

## LNS Response Plan-Returning to School Safely

Updated February 2021



### **COVID-19 Policy Statement**

Lisnagry N.S. 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 Returning to School Safely Response Plan. This is an evolving situation and we may need to adapt, modify or change our approach if necessary as the situation develops. Any changes that have been made are done so with the best intentions of keeping pupils, staff, parents and extended families and the wider school community as safe as possible.

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, symptoms of COVID-19 and correct hand-washing techniques and also the correct procedures for donning and doffing masks
- continue to provide the appropriate PPE to teachers and medical grade masks to all SNAs and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs.
- display information regarding social distancing and limiting congregation outside the school
- identify a worker representative to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements through the displaying of information, standardised physical distancing black/yellow tape and feet markings and yard markings.
- 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 when it is 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.
- Ensure that all practical measures are deployed to ensure good ventilation in classrooms
- Encourage staff to download the HSE covid 19 tracker App to assist Public Health for contact tracing purposes

### **DES Roadmaps**

Updated Covid Response Plan, February 2021

<https://www.cpsma.ie/wp-content/uploads/2020/08/COVID-19-Response-Plan-for-Primary-and-Special-Schools-V3-February-2021.pdf>

**Acting Health and Safety Officer:** Ms Blake

**Lead Worker Representative:** (LWR) Ms McDonald

**Deputy Lead Worker Representative:** (DLWR) Mrs Duffy

### **School Culture**

While the purpose of this document is to focus on Health and Safety, we must also note that Covid-19 will have a significant impact on school culture. Children and staff interactions are very limited by all the measures in this document. We will review what measures we can take to maintain a happy and positive atmosphere in the school among staff and pupils.

## **STAFF**

### **Returning to Work**

As noted staff must complete the Return to Work Form 3 days before returning to work. Where staff have underlying health conditions and are applying for Covid-leave, they must follow the relevant DES Circular.

### **Training**

All staff must complete the DES online training before returning to work. Parents will be asked to educate their child, in an age appropriate way, as to the contents of this document.

### **First Aid**

This will be administered as normal but if staff are wearing gloves a fresh pair must be put on first. Visor/face covering must be worn. Gloves must be changed afterwards as per normal procedures. First Aid boxes will be available at Senior Corridor exit door and Junior Corridor exit door for use by teachers on yard supervision.

## **Curriculum Organisation**

As a staff we are very aware that the children have been away from school since December 22nd. We appreciate the time and effort that went into home learning, and we recognise the challenges that home learning presented for all families. Each child will be in a different place in relation to his/her learning and as a staff we will take that into consideration when planning for teaching and learning during the continuation of Term 2. We continue to follow the curriculum guidelines provided by the DES during the summer and we ask parents to trust our experience and professional expertise as we work with all the children during the return to school. Staff will re-orientate their work with the curriculum, especially during the final weeks of term 2 and term 3 as they continue to give greater time and attention to areas such as SPHE, PE, Language and Mathematics.

All teachers will start from where the children are at. Children attending support settings will continue with the targets set out in Term 1. IEP's/IPLPS will be reviewed at Easter.

## **Visual Arts**

Where practical, each child shall use an individual set of art supplies.

Music instruments should not be shared,

## **Classroom Organisation**

Classrooms have been reorganised for as much physical distance as possible. Rooms should be free of any unnecessary furniture, shelves. The teacher's desk should be at least 1 metre and where possible 2 metres away from pupil desks.

Illustrations are available here:

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#additional-guidelines-and-procedures>

## **Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces. To ensure that classrooms are well ventilated, windows will be kept open as often as possible and will be opened while children are taking breaks in the playground. All practical steps will be carried out to ensure good ventilation in accordance with Public Health advice. Guidance sets an overall approach where windows should be opened as fully as possible when classrooms are not in use (breaktimes/lunchtimes and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

[file:///C:/Users/User/Downloads/85177\\_d9643a37-5254-483e-a72e-d2a08ae36d46.pdf](file:///C:/Users/User/Downloads/85177_d9643a37-5254-483e-a72e-d2a08ae36d46.pdf)

## **Books**

Where practical, each child must use their own books. Shared books for Graded Reading should be wiped by the teachers after each session. They are covered by plastic already.

