DES issued updated guidance on “Infection Control Measures”. This was circulated to all staff for their perusal. The guidance is available at: <https://www.cpsma.ie/wp-content/uploads/2021/02/Section-5-Infection-Prevention-Control-Measures-.pdf>

A copy of the updated guidance and other supporting materials have also been made available to all staff through the school’s shared drive. This can be accessed at any time, both on site and remotely.

The enhanced “Infection Control Measures” document provides added detail on key areas:

- How to minimise the risk of introducing Covid-19 into schools (including staff self-awareness)
- The symptoms of Covid-19
- Essentials of respiratory hygiene
- Essentials of hand hygiene
- Physical distancing (for children and staff alike)

- Use of PPE in schools (including face masks)
- Impact of Covid-19 on certain school activities (particularly music, sport and Aistear in our junior school context).

**The staff will complete multiple lessons on correct hygiene, lining up protocols, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks following reopening on 1<sup>st</sup> March 2021.**

## SECTION THREE (A): PUPIL ILLNESS

### Role of Parents/Guardians:

It is important that parents/guardians have a clear understanding of the benefits and risk of childcare and that it is not possible to guarantee that infection can be prevented in any setting either in a childcare centre, school or in the home.

If a child appears unwell on entering the classroom or at any time during the day, the class teacher will notify the school office and the child's temperature may be taken at the principal's discretion. A decision will then be made about the need to make use of the isolation room. In the interests of the safety of the staff and the other children, the principal will contact the parent/guardian and ask them to take the child home immediately.

Pupils must 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

Pupils should not return to or attend school in the event of the following:

- If 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 latest Government advice in relation to foreign travel.

Families of pupils must 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.

The school will operate a zero tolerance policy on the above. Requests to keep pupils in from yard time will not be granted. Adequate supervision cannot be provided to meet such requests.

Temperature testing may take place, at the discretion of the principal/deputy principal, as is currently the practice for children who may be unwell. Parents/Guardians will be contacted immediately and must bring the child home if the temperature is over 37.5 C.

It is each parents'/guardians' responsibility to ensure that the school office has accurate and up-to-date contact information for their family.

To provide further reliability to our contact database, the school's attendance secretary and other staff will seek to contact families who have provided partial or incomplete phone numbers/e-mail addresses.

Prior to the 1<sup>st</sup> March reopening, families have been asked to complete the HPSC's "Return to School Declaration" which affirms the good health of their child. The school will use the "Class Dojo" app and its website/online facility for this process. See: <https://docs.google.com/forms/d/e/1FAIpQLSdPeQrap7hDLX5s5bY4VCrkM6do-tYMzfxJ9CeQbFkXXzDHbg/viewform>

This section has been updated to take account of the HPSC’s ***School Pathway for Covid-19, The Public Health Approach***- issued to schools on 27th August 2020, and subsequently added to on 23<sup>rd</sup> February 2021 (named “Appendix 2”).

### **SECTION THREE (B): STAFF ILLNESS**

Staff must 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 should not return to or attend school in the event of the following:

- If 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 latest Government advice in relation to foreign travel.

Staff must 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.

