

## **COVID-19 Response Plan: St. Mary's and St. Gerard's NS, Enniskerry, Co. Wicklow**

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### **1. COVID-19 Policy Statement**

St. Mary's and St. Gerard's 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
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing

- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Eugene O'Mara

Date: 05/10/2020

Chairperson of Board of Management

## **2. Risk Assessment**

- A complete risk assessment shall be carried out to assess the risk of transmission of Covid-19 within the school. All risks identified in this process will be addressed in line with public health guidelines. See page 9 of this document for completed Risk Assessment.
- Changes needed to fire safety, first aid and existing emergency procedures will be addressed during this risk assessment.
- We will examine First Aid supplies/procedures and organise a First Aid course for staff members during the first term.
- We establish a First Aid area in the School Hall.

## **3. Communication and Keeping Up to Date with Public Health Advice**

- Arrangements have been made to keep up to date with Public Health Advice.
- Physical notices will be placed within school and on the outdoor noticeboard.
- Electronic notices will be published on the school website.
- Communication – All efforts will be made to pass on information in a timely manner to staff, pupils and parents.
- Key messages, sure as awareness not to attend school if pupils/staff are symptomatic, the importance of hand hygiene and social distance guidelines, will be repeated throughout the school year.
- During the school year, regular updates and advice on any changes to school policy and procedures will communicated to staff, pupils and parents.

## **4. Staff Training**

- First Aid Training for staff will take place during the first term of the new school year.

- Members of staff will take part in webinars, focused on COVID-19 and education.
- Staff should complete all Department of Education and Skills training regarding the reopening of school once it becomes available.
- All staff should complete a Return to Work Form at least 3 days before the beginning of the new school year.
- Induction to familiarize staff with the updated procedures will take place before the beginning of the new school year.
- This training will incorporate Department of Education and Skills induction training.

## **5. Lead Work Representative**

- St Mary's and St Gerard's National School will appoint a Lead Work Representative as required by the Department of Education and Skills COVID-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools.
- The responsibilities of the Lead Work Representative are laid out as follows:
- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, 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 school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school, including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace; and
- Make representations to school management on behalf of colleagues on matters relating to COVID-19 in the workplace.

## **6. Access to the School and Contact Tracing**

- Access to school buildings will be limited to pupils and staff only, except for very limited cases on a needs' basis.
- Access to school buildings for people other than pupils and staff will be at the express permission of the School Principal.
- There will be no After School Activities on the school premises.
- The school will maintain a contact log for the purposes of contact tracing.

## **7. Personal Protective Equipment**

- The Department of Education and Skills recommends that all teachers wear face coverings when unable to maintain their social distance.
- In line with Public Health Guidelines, the use of PPE will be required within the school in certain circumstances, including but not limited to:
- Assisting with intimate care needs such as First Aid
- Where a suspected case of COVID-19 is identified while the school is in operation.
- Where staff members are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups, or may be living with those who are in the very high-risk category.
- Although the use of PPE by children is not required within the school, anyone who would like to use masks/face coverings may do so.
- We will maintain a supply of PPE within the school for use by staff.
- We will encourage the use of face masks by parents within the school grounds.
- The routine use of disposable gloves is not appropriate in the school except in specific circumstances.

## **8. Signage**

- COVID-19 Signage will be displayed throughout the school. This will include both posters and floor stickers.
- Signage will include information on Hand Washing, Social Distancing and Respiratory Hygiene.

## **9. Hand Hygiene**

Staff and pupils will also be asked to wash their hand before arriving at school each morning.

Hand Hygiene equipment will be provided throughout the school. This will include:

- Hand sanitisers at all entrances and exits from the school.
- Hand washing facilities in each classroom.
- Hand sanitisers in each classroom.

In line with Department of Education and Skills guidelines, staff and pupils will be asked to wash their hands:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty; and
- When they cough or sneeze.

## 10. Social Distancing

Entrances and Parking: It is school policy that all parents wear face masks on the school grounds and at the school gate where social distancing is not possible. Only parents of Junior and Senior Infants are to enter the school grounds at arrival times in the morning. Other children will be directed immediately into their classroom at their designated times.

- White lines will be placed in front of both gates to remind parents (other than those of Infants) not to enter the grounds. Infant parents should exit the school via the new temporary school gate, having walked in a clockwise direction around the school building.
- At home time, all parents/guardians will enter the school grounds through the main gate and wait for their children on the socially distanced spots to the left of the main gate, passing the portacabin and onto the basketball court. At home time parents should then exit the school via the new temporary school gate, having walked in a clockwise direction around the school building.
- Children who have written permission from parents to leave the school grounds unaccompanied at home time will exit the main gate, keeping to the left of the gate as they exit.