## **Blended Learning**

If a child is ill and cannot come to school for an extended period of time, the class teacher and/or the support teacher assigned to that class for Literacy and Numeracy will provide work to support the child's learning at home.

### **Further Closures**

Our Distance Learning Policy was updated and reviewed in October and is available to view on our school website.

### **Google Classroom**

Google classroom will also be employed as a platform to facilitate blended learning throughout the school.

### **Personal Items**

Staff should use the items in their box to wipe down personal belongings e.g. phones, bags when they come to school.

### **Return to Work**

Staff must complete the return to work online form three days before returning to work.

### **Sharing**

Staff and pupils should avoid sharing personal property.

### **Staff Duties**

Staff must not attend school if they display any symptoms. Staff will be advised to self isolate or restrict their movements at home if they display any signs or symptoms of Covid-19. Staff must 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 the school. Staff must undergo any Covid 19 testing that may be required as part of mass or serial testing as advised by Public Health.

### **Substitute Teachers**

It is of the utmost importance, this year more than ever, that a clearly laid out plan for learning and general class routines is left for a substitute teacher to follow. Staff are required to fill in the substitute teacher template which provides this information.

### **Monthly Assemblies**

Principal will conduct these in each individual class.

### **School Hall**

It will be used for support teaching.

### **Principal Duties**

The Principal, as leader of the school, must be able to speak with each staff member and visit each class as necessary to fulfil his duties. Like with other staff, he will sanitise before and after entering each room, wear a visor and maintain social distance.

### **Support Teachers**

These are timetabled to work between class levels and will remain with the same class bubbles in so far as is possible. All support teachers to sanitise between each class and child/group of children taught. They will clean their work areas between each group of children. Visors/masks to be worn

when in close contact with children. In keeping with our Special Education Policy, Learning support will be provided by a blended approach of in class support and withdrawal.

### **Class Teaching Team Teaching**

There a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

Mata sa Rang/ Literacy Lift Off resources – these are shared resources and are only used with one class at a time. Support teachers will ensure that only one group has access to a specific books/resources per week. These books/resources will be cleaned and sanitised for use the following week.

Class teachers and support teachers will still maintain as much a distance as possible while class teaching and team teaching in JI-2nd. Staff wear appropriate PPE and sanitise. Staff will move between groups and maintain as much distance as possible. Some groups may be taken in the hall to give more space in the classes.

In 3<sup>rd</sup>-6<sup>th</sup>, team teaching will not be possible in classrooms so groups will be brought to the school hall for work with SETs.

### **Support Rooms**

Support teachers may operate from the hall, leaving their room for their resources. Teachers using their own rooms will maintain as much distance as possible. Where groups had been originally timetabled, this may have to be broken into shorter sessions for 2/3 pupils with reduced teaching time.

### **SNAs**

SNAs to wear appropriate recommended PPE and sanitise throughout the day and when moving to their next child.

### **Reception Area**

Only Fiona and one other member of staff can enter the secretary's area. All communication from parents should be via phone/email. Antibacterial wipes will be placed at the photocopier and each staff member is to wipe the photocopier down after use.

### **Staff Meetings**

These will be held via Zoom. Staff meetings may also occur in small groups.

### **Staff Room**

Staff must sanitise before entering staffrooms. Tables and chairs will be split between the main staffroom and new staff room (formerly Ms.Coghlan/MsMcLoughney's Room) to allow social distancing. Staff will be asked to bring their own cutlery and ware and bring this to and from the staffroom and clean it at home in order to avoid sharing utensils in so far as possible. Kettle, fridge, toaster and microwave will be put in the new staffroom. There is already a burco, toaster and fridge in existing staffroom.

### **School Resources**

#### **iPads and laptops**

These will be disinfected between use. Timetable is in place.

## PE Equipment

This is to be divided up at the start of the year and each class grouping mentioned to hold their own set of equipment in one of their rooms.

## Sensory Room

Sanitise before use. All fixed equipment to be sanitised after use by adult attending with the child. Support teachers and SNAs to divide up mobile sensory equipment and SNAs/ support teachers children to keep these in storage boxes in classroom – this equipment to be brought to and from sensory room.

## Homework

Reduced homework will be given for the first 2 school weeks in March and limited to mainly oral work.

