# Holy Child Boys' NS

## Covid 19 Response Plan

**Introduction**

This Covid Response Plan has been developed to support the safe re-opening of our school for the 2020/21 school year. It mirrors the Covid Response Plan set out by the Department of Education but takes into account our school context.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM/ETB, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents, contractors and visitors is critical to the success of the plan.

A Covid-19 Policy has also been formulated which outlines the commitment of the school to implement the plan and help prevent the spread of virus. A signed copy is available to view at Appendix 1.

**Staff - Preparing to return**

All staff will undertake and complete **Covid-19 Induction Training** prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health;
- Covid-19 symptoms;
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school;
- Outline of the Covid-19 response plan.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BOM

Note: Induction Training for reopening schools in the new school year is under development by the Department. Holy Child BOM will notify staff when this training becomes available.

In order to return to the workplace all Holy Child BNS staff (including ancillary staff) will complete a **Return to Work** form, this will be forwarded to each staff member in the week before opening and may be returned via email or by hand/post by Friday the 21st of August.

Details of the arrangements that will apply for **very high risk staff**, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions.
If a staff member belongs to one of the following groups they are obliged to inform the Board of Management and we will advise

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors

- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

**Staff - Physical Distancing in class and common areas**

Physical distancing can be usefully applied in primary school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil.

However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

The objective of the following school based measures is to limit contact and sharing of common facilities.

- No physical distancing requirement at first and second class level
- As much physical distancing as is possible in third to sixth classes- common sense approach
- Classrooms will be rearranged with minimal furniture to allow for as much distance between desks - teachers will participate in arranging this
- Chairs/work stations will be consistently allocated to the same pupils or staff and if there is a requirement to move seats during the day the chair/desk should be sprayed with disinfectant.
- Your classroom should be well ventilated - please open your windows and the window vent
- Each class will become its own bubble. Classes will not mix for any reason. They will have separate yards and breaks will be staggered. Pods within classrooms are recommended as an additional measure where possible so far as is practical
- Pupils will only access the toilets in their bubble with their teacher
- Pupils will not be sent on messages to other classrooms

- Classes should stand to the side when passing other classes on the corridor
- Pupils will not be sent to the office on messages unless for urgent reasons
- No use of tablets until this plan is reviewed
- No sharing of resources until plan is reviewed
- SEN teachers will work with a limited number of class bubbles each to minimise their movement around the school
- Staff should wipe down equipment or resources that go between home and school such as laptops
- Staff will not arrange any face to face meetings with parents without the explicit permission of management. Phone calls are encouraged if necessary.
- Any social physical contact e.g. handshakes is not encouraged
- Visors will be made available to each staff member and their use is optional - care of the visor is the responsibility of each staff member
- Staff meetings will be held online, in small groups or in large spaces
- Staff will not congregate socially in the kitchen or any other area before or after school. The kitchen may be used to fill water bottles or do photocopying. Please use hand san before and after using photocopier/using water cooler/water boiler
- Where possible staff should bring their own kitchen utensils/delph and take same home. If in the event you forget your supplies school delph will be placed on a hot wash in the dishwasher
- Lunchboxes can be stored in the fridge but no other personal items should be stored in the kitchen
- Microwaves/toasters will not be available in September
- A max. number of 10 people are allowed in the staff room at any one time. Only ten chairs will be available - please do not bring in more
- Teachers model best practice on physical distancing
- All staff must sign in on their arrival to school - book at front door
- No shared equipment at PE time and outdoor is possible

**Staff Illness**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

1. Staff that have symptoms should not attend school, should phone their doctor and follow HSE guidance on self-isolation;
2. Staff should not attend school if they have been identified by the HSE as a contact for person with COVID-19 and should follow the HSE advice on restriction of movement;

3. In either of the above cases please phone Miss Timmons asap on my mobile **********, if in the event that you can't reach me, call Mr. O'Rourke on **********
4. Staff that develop symptoms at school should bring this to the attention of the Principal promptly