Entrance doors for classes:

- Lower door bottom front yard: Junior Infants and 2nd Class
- Back yard top door: 4<sup>th</sup> Class and Senior Infants.
- Upper door front yard: 1<sup>st</sup> and 5<sup>th</sup> Class.
- Fire Exit (alley): 3rd (from the back yard) and 6<sup>th</sup> Class (from the front yard).
- A map to assist parents and children will be placed on the school noticeboard and website.

Throughout the day:

- Pupils stay in class bubbles.
- Pods within each class should remain the same until mid-term (unless issues arise).
- Lunch breaks will be staggered allowing 4 classes (each using separate entrances) to use the yard at any one time.
- Classes will remain in designated yard spaces at break times.
- Socially distanced spots will be used for all classes at line up times. Teachers will practise line up procedures with all classes.

## 11. Classroom Configuration

- Teachers' areas shall be demarcated to allow for social distancing of a minimum of 1m around teachers' desks in every class and up to 2m where possible.
- Pupils' desks will be configured to allow for pods of 4-6 children with 1m between each pod and each child in the pod, where possible.
- Pupils cannot share personal items, such as pencils, crayons etc.
- Teachers will limit the sharing of resources. These resources will be cleaned after every use.
- Lunchboxes and drinks bottles are to be kept in school bags.

- Parents of children from 1<sup>st</sup> to 6<sup>th</sup> Class are to be asked to cover books and copies in plastic – Infant teachers will purchase covers with parents' stationery money.
- Large items which can be removed from classrooms will be placed in storage.
- Teaching resources and furniture not in current use shall be moved into storage on the school grounds/Bog Meadow until required to allow for extra space in classrooms.
- As far as is practical, the surfaces of presses and shelves are to be kept clear for cleaning.
- Library books will be placed into one box per pod per week and will be wiped down and swapped on a weekly basis.
- Cleaning resources will be made available in each classroom.
- A supply of laptops will be made available to classes from 3<sup>rd</sup> to 6<sup>th</sup>. These will not be transferred between classes but will remain in the designated classrooms for the year. A supply of iPads will be shared between junior classes but will be sanitised thoroughly after use.

## 12. School Buildings

- An Isolation Room will be established in the existing Staff Room.
- The School Hall will be used as a Staff Room to allow for social distancing.
- A section of the School Hall will be partitioned to allow for a First Aid area.
- The water system will be flushed before the reopening of the school.
- A new Entrance Gate will be built between the upper front yard and the church car park to facilitate the clockwise flow of people leaving the school grounds.
- 2m spaced dots will be painted throughout the school yard to facilitate the social distancing of parents.
- 1m spaced markers will be painted in the school yard to facilitate the social distancing of pupils entering/exiting the school building.

## 13. School Day

### School Day: Morning - Drop Off (Drop and Go)

- We will encourage hand washing at home before arrival at school.
- We will encourage as many staff and pupils to walk to school or to park & stride as is possible.
- We will ask parents to park in the Bog Meadow Car Park and to walk to the school gate when possible.
- We will encourage a unidirectional flow of traffic from village with parents dropping off the children at the school gate and continuing past Knocksink.
- **Cars will turn left only when exiting the church carpark, please.**
- We will encourage minimal parking in the church car park and remind parents to adhere to the rules of the road when parking on the road.
- The school gates will open for families at their designated opening times.
- Children will go directly to their classrooms through designated doors.
- Parents will supervise children as they proceed to their classrooms and at sanitising stations at the entrance doors.

### Pick up: Afternoon

#### Junior & Senior Infants Pick Ups

- Children will leave through their designated exits.
- Parents will enter the school yard through the main gate.
- Parents will stand on 2m spaced dots to collect children.
- Parents will leave immediately once children come out to them, walking in a clockwise direction around the back of the school to the new gate.
- Cars will leave the church grounds immediately, turning left only.

#### Pick Ups 1<sup>st</sup> – 6<sup>th</sup> Class

- Pupils will leave at intervals by class.
- Pupils again will leave through their designated exit doors.
- Parents will enter the school yard through the main gate.
- Parents will stand on 2m spaced dots to collect children.
- Parents will leave immediately once children come out to them, walking in a clockwise direction around the back of the school to the new gate.
- Cars will leave the church grounds immediately, turning left only to facilitate the arrival of the next group of parents needing space to park their cars.
- Parents will be asked not to congregate at the school gate and to wait until their designated pick up times before entering the school yard.

#### Children walking home and/or walking to a named meeting point off the school grounds

All parents must provide written permission if a child is to walk home alone or is to meet a parent/adult at a named meeting place off the school grounds. These children will exit the school grounds using the main school gate, keeping to the left of the gate.

