

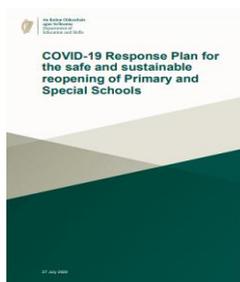


Reopening plan for Scoil Nano Nagle – December 2021 (Updated)

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.

Click on the image below to access up to date information and guidance from the Department of Education & Skills (as of 30 November 2021)



This plan is a work in progress and is subject to change and review. Building on reviews in September 2020, December 2020, June 2021 and December 2021 this document will be formally reviewed by the end of term one in the 2021/2022 school year 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/conditions/covid19/symptoms/>
- 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
- Aches and pains
- Fatigue

Other uncommon symptoms of coronavirus include:

- Sore throat
- Headaches
- Runny or stuffy noses
- Feeling sick or vomiting
- Diarrhoea

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 18th August 2021, the DES issued updated guidance on “Infection Control Measures”. This specific guidance is available via the following link: (page 10 – page 21): <https://www.gov.ie/en/publication/e1141-covid-19-response-plan-for-the-safe-and-sustainable-operation-of-primary-and-special-schools/>

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” section 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 1st September 2021 and again when school reopens in January 2022.

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.

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 23rd February 2021.

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. A test can also be booked through the HSE website, www.hse.ie.

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, 1st and 2nd 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.
- Junior and senior infants will go home at 1.36 p.m./1.40 p.m., Early Start (morning group and afternoon groups respectively) at 11.30 a.m. and 2.30 p.m., and 1st and 2nd classes at 2.36p.m./2.40 p.m.
- The junior and senior infants will enter/exit through their usual separate doors; bottom corridor and top corridor respectively.
- The 1st and 2nd 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 and other mandated staff 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. Banscherus
- Line/Room 2: Ms. Counihan

Bottom Yard (at entrance to infant corridor):

- Line/Room 3: Ms. Delahunt
- Line/Room 4: Ms. Flannelly
- Line/Room 5: Ms. McWilliams
- Line/Room 6: Ms. McLoughlin

Top Yard (at entrance to top corridor):

- Line/Room 10: Ms. Duignan
- Line/Room 11: Ms. Lyons
- Line/Room 12: Ms. Rogers
- Line/Room 13: Ms. Howard

Middle Yard:

- Line/Room 14: Ms. Mulhern
- Line/Room 15: Ms. Gaffney
- Line/Room 16: Ms. Kenny
- Line/Room 17: Sr. Marren

Adjacent to the Prefabs:

- Line/Room 18: Ms. McNelis
- Line/Room 19: Ms. Allman
- Line/Room 21: Ms. Finn

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. Banscherus	Enter via bottom corridor door (main door at noon)
Early Start (Rm. 2) Ms. Counihan	Enter via bottom corridor door (main door at noon)

Junior infants (Rm.3) Ms. Delahunt	Enter via bottom corridor door
Junior infants (Rm.4) Ms. Flannelly	Enter via bottom corridor door
Junior infants (Rm.5) Ms. McWilliams	Enter via bottom corridor door
Junior infants (Rm.6) Ms. McLoughlin	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.11) Ms. Lyons	Enter via top corridor door
Senior infants (Rm.12) Ms. Rogers	Enter via top corridor door
Senior infants (Rm.13) Ms. Howard	Enter via top corridor door

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

2 nd Class (Rm.14) Mr. Mulhern	Enter via top corridor door
2 nd Class (Rm.15) Ms. Gaffney	Enter via top corridor door
2 nd Class (Rm.16) Ms. Kenny	Enter via top corridor door
2 nd Class (Rm.17) Sr. Marren	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 2nd classes when entering the building

1 st Class (Rm.10) Ms. Duignan	Enter via top corridor door
1 st Class (Rm.18) Ms. McNelis	Enter prefabs (Main road end)
1 st Class (Rm.19) Ms. Allman	Enter prefabs (Main road end)
1 st Class (Rm.21) Ms. Finn	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. Banscherus	Exit via bottom corridor door
Early Start (Rm. 2) Ms. Counihan	Exit via bottom corridor door

1.36 p.m./1.40 p.m.

Junior infants (Rm.3) Ms. Delahunt	Exit via bottom corridor door
Junior infants (Rm.4) Ms. Flannelly	Exit via bottom corridor door
Junior infants (Rm.5) Ms. McWilliams	Exit via bottom corridor door
Junior infants (Rm.6) Ms. McLoughlin	Exit via bottom corridor door

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

1.36 p.m./1.40 p.m.