Circular 49/2020 outlines the process of recording such absences and the forms the employees should provide the school with in that event 0049/2020

**Respiratory & Hand hygiene**

Both staff and pupils should follow good respiratory and hand hygiene

- Cover mouth and nose with a tissue or bent elbow when you cough
- Dispose of the used tissue immediately in a classroom bin
- Posters will be on display throughout the school on how to wash hands and the following resource is useful HSE handwashing
- Pupils and staff should sanitise their hands upon arrival to the building - front or rear door. Go as a class to the bathroom to wash hands a minimum of 3 times per day. If they cough during class they should be encouraged to wash their hands in the classroom sink. Hand sanitiser dispensers are located to the front and rear entrances to the school as well as in each room. Only one class in toilet at a time
- Pupils should not have their own hand sanitisers
- Teachers will model best practice re handwashing
- Pupils should be taken to the toilets several times a day (work out a timetable with your class) to avoid congestion with other class groups

**PPE**

- Not required to be worn in school unless in certain situations such as intimate care need, where there is a suspect case of Covid-19 or if a staff member is particularly vulnerable
- Visors will be supplied for each staff member - Our Board recommends their use in classes or situations where physical distancing is not possible
- Masks are not encouraged for pupils as they are unsuitable for under 13s
- Gloves are not appropriate for use by pupils or staff unless in intimate care settings - hand hygiene is far more effective

**Pupils with SEN**

- For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19

infection and where symptoms are present children should not attend school. Hand hygiene

- Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.
- Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. These should be wiped down before being shared and at the end of the school day.

**Cleaning & Hygiene**

- A cleaning regime will be agreed with cleaning staff. A cleaner will be on duty from 11.45am to assist with breaktimes, to clean touch points and toilet facilities. Classrooms and bathrooms will be fully cleaned down each day after the pupils have left
- All staff will have access to cleaning products and will be required to maintain the cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day

**Dealing with a suspected case of Covid-19**

**Symptoms include:**

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

- Two isolation booths have been set up in the school.
- If a staff member suspects that a pupil may have the infection they will walk that pupil to the office where Ms. Timmons and Ms. Murtagh will take over. When escorting the boy keep at least 2m away from the symptomatic person and make sure that others maintain a distance of at least 2m from the symptomatic person at all times
- Please do not mention Covid 19 to the pupil involved or the class.
- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately
- If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises. We will

assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self isolation at home

- We will facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects.
- We will advise the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, we will arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.
- We will advise that public transport of any kind should not be used
- If they are too unwell to go home or advice is required, we will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- We will carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- We will arrange for appropriate cleaning of the isolation area and work areas involved
- 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 and staff and pupil confidentiality is essential at all times.

**Employee Assistance and Wellbeing Programme**

- An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.
- The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.
- Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short term counselling is available to employees and their families (over the age of 18 years and living at home).
- A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided.
- As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with

the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

**Lead Worker Representative**

Each Board of Management has to appoint a Lead Worker Representative. Our Board has appointed Anne Marie Lynch and Susan Dunne as Deputy.

Their role is 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
- If a teacher needs any cleaning equipment replaced or refilled they should contact the lead worker. e.g refill hand san
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.
- The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19.
- These include issues in relation to:  Cleaning protocols and their implementation, Physical Distancing,  Implementation of one-way systems in the school to ensure social

distancing including when entering and exiting the school, Hand Hygiene facilities including their location and whether they are stocked and maintained,
Hand sanitising, Staff awareness around hand hygiene in the school, Respiratory hygiene, Personal Protective Equipment, At Risk Groups, Visitors/Contractors