### **14. Suspected COVID-19 Cases**

- An isolation room will be established in what is currently the staff room.
- Personal Protective Equipment will be available at all times in the isolation room.
- Any person who displays symptoms will be escorted to the isolation room where they will be supervised by a designated member of staff.
- Parents/Guardians will be contacted immediately by the school and asked to arrange to collect the pupil from school. They will further be asked to phone their GP for advice. If the GP advises testing for the affected child, the parents must arrange to remove siblings from the school immediately and inform the school that the affected child is being referred for testing.
- Appropriate follow up will be carried out.
- Full cleaning and disinfecting of the isolation room and classroom of the affected person will be carried out.
- Checklists – Appendix 7 of the Department of Education and Skill Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools will be completed for each suspected case of COVID-19.

- Where the school is informed of a confirmed case during school hours, the following protocols will be followed: 1. The affected pod will be taken from the classroom by a supervisor to either the school grounds if weather permits or to the SEN Room. 2. The school will phone parents to collect the children in the pod. 3. Teachers and members of the Board of Management will receive a text message as soon as is possible. 4. Parents of children in the affected classroom will then receive an email. 5. Parents of children in the school will be informed by email that evening of the incident and its context. 6. All areas with which the suspected case has come into contact will be cleaned thoroughly after use. 7. Parents will be asked to complete the HSE's *Return to Educational Facility Parental Declaration Form* before the children affected return to school. See <https://www.into.ie/help-advice/other-school-matters/coronavirus-covid-19/covid-dealing-with-a-positive-case/>.
- Dealing with a confirmed case: The HSE will notify the parent and school of a positive test result and will notify parents of children in the affected pod. It will also engage in contact tracing. The school will notify parents of children in the affected pod to collect the children and their siblings.

## **15. Cleaning**

- Daily cleaning and disinfecting of all surfaces in each classroom will be carried out.
- Written cleaning plans will be provided for staff members and contract cleaners.

Hazard	Is the Hazard present? Y/N	What is the Risk?	Risk Rating	Controls	Is this Control in Place?	Action/to do list/Outstanding Controls	Person Responsible
COVID-19	No	Illness	H	School Covid-19 Response Plan in place in line with Department of Education guidance, the Return to Work Safely Protocol and Public Health Advice	Yes	Cleaning Plan & Checklist for Suspected Cases	CL & TM
Transmission of COVID-19 into the school	Yes	Illness	H	1. Social Distancing provisions made (Drop off and Collection, Unidirectional flow of people around school, Separate entries to school, Class bubbles) 2. Restrictive access to school buildings	Yes	Educating pupils regarding social distancing and new school day procedures	All staff
Staff contact with COVID-19 in the school	No	Illness & transmission for vulnerable members of the community	H	1. Staff training and Induction prior to the beginning of the school year 2. Return to work questionnaire to be filled out by all staff 3. Adequate PPE available to staff for performing duties when social distancing is not practical	Yes		OM & CL
Transmission between individuals of COVID-19 within the School	No	Illness	H	1. Hand Hygiene protocols in place 2. Social distancing throughout the school day (Classes Bubbles, Pods within classes, Separate entries/exits, Staggered break times) 3. Social distance markings in yard for lining up & pick up	Yes		
Transmission from surfaces within the school	No	Illness	H	1. Classroom reconfigured to minimise surfaces/clutter (excess furniture removed) 2. Surfaces cleared for easy cleaning 3. Enhanced cleaning procedures	Yes	Enhanced cleaning plans to be finalised	CL
Suspected cases of COVID-19 in the school	No	Illness and transmission within the school	H	1. Procedures in place to deal with suspected cases. 2. Isolation room available 3. Contact tracing log in place	Yes		
Transmission of COVID-19 from the school in the community	No	Illness & transmission for vulnerable members of the community	H	1. Keeping up to date with Public Health Advice 2. Communicate information to Staff/Pupils/Parents in a timely manner 3. Key messages re: hand hygiene, social distance, cough etiquette and not attending school if unwell/symptomatic communicated to school community 4. COVID-19 signage displayed throughout school premises	Yes	Continued communication with staff/pupils/parents	All staff
Closure of School due to cluster, regional or national lock down	No	Loss of school facilities and face to face teaching	M	1. Contingency distance learning plans to be made for distance learning and teacher absences due to isolating 2. BOM to create working group (steered by BQ) to develop plans & procedures and to recommend tools in the event of a shut down	No	Plans to be established	CL & All Teachers
Failure to follow COVID-19 procedures and policies by members of the school community (pupils/staff/parents)	No	Illness & transmission of COVID-19 into and within the school and to the community	M	1. Students to be shown and taught what is required of them by teachers and staff 2. Practical procedures to become part of the students daily routine 3. Breaches of policies/procedures by students to be dealt with as disciplinary matter 4. Induction and training for staff prior to school restarting 5. Encouraging parents and wider school community to adhere to policies and procedures through regular communication	Yes		

