



# Covid-19 Response Plan for Scoil San Carlo Senior National School

Revised March 2021

This Document should be read in conjunction with the D.E.S. document "Covid-19 Response Plan for the safe and sustainable reopening of primary and special schools" which is available on the school website [www.scoilsancarlo.ie](http://www.scoilsancarlo.ie) and incorporates the "Summary of Additions to COVID-19 Response Plan required by the Work Safely Protocol."

## Underlying Principles

- The Board of Management and staff of San Carlo S.N.S. will make every effort to ensure the safety, health and well-being of all members of our school community - children, parents and staff. This plan has been formulated and updated to better ensure that the school can exercise its duty of care to all.
- All children to return to school for all five days of the school week and for a full school day. (Assuming this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening). This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced 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 successfully.

## Arrival at School

- School will start at the usual time of 09.20.
- Pupils should not be in the yard before 9:15.
- Where possible pupils should travel to school unaccompanied or be dropped off at the school entrance.
- In order to avoid transmission of the virus, parents are asked not to congregate at the school grounds. Please obey the signage provided. .
- Pupils in 3<sup>rd</sup> and 4<sup>th</sup> classes and in Ms. Walsh's 5<sup>th</sup> class should enter the school grounds via the SuperValu gate and not wait on the yard, but instead come directly into the school building on arrival in the yard just as they do on wet mornings.
- Pupils in 6<sup>th</sup> Class and Mr. Sherlock's and Ms. Connolly's 5<sup>th</sup> classes should enter by the front gate of the school, go directly to their designated class line and maintain physical/social distance by standing on one of the marked lines.



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- The class teacher will lead the children into the building via their designated entrance point at the appropriate time.
- On wet mornings all pupils should go directly to their classroom and sit in their allocated place.
- As pupils are entering the school building or the classroom they will be given non-alcoholic hand sanitiser by a staff member.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by phoning or emailing the school office.
- Please phone or email the office if you wish to arrange a meeting with the Principal or Class Teacher.
- All visitors to the school will be required to complete a contact tracing log and wear a face covering.

### **End of School Day**

- All pupils will leave by the door through which they entered the school in the morning.
- Adults waiting to collect pupils should maintain physical distancing from others and should wear a face covering while waiting. Please do not pass the designated signage.
- 3<sup>rd</sup> and 4<sup>th</sup> Classes will be accompanied by their teacher to the yard either for collection by adults or to walk home by themselves where permitted.
- 5<sup>th</sup> and 6<sup>th</sup> class pupils who are being collected will meet the adult who is collecting them at the green area at the front of the school or outside of the school grounds. Others may walk home by themselves where permitted.
- Pupils and parents should leave the yard as quickly as possible.

### **Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- The adult collecting the child should, where possible, email the school at [office@scoilsancarlo.ie](mailto:office@scoilsancarlo.ie) in advance with the child's name, class and time the child will be collected. This email will be filed for school records. Where a child is collected at short notice the email may be sent after the child has been collected. In this situation the school secretary will record details of the collection.



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- When the adult arrives at the school, they should use the buzzer at the front door of the school to alert the office that they have arrived.
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school building, unless invited to do so.

### **Absences**

If a pupil is absent from school, the parent / guardian should inform the school by email rather than using the pupil's journal. This record is required under the Education Welfare Act.

### **Deliveries/ Forgotten items**

Parents who wish to deliver an item to their child during the school day should clearly mark the item with the pupil's name and class. The item should be left in the drop off box at the school porch.

### **Hand Hygiene**

Hand hygiene will be carried out throughout the school day in accordance with H.S.E. guidelines. Hand sanitiser does not work on dirty hands therefore hand washing facilities will be used after activities that are likely to soil hands, for example playing outside or certain sporting activities.

Soap and single use paper towels will be provided for the drying of hands after washing. Alcohol-based sanitiser must not be stored or used near heat or naked flame.

### **Physical Distancing**

Physical distancing in the classes i.e. 1 metre between pupils wherever possible and 1 metre between groups wherever possible and in the school yard will be in accordance with D.E.S. and H.S.E. guidelines as described in the D.E.S. "Covid-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools.", the H.S.E. "Covid-19 Interim Recommendations for the Reopening of Schools and Educational Facilities."

These documents state "It is not possible to maintain physical distancing when primary school children play together outdoors, but in so far as practical it is helpful to keep to consistent groups." Pupils will be reminded to stay in their class groups in the yard as much as possible.

Pupils will perform hand hygiene before and after breaks.



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### Good Ventilation Practices

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice- 'Practical Steps for the Deployment of Good Ventilation Practices in Schools'. The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance advises that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

### Dealing with a Suspected Case of Covid-19

Pupils and staff should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/Guardians will be contacted immediately. Up to date phone numbers must be supplied to the school.
- The child will be accompanied to the designated isolation area (Room 6A) in accordance with D.E.S. /H.S.E. guidelines.
- Pupils displaying symptoms of Covid-19 must be collected promptly from school.
- The school will facilitate the child presenting with symptoms to remain in isolation until parents/guardians arrive, and will assist them by calling their G.P. if necessary.
- If they are too unwell to go home or if advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- The Principal will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE will be followed. The school must also follow Data Protection guidelines and will not be informing the school community of any suspected or confirmed outbreak. This is the role of the Contact Tracing Team within the HSE.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both within and outside of the school setting.