<u>If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.</u>

**Breaktimes**

- All bubbles will need to be kept separate, therefore break times will be staggered.
- Small break will remain at 10.30 - 10.40 Pupils will stay in their classrooms and eat lunch at this time. They will be supervised by Ms. Timmons and Mr. O'Rourke
- Staff will not be able to access the staff room during this time but may use the time to use the toilet, take a walk, refill bottles, get tea/coffee in a sealed thermal container etc.
- Teachers are encouraged to take their pupils for a quick run during the morning period and to combine this with a toilet visit - keeping class bubbles separate at all times
- The arrangements for our staggered big break are outlined on the attached Appendix 3

**Curriculum**

- Hand and respiratory hygiene practices should be revised each morning
- Time should be given in September for the revision of material set while distance learning was taking place
- There should be a focus on English, Irish and Mathematics
- The other main focus should be SPHE & Wellbeing
- SEN teachers should provide guidance on the provision of wellbeing resources
- Wellbeing will be supported by a suite of resources provided by NEPS

**Distance Learning**

- If a pupil is unable to attend school because they are considered vulnerable or have a COVID related illness their learning will be catered for through online or distance learning. SEN teachers will support the class teacher in this regard

**Pupil drop off**

- Pupils may arrive to school at any time between 8.40 am and 9.10am
- They will no longer assemble in the junior yard and **unfortunately parents may not accompany pupils past the school gates.**
- 2nd and 3rd class pupils must enter via the front door on Larkhill Road as soon as they arrive. Miss Timmons will be there to meet them. 4th 5th and 6th class pupils may walk to the back door of the school where Mr. O'Rourke will meet them.
- Once inside the door they will sanitise their hands and be guided to their classroom where their teacher will be waiting. Miss Feeney and Miss Phelan will be inside the front door to assist. Miss Corri and Miss Lynch will be inside the back door to assist.
- Separate arrangements will be made for our ASD class

**First Class**

- For the first two days, 27th and 28th 1st class pupils are asked to arrive at 9.20am to the front door. Their teachers Mr. Culligan and Ms. Moen will be waiting to receive them and guide them into their classrooms. The 1st class teachers will send a short video to the class ahead of opening to introduce themselves. This should make them feel less nervous. From Monday the 31st they will use the same dropoff system as all other pupils outlined above.

**Pupil Collection**

We will have a 5 min stagger to end the school day for each class. This is to avoid large congregations of pupils and parents outside the school. We ask that parents arrive to collect their boys only at the time given. We understand that where there are siblings parents may have to wait but we ask you to do so outside the school gates.

| | | |
|---|---|---|
| 2.30pm | 1st Class<br>4th and 4th/5th Class | Main front gate<br>Senior barrier gate |
| 2.35pm | 2nd Class<br>5th Class | Main front gate<br>Senior barrier gate |
| 2.40pm | 3rd Class<br>6th Class | Main front gate<br>Senior barrier gate |

- 1st 2nd & 3rd Staff must escort the pupils to their class lines on the big yard where they can be collected.
- Senior classes must be walked right to the barrier gate.
- Staff must be extremely punctual so there are no class bubbles mixing
- Boys who get buses will be directed to a waiting area and will be supervised by Mr. O' Rourke
- Staff will not leave the premises until 2.50pm

**Reminder of class groupings**

| | | |
|---|---|---|
| 1st Class | Ms. Moen | Room 6 |
| 1st Class | Mr. Culligan | Room 8 |
| 2nd Class | Ms. Mulvey | Room 4 |
| 2nd Class | Ms. McLoughlin | Room 5 |
| 3rd Class | Ms. McQuillan | Room 9 |
| 3rd Class | Ms. Kavanagh | Room 12 |
| 4th Class | Mr. O'Rourke | Room 13 |
| 4th/5th Class | Ms. Farrelly | Room 17 |
| 5th Class | Mr. Gaughran | Room 18 |
| 6th Class | Ms. Keane | Room 14 |
| 6th Class | Ms. White | Room 19 |