Staff must undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

## SECTION FOUR: ARRIVAL AND DISMISSAL PROTOCOLS

### General Principles:

- Parents/guardians must arrive on time for dropping off and collecting their child.
- The school gates will open at 8.50 a.m. Children and parents/guardians should not congregate at the gate prior to this time. Social distancing should be observed upon entry. Adults who enter school grounds should wear a face covering in line with the policy applicable to school staff.
- Only parents/guardians who are well and have no symptoms of COVID-19 (or who have served the required quarantine time of 14 days where advised) are allowed to drop off and collect children.
- Any parent/guardian who is in a high risk category should not drop off or collect children in order to protect themselves.
- The school operate a one-way system for entry (front gate) and exit (side gate) of parents in the morning.
- For Junior Infant children, parents should exit the yard once they have visual confirmation that their child has joined their correct line. In the case of senior infant, 1<sup>st</sup> and 2<sup>nd</sup> class pupils, parents may escort their child to the drop-off zone (operated by two staff members) but they should then exit the school grounds immediately via the side gate. Under no circumstances are parents allowed to proceed beyond the drop-off zone.
- As is usual in Scoil Nano Nagle, junior and senior infants will go home at 1.40 p.m., Early Start (morning group and afternoon groups respectively) at 11.30 a.m. and 2.30 p.m., and 1<sup>st</sup> and 2<sup>nd</sup> classes at 2.40 p.m.
- The junior and senior infants will enter/exit through their usual separate doors; bottom corridor and top corridor respectively.
- The 1<sup>st</sup> and 2<sup>nd</sup> class pupils will enter/exit through their usual separate doors; prefabs and top corridor respectively.
- No parent/guardian will be allowed within the school building.
- **Should a matter of urgency arise for parents/guardians,** they must phone the office and make an appointment for access.
- **Parents/guardians will not enter the building when making an early collection – they should communicate with the school office via the intercom. A member of school staff will arrange for the child to be brought to the front door. Early collections will not be facilitated from 1.20 p.m. until 1.40 p.m. and again from 2.20 p.m. until 2.40 p.m.**
- Pre-arranged parental access to the building will only be permitted once the adult has used hand sanitiser and is wearing a face covering/mask. Once inside the school building the adult must complete the visitor log, maintain the required social distance and follow the directions of the principal/staff members.
- At arrival and departure times of children, social distancing is to be maintained by children and parents/guardians. Under no circumstances are parents/guardians to gather in groups while waiting for the bell to sound.
- The In-school management team will provide supervision in the drop-off zone and lining-up areas each morning.

### Line Up Areas:

- Children will line up at the same line at both entry and home time.
- Line numbers will match the room number of each class.
- All lines will be at least 2m from each other.

Line numbers are as follows:

#### Bottom Yard (At school gable, Facing Lindisfarne Ave):

- Line/Room 1: Ms. Dillane
- Line/Room 2: Ms. Banscherus

#### Bottom Yard (at entrance to infant corridor):

- Line/Room 3: Ms. Mulhern
- Line/Room 4: Ms. Watts
- Line/Room 5: Ms. Rogers
- Line/Room 6: Ms. Howard

#### Top Yard (at entrance to top corridor):

- Line/Room 10: Ms. Fassnidge
- Line/Room 11: Ms. Troy/Ms. Finan
- Line/Room 12: Ms. McDevitt
- Line/Room 13: Ms. McLoughlin

#### Middle Yard:

- Line/Room 14: Mr. Duignan
- Line/Room 15: Ms. Kenny
- Line/Room 16: Ms. Finn
- Line/Room 17: Sr. Una Marren

#### Adjacent to the Prefabs:

- Line/Room 18: Ms. Allman
- Line/Room 19: Ms. Flannelly
- Line/Room 20: Ms. Gaffney
- Line/Room 21: Ms. Ahern

### Daily Morning Assembly:

**At 8.50 a.m.** the gates will be opened.

**At 9.00 a.m.** all pupils will enter the school building via their designated door whilst maintaining social distancing.

Early Start (Rm. 1) Ms. Dillane

Enter via bottom corridor door (repeated at noon)

Early Start (Rm. 2) Ms. Banscherus

Enter via bottom corridor door (repeated at noon)

Junior infants (Rm.3) Ms. Mulhern

Enter via bottom corridor door

Junior infants (Rm.4) Ms. Watts

Enter via bottom corridor door

Junior infants (Rm.5) Ms. Rogers

Enter via bottom corridor door

Junior infants (Rm.6) Ms. Howard

Enter via bottom corridor door

**(Teachers will ensure an orderly entry to allow one class at a time proceed)**

**Junior infant classes have priority over Early Start classes when entering the building**

Senior infants (Rm.10) Ms. Fassnidge

Enter via top corridor door

Senior infants (Rm.11) Ms. Troy/Finan

Enter via top corridor door

Senior infants (Rm.12) Ms. McDevitt

Enter via top corridor door

Senior infants (Rm.13) Ms. McLoughlin

Enter via top corridor door

**(Teachers will ensure an orderly entry to allow one class at a time proceed)**

2<sup>nd</sup> Class (Rm.14) Mr. Duignan

Enter via top corridor door

2<sup>nd</sup> Class (Rm.15) Ms. Kenny

Enter via top corridor door

2<sup>nd</sup> Class (Rm.16) Ms. Finn

Enter via top corridor door

2<sup>nd</sup> Class (Rm.17) Sr. Úna

Enter via top corridor door

**(Teachers will ensure an orderly entry to allow one class at a time proceed)**

**Senior infant classes have priority over 2<sup>nd</sup> classes when entering the building**

1<sup>st</sup> Class (Rm.18) Ms. Allman

Enter prefabs (Main road end)