Senior infants (Rm.11) Ms. Lyons	Exit via top corridor door
Senior infants (Rm.12) Ms. Rogers	Exit via top corridor door
Senior infants (Rm.13) Ms. Howard	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. Counihan	Exit via bottom corridor door

2.36 p.m./2.40 p.m.

2 nd Class (Rm.14) Ms. Mulhern	Exit via top corridor door
2 nd Class (Rm.15) Ms. Gaffney	Exit via top corridor door
2 nd Class (Rm.16) Ms. Kenny	Exit via top corridor door
2 nd Class (Rm.17) Sr. Marren	Exit via top corridor door

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

2.36 p.m./2.40 p.m.

1 st Class (Rm.10) Mr. Duignan	Exit via top corridor door
1st Class (Rm.18) Ms. McNelis	Exit via prefabs (railings end)
1st Class (Rm.19) Ms. Allman	Exit via prefabs (railing end)
1st Class (Rm.21) Ms. Finn	Exit via prefabs (Talbot end)

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

From the beginning of the 2021/2022, as a specific strategy to elevate congestion during daily dismissal, junior infant and senior infant classes will exit in two waves: two classes per class grouping will exit upon the first bell at 1.36 p.m. and the next two classes will exit at

the second bell at 1.40 p.m. This system will be replicated for 1st and 2nd classes at 2.36 p.m. and 2.40 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 designated staff) 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 31st January 2022 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 6th January 2022. This will be stored securely for possible future use.

Teams and allocated Staff:

Team One AM: Ms. Banscherus & Ms. Cambell (Morning Group).

Team One PM: Ms. Banscherus & Ms. Cambell (Afternoon Group).

Team Two AM: Ms. Counihan & Ms. Burke (Morning Group).

Team Two PM: Ms. Counihan & Ms. Burke (Ms. Cambell) (Afternoon Group).

Team Three: Ms. Delahunt, Ms. Flannelly, Mrs. Dalton & A. Dunne*.

Team Four: Ms. McWilliams, Ms. McLoughlin, Mr. Carney/Ms. MacMahon & A.M. Callaghan.

Team Five:, Ms. Lyons, N. Banscherus, Ms. Watts.

Team Six: Ms. Rogers, Ms. Howard, Ms. Troy/Ms. Finan & M. Condon.

Team Seven: Ms. Gaffney, Ms. Mulhern, Ms. Neary, Ms. Ronaghan & N. Treacy.

Team Eight: Sr. Marren, Ms. Kenny, Ms. Ward, Ms. Troy/Ms. Finan & S. Browne.

Team Nine: Ms. Allman, Ms. McNelis, Ms. Watts, N. Banscherus, K. Denton*, M. Condon, A.M. Callaghan & S. Coffey*.

Team Ten: Mr. Duignan, Ms. Finn & Ms. Coughlan, S. O'Shaughnessy*

- SNA assigned to only one room within the team.

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, with the exception of the senior infant yard which will have three classes per supervising teacher.
- The traditional junior infant, middle and top yards will each be sub-divided into two smaller sub-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 sub-yards. There should be no mixing between classes.
- Class teachers within the team structure will facilitate each other's break on their allocated yard day.
- 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, in June 2021, and August and December 2021.

Breaks/Yard Times:

- Junior infants will be: 10.20 a.m.-10.30am and 10.35am -10.45am – (two classes only) and 12.00p.m. – 12.25 p.m. & 12.30 p.m. – 12.55 p.m. (two classes only)
- Senior Infant yard times will be: 10.20 a.m. – 10.30 a.m. and 11.30 a.m. - 11.55 a.m.
- 1st Class yard time will be: 10.50 a.m. – 11.00 a.m. and 12.30 – 12.55 p.m.
- 2nd class yard time will be: 10.35 a.m. – 10.45 a.m. and 12.00 p.m. - 12.25 p.m.
- All children will be given five minutes eating time prior to both yard visits (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

- 1st class corridor (incl. allocated SET & SNAs): The Parents Room/Kitchen
- 2nd 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 to be changed in exceptional circumstances). This specific measure will be reviewed at the end of term two
- .
- 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: 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 4: 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 5: Put on PPE (as appropriate)
- Step 6: 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 7: 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 8: Remove PPE and disinfect/discard as required.
- Step 9: 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 10: Seek verbal confirmation from the on-call cleaner that the isolated room has been treated.
- **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: The school staff involved in dealing with the incident will later review the effectiveness and efficiency of the response, and whether or not any learnings can be taken from the situation.
- Step 14: Follow up with the parent/guardian of the suspected case after an appropriate period of time has elapsed.