**Parent/School Communication**

- As always the bulk of our school communication will be done via email and telephone, if you have changed either of these over the last few months please let us know asap
- Unfortunately only essential workers i.e. teachers, SNAs, caretakers, plumbers etc. will be allowed access to the school building
- Teachers and parents are asked to communicate with each other via phone call. If a parent wishes to schedule a phone call with their boy's teacher they may do so by contacting Betty on 018372472 or at secretary@holychildbns.ie
- **Any issues or queries regarding payments/book lists etc. can be directed to the school office via telephone (01-8372472). Payments should be made via the online payment system where possible**

- In the event that a face-to-face meeting is required the parent will have to fill in a contact tracing log, shown at Appendix 2. Teachers must inform the principal if they intend to meet a parent. Meetings will take place in the junior library. The parent will be required to wear a mask and follow social distancing protocol.

**Important information for parents**

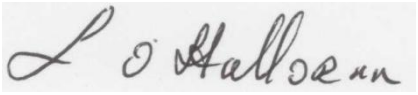
- If your boy has been in a country not on the current green list they must quarantine for 2 weeks upon their return. This means no coming to school. The green list can be viewed here Green List
- If your boy shows any symptoms of Covid 19 they should not attend school and you should speak to your GP about the next steps Covid 19 symptoms
- Pupils should not attend school if they have been identified as a contact of a person with Covid 19.
- If your boy starts to display Covid-19 symptoms while at school he will be taken to an isolation area and you will be asked to collect him. We understand that this may difficult at times but we have to follow the guidance given to us
- If your boy has an existing condition e.g. asthma/hay fever which causes him to cough or present with breathing difficulties please let the school know
- Please take note of the arrangements for pupil drop off and collection on the previous pages as this is extremely important for the health and safety of staff, pupils and parents
- Junior boys will line up and can be collected from the big yard at the front of the school at the end of the day. Senior boys can be collected from the middle (barrier) gate in the big yard or the back gate on Glenaan road.
- Pupils may wear either a school tracksuit or uniform on any day. This is to allow for extra washing during the week. Uniforms/tracksuits should be changed as soon as the boys get home. Black shoes or runners should be worn as per school rules.
- Boys should have their own pens and pencils etc. as sharing will not be allowed
- Cloth face coverings or masks are not recommended by pupils under 13, therefore pupils should not bring them in.
- Formal homework will not be set for the month of September. During the second half of September teachers will practise taking down and doing homework in class to prepare the boys to do this independently from October. This will also minimise books going to and from school
- The use of disposable gloves by pupils is not allowed
- Lunches - please ensure younger boys do not require assistance when opening lunchboxes, wrappers etc.
- The only thing that should go between home and school is the boy himself and his lunchbox
- Unfortunately boys will not be able to share colouring pencils and glue sticks so it is important boys bring their own supplies to school each day.

- Boys need to be able to tie their own shoe laces or wear shoes with velcro fasteners
- There will be no clubs after school for Term 1 - we will review this as time continues
- The Department of Education will be providing materials/videos to parents to help deal with any stress or anxiety your boy may have returning to school. We will forward these to you when they become available

**Review**

All measures taken will be reviewed on a continual basis and at the end of September with feedback from parents, staff members and pupils considered as well as updated HSE guidance.

This plan was discussed and agreed at a Board Meeting on 18/08/2020



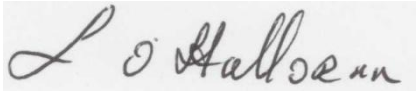
Con O'Halloran
Chairperson

## APPENDIX 1 COVID-19 Policy Statement

Holy Child Boys' NS 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:  Date: 19/08/2020

## Appendix 2 Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

| | Questions | YES | NO |
|---|---|---|---|
| 1. | Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? | | |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | | |
| 3. | Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days? | | |
| 4. | Have you been advised by a doctor to self-isolate at this time? | | |
| 5. | Have you been advised by a doctor to cocoon at this time? | | |
| 6. | Have you been advised by your doctor that you are in the very high risk group?<br>If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups | | |

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.
Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____