1<sup>st</sup> Class (Rm.19) Ms. Flannelly

Enter prefabs (Main road end)

1<sup>st</sup> Class (Rm.20) Ms. Gaffney

Enter prefabs (Talbot end)

1<sup>st</sup> Class (Rm.21) Ms. Ahern

Enter prefabs (Talbot end)

**(Teachers will ensure an orderly entry to allow one class at a time proceed)**

## Daily Dismissal: Staggered Arrangements

### 11.30 a.m.

Early Start (Rm. 1) Ms. Dillane	Exit via bottom corridor door
Early Start (Rm. 2) Ms. Banscherus	Exit via bottom corridor door

### 1.40 p.m.

Junior infants (Rm.3) Ms. Mulhern	Exit via bottom corridor door
Junior infants (Rm.4) Ms. Watts	Exit via bottom corridor door
Junior infants (Rm.5) Ms. Rogers	Exit via bottom corridor door
Junior infants (Rm.6) Ms. Howard	Exit via bottom corridor door

**(Teachers will ensure an orderly exit to allow one class at a time proceed)**

### 1.40 p.m.

Senior infants (Rm.10) Ms. Fassnidge	Exit via top corridor door
Senior infants (Rm.11) Ms. Troy/Finan	Exit via top corridor door
Senior infants (Rm.12) Ms. McDevitt	Exit via top corridor door
Senior infants (Rm.13) Ms. McLoughlin	Exit via top corridor door

**(Teachers will ensure an orderly exit to allow one class at a time proceed)**

### 2.30 p.m.

Early Start (Rm. 1) Ms. Banscherus	Exit via bottom corridor door
Early Start (Rm. 2) Ms. Dillane	Exit via bottom corridor door

### 2.40 p.m.

2 <sup>nd</sup> Class (Rm.14) Mr. Duignan	Exit via top corridor door
2 <sup>nd</sup> Class (Rm.15) Ms. Kenny	Exit via top corridor door
2 <sup>nd</sup> Class (Rm.16) Ms. Finn	Exit via top corridor door
2 <sup>nd</sup> Class (Rm.17) Sr. Úna	Exit via top corridor door

**(Teachers will ensure an orderly exit to allow one class at a time proceed)**

### 2.40 p.m.

1st Class (Rm.18) Ms. Allman	Enter via prefabs (railings end)
1st Class (Rm.19) Ms. Flannelly	Enter via prefabs (railing end)
1st Class (Rm.20) Ms. Gaffney	Enter via prefabs (Talbot end)
1st Class (Rm.21) Ms. Ahern	Enter via prefabs (Talbot end)

**(Teachers will ensure an orderly exit to allow one class at a time proceed)**

**From 1<sup>st</sup> March, as a specific strategy to elevate congestion during daily dismissal, junior infant and senior infant classes will exit in two waves: two classes will exit upon the first bell at 1.36 p.m. and the next two classes will exit upon the second bell at 1.40 p.m.**

## **Wet Morning Supervision**

The principal/deputy principal will determine if the weather warrants the children being brought inside the school building at assembly time. This decision will be announced on the intercom just before 8.50 a.m.

Designated members of the In-school management team (and other staff on occasion) will supervise the entrance points to the school - **only pupils will be admitted.** SNA staff will assist pupils in finding their room. A pairing of SNAs will be assigned to each of the corridors for this purpose.

Pupils will be allowed to enter their classroom and should immediately take their seat - pupils lining up outside their classrooms, in the corridor and at close proximity, is no longer permitted.

As part of the school's Croke Park Hours allocation, class teachers will be in their rooms on wet mornings from 8.50 a.m. to provide added supervision.

