

Covid-19 School Logistics Plan: March 2021

Scoil Cholmcille

Mount Hanover

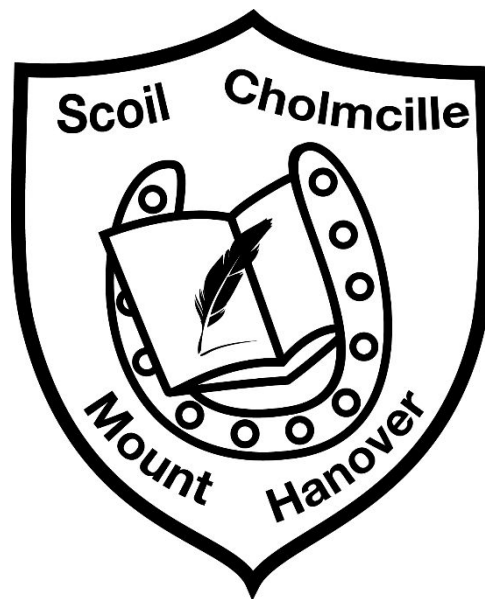
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The school has a responsibility to make an effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.

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 to 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.

Scoil Cholmcille, Mount Hanover appreciates your support as we try to safely reopen the school building. **Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school.** Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

It is imperative that the public health guidance is adhered to at all times:

- Please drop and go in the morning time.
- Please do not enter the school yard.
- Maintain a social distance of 2m at all times.
- Please wear a mask whilst in the vicinity of the school.
- Please complete the “Return to Education” declaration prior to your child returning to school.

Staggered Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, we are asking you to “drop and go” in the morning times. In the evenings, please do not arrive at the school prior to your appointed time.

All the children will enter and leave the building through the Side Door.

To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 8.50 a.m. Anyone arriving before this time, must wait in their car.

Morning:

All class teachers will be in their classrooms by 8.50 a.m.

Parents are asked to ‘drop and go’ in the car park/main front gate anytime between 8.50 a.m. and 9.20 a.m. No parking will be allowed.

Buses to arrive at staggered times (Pat’s at 9.05 and Mick’s at 9.10)

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teacher, SNA and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school.

Afternoon:

Junior & Senior Infants:

1.45 p.m. Class teacher will bring Infants to the school gate. Mams/Dads are asked to drive in, 'pick up and go' until 1.55 p.m.

Other Classes:

2.30 p.m. Children travelling on Pat's bus will be walked to the front gate.

2.35 p.m. Children travelling on Mick's bus will be walked to the gate.

2.40 p.m. Class teachers will bring First and Second Class to the school gate. Mams/Dads are asked to drive in, 'pick up and go'. Families that have children in Third, Fourth, Fifth or Sixth Class as well as in First and Second Class, may collect all their children at this time.

2.45 p.m. Class teachers will bring Third & Fourth class & any siblings to the gate.

2.50 p.m. Class teachers will bring remaining children from Fifth and Sixth Classes to the school gate. Mams/Dads are asked to drive in, 'pick up and go'. Supervision will be provided until 2.55 p.m.

All adults are asked to maintain a social distance (2m) outside the school gates/in the car park.

Children must proceed directly to their car/bus at home time and there will be no play time allowed at this time.

Summarised Timetable for Drop Off and Pick Up

8.50	All staff to be present to support the arrival of pupils. Class teachers to be in their classrooms. SETs, SNAs and Principal to support arrival of pupils
8.50 – 9.20	Arrival of pupils – Stop, Drop, Go system. No adults to enter the school yard. Children go straight to their classrooms on arrival.
1.45	Stop, pick up go – Junior & Senior Infants
2.30	Bus (Pat's Bus)
2.35	Bus (Mick's Bus)
2.40	Stop, pick up go – 1 st / 2 nd & Siblings in other classes
2.45	Stop, pick up go – 3 rd / 4 th & siblings

2.50 Stop, pick up go – Remaining children from 5th & 6th Class

Break Times

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Children can mix within their class groupings whilst outside but they cannot mix with other class groupings. We have the yard sectioned off for the class groupings.

