

# COVID-19 RESPONSE PLAN

**SEPTEMBER 2021**

***Please note:*** This is a living document and may be reviewed and amended to take into account new guidance from the HSE and from the government.

**COVID-19 POLICY STATEMENT**

Convent Primary 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 handwashing 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 Dept of Education
- Keep a contact tracing log to help with contact tracing
- Ensure staff engage with the induction / familiarisation briefing provided by the Dept 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 Dept 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, who will be supported in line with the agreement between the Department and education partners.

*This updated version of our schools Covid Response Plan was formally adopted by BOM at a meeting held over zoom on Mon 23<sup>rd</sup> August 2021 at 7.30pm.*

*Jiana FitzGerald*

## **Operational Plan**

## **Drop off and Collection**

In the mornings and in the evening, we wish to have a calm coming and going and this is best achieved if people exercise good time keeping and sensible caution. We will no longer be able to line up the children outside so our doors will be open at 9.10 and the children may come straight into their classrooms. There will be **no one allowed on the premises** other than staff and pupils so please drop your daughter at the gate between 9.10 and 9.20. Children are strictly prohibited from entering the school grounds before 9.10. We, along with the Parents Association and Board of Management urge you to exercise caution at drop off and collection times, to keep Johns Lane free of traffic and use the local public carpark.

When the children enter the school, they must go to their classroom, sanitise their hands at the clearly marked sanitising station and then go straight into their pods.

Parents of Junior Infants, (start time 9.30am for first 2 weeks) if accompanying your daughter for the first few days, please use the ramp at the front entrance of the school, keeping a distance of 2m at all times from other families. For the first week pupils may be accompanied to the classroom door and parents must then proceed up the corridor and out the back door. Please adhere to this one way system and we ask that parents leave the premises promptly. Collection time is 12 noon for the first 2 weeks. From week 3 onwards, Junior Infants will start school at the regular time of 9.20 (and finish at 2pm) and parents will no longer be permitted to accompany children onto the school grounds. Rest assured, Ms Greene and I will be there to settle your daughter into her new school and within no time, she will be well accustomed to the routine of 'big school'!

**Children will be dismissed in their pods and there is a responsibility on anyone who is collecting a child/children to be punctual, and collect your children on time.**

**Again, it is important to note that NO parents/ guardians are permitted to enter the school grounds.**

As usual, children from 3<sup>rd</sup> class upwards are allowed to walk home from school.

## **Distancing**

We are maximising distancing as much as possible in the school without compromising the childrens' learning. This takes place from 2nd class upwards. This will be achieved by reconfiguring the classrooms. Each classroom will be referred to as a bubble and within each bubble the children will be organised into pods. Classrooms will be well ventilated in

accordance with the latest guidelines for ventilation - windows and doors remain open where possible.

### **Operational System**

The school will operate as 2 buildings each with its own entry / exit points.

**Main Building:** the following class groupings: Jun/Sen (Ms Greene); Seniors / 1<sup>st</sup> (Ms Gough) 2<sup>nd</sup> / 3<sup>rd</sup> ( Ms Hickey) and 5<sup>th</sup>/ 6<sup>th</sup> in new classroom (Ms Varley)

Time- 9.20am - 3pm (1<sup>st</sup> - 6<sup>th</sup>) / Infants school day 9.20 - 2pm

Jun/Sen / 1<sup>st</sup> class enter and exit via front door – Juniors and Seniors use the ramp; 1st class can use the steps

2<sup>nd</sup> / 3<sup>rd</sup> class enter via the back door of the school

5<sup>th</sup>/ 6<sup>th</sup> enter and exit via back door to new classroom – when you come up the front steps, keep right and proceed around the new room and enter at back

**Halla Building:** 4<sup>th</sup> / 5<sup>th</sup> upstairs classroom (Ms McLoughlin & Ms O Callaghan)

Time: 9.20 – 3.00

Enter and exit this building using the Convent Hill gate

Dismissal at 3.00pm will be on Convent Hill

At school opening and dismissal times for both buildings, there will be a member of staff outside to help with the smooth running of the entry system.

### **Personal belongings**

Children cannot share pencils, toppers, colours etc and it is particularly important that all personal belongings are clearly labelled including clothing. Each pupil will have her own basket which will be provided by the school, in which to store her belongings

### **Lunches**

We would ask parents to only use plastic lunch boxes which can be washed in the dishwasher every evening at home...NO lunch bags (material with inner lining) – these are normally used by the younger children. Any leftovers and waste must be brought home in the lunch box. Please note the healthy eating policy which we adhere to in the school.

### **Uniform**

Alternate uniform and tracksuit as follows:

- Monday – Uniform
- Tuesday – Tracksuit
- Wednesday – Uniform
- Thursday – Tracksuit
- Friday – Uniform

### **Outdoor breaks / Movement breaks**

Outdoor lunch breaks will be staggered so as to ensure each class bubble has ample space in the yard. Each class bubble will effectively have their own yard. During the day we will need to get outdoors regardless of weather, so the children will need to bring a waterproof jacket.

### **Resources & PE equipment**

Resources and equipment will be allocated to a class bubble. PE equipment will be allocated for a specified period of time. It will be used in rotation across the school and in between usage, all equipment will be sanitized according to the government and HSE guidelines. Music and singing is allowed in spaces where there is adequate ventilation.

### **Teacher/ SNA Absence**

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, a member of the SEN team will supervise/teach that class for the day.

### **Appointment with Teacher**

Should you wish to speak with a teacher, please contact us using email or phone. Email is the fastest way to get in contact as our secretary is part –time and the phone is not manned every day. Details of secretary hours will be posted on the website.

### **Dealing with a Suspected Case of COVID-19 (info given to parents)**

Staff or pupils should not attend school if displaying any symptoms of COVID-19. (see update Feb 2021 at appendix 1) Signs and symptoms are in the following link:

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

If a pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil will be accompanied to the isolation area in their building by a designated member of staff . A distance of 2 metres will be maintained at all times. The child will be given a face covering to wear.
- Parents/guardians will be contacted immediately by telephone. Please ensure that we have up to date contact details for you. The child who is symptomatic should avoid touching people, surfaces and objects.
- If the child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible. Anyone who is symptomatic is advised to inform their GP by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If the child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

### **Confirmed Cases of Covid-19**

In the event of a confirmed case of Covid-19 in the school, the HSE will inform any staff/parents who have come into close contact with the 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 should be followed and staff and pupil confidentiality is essential at all times.