## SECTION FIVE: INTERNAL ORGANISATION

### General Principles:

- The school will implement the pod/bubble/team approach as advocated by the Department of Education & Skills.
- Pupils seated at the same group will form a pod – pods should be 1 metre apart from each other and, where possible, individual pupils in the pod should be 1 metre apart.
- A pod should have no more than six members.
- Teachers will consult with provided DES guidance when laying out their classroom. The guidance (“*Illustrative Classroom Layouts*” and “*Checklist for Maintaining Physical Distance in the Classroom*”) is available at <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>
- Equipment should not be shared between pods unless it has been thoroughly wiped down.
- Items such as pencils, crayons and rubbers should not be shared between pupils – each pupil will be given their own supply.
- The full class will form a bubble.
- Each Early Start grouping (AM and PM) is an independent bubble.
- Considerable efforts will be made to ensure that bubbles within the school do not interact.
- A team is formed by two bubbles – although the pupils in the two bubbles will not mix, the two teachers will facilitate each other for supervision and dealing with other unanticipated intrusions.
- Some teams will be supplemented by a Special Needs Assistant (SNA) and/or a Special Education Teacher (SET).
- SNAs and SETs are confined to no more than two bubbles, other than in a very small number of unavoidable instances.
- A small number of key school staff (e.g. principal, deputy principal, home-school community liaison co-ordinator and specific members of the in-school management team) may visit across bubbles and teams. Such visits should only be when absolutely necessary.
- The SET team will decide on the combination of in-class and withdrawal support to be utilised from 1<sup>st</sup> March onwards for pupils with a special educational need.
- Each class teacher will provide the principal with a complete list of their pod composition upon reopening on 1<sup>st</sup> March. This will be stored securely for possible future use.

### Teams and allocated Staff:

Team One AM: Ms. Dillane & Ms. Fleming (Morning Group)

Team One PM: Ms. Dillane & Ms. Fleming (Afternoon Group)

Team Two AM: Ms. Banscherus & Ms. Watkins (Morning Group)

Team Two PM: Ms. Banscherus & Ms. Watkins (Afternoon Group)

Team Three: Ms. Mulhern, Ms. Watts, Ms. McNelis & S. Coffey\*.

Team Four: Ms. Howard, Ms. Rogers, Ms. Lyons & M. Condon.

Team Five: Ms. Fassnidge, Ms. Troy, Ms. Finan, Ms. Counihan, K. Denton & S. Coffey\*

Team Six: Ms. McLoughlin, Ms. McDevitt, Ms. Lyons\* & S. Browne.

Team Seven: Mr. Duignan, Ms. Kenny, Ms. Carmody, A. Dunne & A.M. Callaghan.

Team Eight: Sr. Úna, Ms. Finn, Ms. Dalton & N.Treacy.

Team Nine: Ms. Ahern, Ms. Gaffney, Ms. Neary, Ms. Ronaghan & S. O'Shaughnessy.

Team Ten: Ms. Flannelly, Ms. Allman, Shared SET from Talbot & S. O'Shaughnessy.

\*(one room only).

## SECTION SIX: BREAK TIMES

### General Principles:

- The school aims to minimise contact between bubbles during break time – a staggered approach to breaks times is the best means to achieve this.
- The monthly yard rota has been modified to reflect the new arrangement.
- Teachers will provide approx. forty minutes yard supervision per allocated today to achieve this.
- Teachers from the particular class level will, in the main, provide the supervision for pupils from their own corridor. SET teachers will be consistently allocated to the same yard. Each teacher will be responsible for supervising two classes.
- The traditional junior infant, middle and top yards will each be sub-divided into two smaller yards. This means that the school has six play spaces at its disposal.
- Only one bubble (class) will be allocated into one of the six available yards. There should be no mixing between bubbles
- Class teachers within the team structure will facilitate each other's break; for example Teacher A will go for their break at 10.30 a.m. The pupils should eat during this time. Teacher B will supervise both classes. Teacher A will return at 10.40 a.m., thus releasing teacher B for their break. The children will have ten minutes recess on the yard. Formal teaching should begin once again at 10.50 a.m. A similar arrangement applies for lunch break but with a slightly longer recess outside.
- SNA morning break will be arranged locally with the principal.
- SNA lunch break will be arranged locally with the principal.
- All of the arrangements set out in this section were reviewed at the end of September and December 2020.

### Lunch Breaks/Yard Times:

- Junior Infants will be: 12.10 – 12.30 (two bubbles in two separate yard spaces) and 12.35 – 12.55 (two remaining bubbles in two separate yard spaces)
- Senior Infant yard time will be: 11.25 - 11.55 a.m.
- 1<sup>st</sup> Class yard time will be: 12.35 - 1.05 p.m.
- 2<sup>nd</sup> class yard time will be: 12.00 - 12.30 p.m.
- All children should be given adequate eating time prior to visiting the yard (Alternatively infant teachers will have the flexibility to allow their pupils eat after their yard time if they so wish)
- Staff should note that the intercom bell will not signal at the beginning and end of yard time. Personal time-keeping is essential.