We will have two 2 x 20 minute staggered break times:

- Lower Half of the School:
 - Infants
 - 3rd & 4th Class
 - Break Time: 10.40 – 11.00
 - Lunch Time: 12.30 – 12.50
- Upper Half of the school:
 - 1st/2nd
 - 5th/6th Class
 - Break Time: 11.10 – 11.30
 - Lunch Time: 1.00 – 1.20

Yard Supervision

A rota will be organised based on Class Bubbles:

Class teachers, SNA & SET - Junior Infants, Senior Infants, Third & Fourth Class to work together.

Class teachers, SNA & SET – First, Second, Fifth and Sixth Classes to work together.

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:

- In advance of any adult arriving at the school, they should phone the school office on 041-9839405.
- The child will be brought from their class to the school office.
- The adult who is collecting will be asked to sign the child out.
- No adult should enter the school building, unless invited to do so.

Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Special Education Teachers (SET)/Special Needs Assistants

Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Children will be encouraged to use the toilet before they go outside for break as there will be limited access to the building during break time. This will also allow for the toilets to be cleaned whilst the children are outdoors.

Corridors:

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. However, we will keep to the left hand side when walking in the corridor.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

The classroom windows and doors will be opened fully in the mornings, at break & lunch times and when pupils finish school. They will be opened slightly when the pupils are in the class.

Pupils should wear an extra layer of clothing to allow for current weather.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tin whistles should not be shared between pupils.

Cloakrooms and Toilets

The toilets located at the top of the building will only be used by the children in 1st/2nd class.

The other classes all have toilet facilities in their rooms.

Children will be encouraged to keep their coat at their place or in their bag to limit interactions at the coat hooks as these spaces do not lend themselves to social distancing.

Lunches

Parents must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.

Under no circumstances should toys, teddies or other personal belongings be brought to school. Children should only bring the minimum to school with them.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

An online payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by using the online payment option. It can be accessed here:

<https://www.aladdin.ie/p/6180051006521344>

Children should not be sent to the Secretary's Office or to the Principal to deliver messages.

Teaching and Learning

Each family has had different experiences over the past few weeks and our initial emphasis will be settling the children back into school and supporting their wellbeing.

The following may be of interest to you:

<https://www.gov.ie/en/publication/af24b-wellbeing-guidance-documents-for-parents-students-and-schools/#parents-primary-schools>

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff 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.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings. **However should your child wish to wear a mask/face covering this will be permissible.**

Staff will wear masks where social distancing cannot be maintained.

Hygiene and Cleaning

Hand sanitiser dispensers are available throughout the school e.g. at the entrance to each classroom, at the main doors and in the GP Room.

Hand washing facilities are available in all the classrooms, toilets and in the staff room.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

Illness and Dealing with a Suspected Case of COVID-19

While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school.

Children who display such symptoms in school will be isolated and parents asked to collect them from the school.

The following links will outline the symptoms in detail:

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

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

Children who have travelled outside of Ireland should not attend school during the 14-day self-isolation period.

Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting.

We would be grateful if you could also emphasise safe behaviour in this regard to your children at home as part of the preparation for returning to school.

This HSE video outlines the importance of good hand hygiene:

https://www.youtube.com/watch?time_continue=5&v=5JYhm9oa-DM&feature=emb_logo

Staff must not attend school if they display any symptoms. In this instance, every possible attempt will be made to source a substitute teacher. If a substitute teacher cannot be sourced, the Special Education Teacher will cover the class.

Isolation Area

A designated isolation area has been created in the resource room at the top of the school building.

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

The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. The person accompanying the child may wear a face covering.

If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/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 general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/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.

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 should be followed and staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.

Our aim remains to re-open the school in an orderly safe manner, while reassuring the children and making them feel comfortable, safe and relaxed with their friends in the new school environment. This will be achieved by all of us working towards this common goal.

Many thanks for your continued cooperation,

L O'Loughlin

Principal