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### **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

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

Staff and pupil confidentiality is essential at all times. The school is mindful of its obligations under G.D.P.R.

Staff and pupils are advised to cooperate with any public health officials and school personnel for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

### **Staff and Pupils who should not attend school**

Members of staff and pupils should self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and should contact their family doctor to arrange a test.

If a member of staff or a pupil is in one of the following categories, they should not attend school. If in doubt, please phone your G.P. and follow H.S.E. advice:

- Staff or pupils who have been diagnosed with Covid-19.
- Staff or pupils identified by the HSE as a close contact of a confirmed case of COVID-19.
- Staff or pupils who have a suspected case of Covid-19 and the outcome of the test is pending or who live with someone who has symptoms of the virus.
- Pupils with underlying health conditions who have been directed by a medical professional not to attend school.
- Staff with underlying health conditions who have been directed by a medical professional not to attend school subject to the terms of D.E.S. Circular 49/2020.
- Staff or pupils who have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff or pupils who have a temperature of 38 degrees Celsius or more.
- Staff or pupils with any other common symptoms of Covid-19 e.g. a new cough, loss or changed sense of smell or taste.
- Staff or pupils who are generally unwell.



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### **Return to School after Illness**

#### **Pupils**

All Parents / Guardians are required to complete a **Return to School Parental / Guardian Declaration Form** before their child returns to school after any illness or as required by the School Authority (i.e. after a school closure).

This form is available on the school website: [www.scoilsancarlo.ie](http://www.scoilsancarlo.ie)

#### **Staff**

A RTW form should be completed on Google Forms before returning to work. Staff are requested (verbally or in writing) to confirm that the details in the Return to Work form remain unchanged following subsequent periods of closure such as school holidays.

Members of staff are advised not return to or attend school in the event of the following:

- 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.

Members of staff are also advised to

- cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

### **Supporting the Learning of Children at "Very High Risk" of Covid-19**

Where a pupil is in the "very high risk" group and has been advised by a medical professional not to attend school or while not being in the very high risk group but has medical advice not to attend school the class teacher (and/or the SEN teacher, where relevant) will provide individualised support for his/her learning in consultation with parents / guardians.



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### **Personal Equipment**

- Pupils should have all the items on the class book list. Pupils should not share items with other students. All pupils should have a storage box to hold their books and copies.
- It is further requested that all items, including clothing, have the child's name on them for ease of identification.
- Teachers will be required to clean down their own personal working spaces within the classroom.
- Teachers will be required to wear face coverings where physical distancing cannot be maintained.

### **Shared Resources**

By necessity, some classroom equipment needs to be shared. Cleaning of such shared resources with wipes or other cleaning products will take place at regular intervals (and before use by another class or group) to minimise the risk of the spread of infection. Pupils will wash/sanitise hands before and after using any shared resources.

### **Break Times**

To help ensure pupil safety break times will be staggered with one class grouping in a yard at any one time.

Each class will have a designated section of the yard to play in.

### **Special Educational Support**

In keeping with our Special Education policy, support will be provided through a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure, in so far as is practicable, our support teachers and Special Needs Assistants will work within the confines of a cohort.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children receive support in one of the SET rooms, social distancing will be maintained in so far as is possible between each child in the group and between class groups.



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- The tables and chairs in SET rooms will be wiped clean in between different groups attending.
- Pupils will hand-sanitise on moving from room to room.

### **PPE**

Face coverings will be worn by all staff members where physical distancing cannot be maintained. Staff who are attending to particular care needs or who are administering First Aid will wear appropriate PPE including gloves and face masks and/or aprons. All teachers, SNAs and ancillary staff will be provided with any PPE required. Medical grade masks in the EN16483 category will be provided to all SNAs and to those staff who by necessity need to be in close and continued proximity with pupils who have intimate care needs.

### **Teacher Absence and Substitution**

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, the S.E.N. Teacher allocated to that year group will teach the class. If no substitute or S.E.N. teacher is available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

### **PE**

Where possible, PE will take place outdoors. Pupils will wash/sanitise their hands before and after using equipment. Equipment will be wiped down after use by a class /group.

### **Washing of Uniforms**

It is a matter for each parent to decide how often to wash their child's uniform. If parents decide to have more than one tracksuit we would suggest they get a generic one in navy rather than going to the expense of buying a second crested one. Pupils may wear tracksuits to school any day.



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### **School Books**

Pupils' school books and other equipment will remain in school to reduce the risk of cross contamination.

### **Homework**

There will be no homework for the remainder of the month of March in order to help pupils settle back into school, reduce stress /anxiety, and give pupils and parents a break after home-schooling. Teachers will now revise work set during the period of school closure. This arrangement will be reviewed after Easter.

### **Lunch Boxes/Drinks Bottles**

As these will be travelling between school and home, we ask all parents / guardians to ensure they are washed in warm soapy water every day.

### **Lead Worker Representatives**

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of Covid-19 and monitor adherence to those measures and to be involved in communicating the health advice around Covid-19 in the workplace.

#### **Lead Worker Representatives:**

Lead Worker Representative:

**Rhona Sirr**

Deputy Lead Worker Representative:

**Geraldine McKiernan**



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### **Review**

This plan will be kept under constant review and may be changed in the light of experience or changes of circumstance.

This Policy was approved by the Board of Management of Scoil San Carlo S.N.S.

Signed:

***Helen Egan***

Chairperson

***Clare Mac Hugh***

Principal

Date: 11/03/21