### Staffroom/Kitchen Access:

- Staff can prepare and consume food in four different locations:
  - The identified staff room (maximum of 6 occupants)
  - The kitchenette adjacent to the hall (maximum of 3 occupants)
  - The Parents Room/Kitchen (maximum of 6 occupants)
  - Room 7B (maximum of 4 occupants)
- If a staff member notes that the maximum number in any of these rooms has been reached, they should not enter that room.
- Staff are allocated as follows:

- Early Start staff: Room 7B
- Junior Infant Corridor (incl. allocated SET & SNAs): Room 7B
- Senior Infant Corridor (incl. allocated SET & SNAs): Staff room/Kitchenette
- 1<sup>st</sup> class corridor (incl. allocated SET & SNAs): The Parents Room/Kitchen
- 2<sup>nd</sup> class corridor (incl. allocated SET & SNAs): Staff room
- Secretary: Staff room.
- Caretaker/On-call cleaner: Kitchenette

**Toilet Facilities (Hand washing):**

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Handwashing facilities are available in each classroom for adults and pupils.

Staff are particularly asked to wash their hands when entering and exiting the building, and during regular intervals each day. There is also a recommendation to wash/sanitize hands when entering and exiting vehicles.

Additionally, multiple staff bathrooms (all with warm-water washing facilities) are available at various locations:

- Adjacent to the secretary's office
- The disabled-access bathroom adjacent to Early Start
- The staff toilets at the prefabs

**Under no circumstance should members of the public be allowed to access these toilets**

## SECTION SEVEN: ADDITIONAL SAFEGUARDS/PROTOCOLS

### Other Responsibilities for Parents/Guardians:

- Parents/Guardians are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parent/Guardians must co-operate with the school's "Nothing in, Nothing Out" policy – school bags should stay at home. All required equipment is kept at school (only changed in exceptional circumstances)
- Children are to go to the bathroom before they leave home for school daily.
- Children are to wash their hands before leaving for school

### Uniforms:

- Children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols.
- Parents/Guardians should change their child's uniform at least twice during the week and they must be washed after use. This can include the PE uniforms
- It is recommended that all children have two jumpers.
- Velcro shoe strappings are recommended for junior school children.
- The school will exercise a common-sense approach to pupils who occasionally present without their complete uniform due to washing.

### Protocols if a child becomes unwell/presents as a suspected case of COVID-19 at school:

The school principal, deputy principal or assistant principal will be the primary responder. He/she will assume responsibility for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

- Step 1: Confirm identity of suspected case with reporting teacher/staff member.
- Step 2: Remind teacher/staff member of protocol when dealing with a suspected case (personal precautions, isolation within room, giving face mask, asking the child to take their belongings, telling the child what will happen next, providing reassurance).
- Step 3: Delegate a member of staff to contact the HSE and seek advice on any implications for the class, staff and other members of the school community.
- Step 4: Request school secretary/HSCL Co-ordinator to contact parent/guardian immediately and inform them of the collection point for their child. Confirm the location of isolation room to be used with school secretary/HSCL Co-ordinator. The school secretary will contact the on-call cleaner.
- Step 5: Use intercom to request that corridors are cleared (if necessary). No movement outside any room is permitted until a further announcement is made over the intercom.
- Step 6: Put on PPE (as appropriate)
- Step 7: Collect pupil at classroom door – provide reassurance to pupil – provide a 2m gap during escort – bring to isolation room – maintain visual presence as much as possible.

- Step 8: Provide a quick briefing to parent/collecting adult. Remind them that under no circumstances should they use public transport. Direct them to contact their GP immediately upon arrival at home. Maintain social distance during this interaction.
- Step 9: Remove PPE and disinfect/discard as required.
- Step 10: Announce that movement within the school is once again permitted (not for the class where the suspected case originated), noting that the used isolation room is out of bounds.
- Step 11: Seek verbal confirmation from the on-call cleaner that the isolated room has been treated. Restrict access for 72 hours.
- Step 12: Communicate HSE advice to affected school staff and prepare any arising communications to parents/guardians and/or the wider school community (as required).
- Step 13: Follow up with the parent/guardian of the suspected case.

**If there is a suspected or confirmed case of COVID-19 in school:**

- The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken.
- An assessment will be undertaken by HSE public health staff.
- Advice on the management of children and staff who came into contact with the person will be based on this assessment.
- Symptomatic people should self-isolate and arrange to get tested for COVID-19. Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to school until they are advised that it is safe to do so. Close contacts of a confirmed case (their partner/family members) should be notified and go home if at work and restrict their movements for 14 days. They should not attend work during that time.