If there is a suspected or confirmed case of COVID-19 in school – Public Health advice is subject to change:

Antigen Testing of asymptomatic children in primary school pods where a confirmed case of COVID-19 is identified. Updated on 25 November 2021

- Parents and guardians are requested to inform the principal immediately if their child has a positive (detected) COVID-19 PCR test result. The school principal will then contact the parents or guardians of the other children in the relevant pod and advise them how they can request antigen tests for their child should they wish to. Any identifying details of the confirmed case will not be shared.
- If two or more positive COVID-19 cases arise in a class, within a seven-day period, outside of a single pod, antigen testing is offered to the full class. The principal informs parents or guardians of children in the relevant pod by text message (followed by letter/email), that they are able to request antigen tests for their child, providing the school roll number, for parents to be able to access the antigen tests.
- All children in the pod can continue to attend school as long as they remain asymptomatic and they do not have a positive COVID-19 antigen or PCR test result.
- It is really important that anyone with any respiratory symptoms should self-isolate at home and get a COVID-19 PCR test. Even if a child's COVID-19 test is negative, if they continue to have respiratory symptoms they should not go to school as they may spread other viral infections.
- The National Public Health Emergency team (NPHE) has different advice for unvaccinated people of all ages, including children who are identified as close contacts in a household setting. If a case is within a household, all unvaccinated children less than 13

years of age must restrict their movements and get a COVID-19 PCR test on day 0 and day 10.

- As an additional precautionary measure for staff working in the classroom where there is a confirmed case in a pod, an SNA or teacher working closely with children in the pod may also avail of the antigen tests and request them in the same way as parents/guardians are instructed. Where there is an additional case in a second pod within seven days, then the class teacher and other staff members working in the classroom may request the antigen tests through the Freephone number. This is an entirely voluntary measure and staff should continue to attend the workplace unless they develop symptoms or receive a detected result on the antigen test.
- An assessment will be undertaken by HSE public health staff where there is an outbreak in a school.
- 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 in January 2022. 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 in classes up to second class to wear face masks as a mitigation strategy against the transmission of the coronavirus. 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. – 1.00 p.m. for this purpose; she will also attend to communal bathrooms, eating areas and other common touch points around the building
- A revised checklist for cleaning has been circulated by the DES (August 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 (unless in specific circumstances) but should be directed to use the intercom to confirm their delivery.

Guidance on Ventilation:

In May 2021, the DES issues enhanced guidance on ventilation in classrooms. The guidance is available at: <https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>

From reopening on 31st August, 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.

The school will continue to install and utilise the CO₂ monitors provided by the DES as the school year progresses. In line with the DES guidance (available at

<https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>), classrooms most likely to experience poor ventilation (depending on occupancy and location within the school building, whether prefabricated or not etc...) have been fitted out first. The monitors operate on a traffic lights system. An above average reading will trigger a set response to increase ventilation in the room.

Return to Work Declaration

Prior to 6th January return date, all school staff must complete the updated “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.

Lead Worker Representative:

Given the size of the school, two co-Lead Worker Representatives from the teaching and SNA teams have been appointed for the 2021/2022 school year: Ms. Edel Fassnidge and Ms. Martina Condon. Additional information on the LWR role is available (page 7 – page 9) at: <https://www.gov.ie/en/publication/e1141-covid-19-response-plan-for-the-safe-and-sustainable-operation-of-primary-and-special-schools/>

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/a0bff-reopening-our-primary-and-special-schools/#supporting-the-wellbeing-of-school-communities-as-schools-reopen>

Staff Training

Prior to the return to school on 6th January, all staff are asked to review the induction training videos which 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. New staff will be formally required to view their specific guidance video. The suite of videos are available at:

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

The Covid-19 folder (available on the shared drive) is an archive of DES and school-generated documents and procedures which respond to the pandemic. This folder will be added to periodically during the school year.

This plan is a work in progress and is subject to change and review. The current iteration of this plan will be reviewed by the end of March 2022.