**Children in High Risk Groups:**

Parents/Guardians should seek advice from their GP/Specialist if they think their child is in a high risk group. They must make an informed decision if it is safe for their child to return to school on 1<sup>st</sup> March. They should inform the principal of the advice given. If there are any parents/guardians who have concerns about their child's health, please contact the principal on 01-4571306.

**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 experts that their use, especially among young children, has the potential to cause more harm than good. If a parent/guardian wishes their child to wear a mask, this will be permitted. School staff will not be responsible for the fitting, removal or maintenance of this mask.

Where a 2 metre distance cannot be maintained, school staff must wear a face mask/covering. School staff must wear a face mask when in communal areas such as the corridor, irrespective of maintaining a distance of greater than 2 metres. The school will provide medical grade masks in the EN16483 category to all SNAs, special education teachers and specific staff who need to be in close and continued proximity with pupils with intimate care needs.

### **Children's learning spaces:**

All excess furniture will be removed from the classroom where possible so as to provide additional space.

### **Cleaning Arrangements:**

- Resources that can be easily cleaned will be used and toys and materials that are difficult to clean, e.g. dress up clothes or soft toys, during this temporary Covid-19 emergency will not be used.
- Pupils will hand sanitise before and after using any materials.
- Pupils will not be allowed to share materials/resources.
- Early Start classrooms will be cleaned during the turnaround time between groups each day. A member of the school cleaning team will be on site each day from 11.30 a.m. – 1.30 p.m. for this purpose; she will also attend to communal bathrooms, eating areas and other common touch points around the building
- A new checklist for cleaning has been circulated by the DES (Feb 2021). This has been given to the cleaning staff and they have been asked to incorporate all of its elements into their daily routine. Each classroom will be extensively cleaned at the end of each school day. Deep cleans are scheduled at each holiday period/prolonged closure.

### **Visitors to the School:**

If a scheduled visitor to the school is admitted to the building, they must:

- Put on a face mask before entering the building
- Sanitize their hands upon entry
- Exercise social distancing when engaging with the school office
- Wait for the Visitor Log to be fully completed. They will then be shown to their destination within the building. They must report back to reception as they are leaving the building.

In the case of deliveries, the items should be left in a safe place at the school porch. The school caretaker should then be alerted. The delivery person should not need to enter the building but should be directed to use the intercom to confirm their delivery.

### **Guidance on Ventilation:**

In November 2020, the DES issues enhanced guidance on ventilation in classrooms. The guidance is available at: <https://www.cpsma.ie/wp-content/uploads/2020/08/Updated-ventilation-guidance-V2.pdf>

From reopening on 1<sup>st</sup> March, classrooms in Scoil Nano Nagle will continue to keep windows partially open during contact time. Windows and doors will be fully opened during break times and other occasions where the room is empty. Teachers are encouraged to put in place some form of reminder system to ensure that this is done each day as part of the set routine.

### **Return to Work Declaration**

Prior to 1<sup>st</sup> March return date, all school staff must complete the standard (and revised) "Return to Work Declaration Form". This will be pre-circulated by the school principal.

### **Staff use of Cov-19 Tracker App:**

Staff are encouraged to download the official HSE Covid-19 app to assist with the contact tracing process where applicable.

### **Personal Supports to Staff:**

Staff are directed to the Employee Assistance Service (EAS). The EAS provides advice to employees on a range of issues including wellbeing, legal, financial, bereavement, conflict, mediation etc. The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

The EAS is accessible through the dedicated **Free-phone Confidential Helpline** at **1800 411 057** and is available 24 hours a day, 365 days a year. Alternatively, text 'Hi' to 087 369 0010 to avail of EAS support on SMS & WhatsApp.

A significant number of personal and professional wellbeing supports for school staff are available through this DES-provided link: <https://www.gov.ie/en/publication/af24b-wellbeing-guidance-documents-for-parents-students-and-schools/#school-staff-primary-schools>

### **Staff Training**

Prior to the return to school on 1<sup>st</sup> March, all staff are asked to review the induction training videos that were first viewed in August 2020. There are specific videos for each grade of employee in the school: teachers, SNAs, cleaners, ancillary staff and Lead Worker Representatives. The suite of videos are available at: <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

**This plan is a work in progress and is subject to change and review. Building on reviews in September and December 2020, this document will be formally reviewed at the end of March 2021 in consultation with the school staff.**