## STUDENTS

### Staggered Drop Off and Collection Times

If it is possible for families to adhere to the following, we ask for cooperation on it.

Start Time	Home Time
<p>In an effort to limit the number of people waiting in the school grounds in the morning we are bringing the children into school in <b>alphabetical order</b>.</p> <p><b>9-9.10am:</b> If your surname begins with <b>A-L</b></p> <p><b>9.10-9.20am:</b> If your surname begins with: <b>M-Z</b></p> <p><b><u>There will be no outdoor supervision in the mornings. Children go straight in their designated doors to their classes where their teachers will supervise them. Children must sanitise at the door and proceed to their classrooms.</u></b></p>	<p>Similarly for home time, in an effort to limit the number of people waiting outside the school, we have staggered dispersal times.</p> <p><b>1.50pm:</b> Junior Infants A+B</p> <p><b>2pm:</b> Senior Infants A+B</p> <p><b>2.50pm:</b> Children with no siblings in the school in classes 1<sup>st</sup> – 6<sup>th</sup> (supervised by SET teachers)</p> <p><b>3pm:</b> Remaining students in 1<sup>st</sup> – 6<sup>th</sup> (supervised by class teachers)</p>
<p><b>Please stop and drop and go!</b></p>	<p><b>Please collect and go once your child is collected to relieve traffic congestion!</b></p>

We appreciate your co-operation in getting all students to school safely and home safely at their designated times. Parents/Guardians are requested not to congregate in groups or stand around chatting at drop off and collection times. Markings will be provided on the path to facilitate social distancing. We also have visible signage reminding people not to congregate outside the school.

Please leave promptly once your child is dropped off in the morning and collected at home time.  
 Note, children should never be dropped before 9am as supervision will not be provided before then.

### Allocated Doors: Entry and Exit Points

Class	Entry/Exit
Junior Infants A+B, 3 <sup>rd</sup> Class B	Enter and exit through the <b>Junior Corridor door</b> beside Junior Infants Room 1.
1 <sup>st</sup> class A+B, 2 <sup>nd</sup> , 3 <sup>rd</sup> Class A *2 <sup>nd</sup> class use Junior corridor exit door for <b>hometime only</b>	Enter and exit through the <b>Main Reception door</b>
Senior Infants A+B	Enter and exit through the <b>Halla Exit</b> beside Senior Infant Rooms
4 <sup>th</sup> A+B, 5 <sup>th</sup> , 6 <sup>th</sup>	Enter and exit through the <b>Senior Corridor door</b> beside 6 <sup>th</sup> class

### Yard Time

The DES Guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. Each class will be considered a bubble and will not be mixing with any other class in the school yard. Each class or bubble will have their own zone on the yard with a chained railing marking to prevent a crossover into another class area. A new rota has been set up for the students in the school. Due to the demands on the yard space due to bubbles not mixing, the students will be given 1 yard duty break each day and another movement break/PE slot with their class teacher. It has been arranged that all classes will continue to get a minimum of 2 outdoor breaks a day as usual with the new system.

### Corridors

Briefly passing someone in a hall is unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe the practice of keeping to the right when on the corridors. Signage will be provided on the corridors to ensure the safe movement of class bubbles. Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

### Junior and Senior Infant Collection on Wet Days

On wet days, children would normally be collected from the halla. For the time being the halla will not be available so the infants will be dismissed from their relevant external door- one class bubble at a time. Parents and guardians must wait outside and maintain social distance from each other. Junior Infants A (Ms Conroy) will be brought to the Halla exit for collection at 1.50pm. Junior Infants B (Ms McKenna) will be brought to the Junior Corridor exit for collection at 1.50pm. Senior Infants A

(Ms Perill) will be brought to the Halla exit for collection at 2pm. Senior Infants B (Ms Delaney) will be brought to the Junior Corridor exit for collection at 2pm.

### **School Bubbles**

Each class/bubble will remain separate throughout the school day in so far as possible.

### **After School Activities**

We will not be facilitating after school activities for the moment.

### **Lunches**

Parents must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/ drinks among children. If something is forgotten, a parent must drop it to reception.

### **School Supplies**

Parents to supply full sets of school supplies. Children will be asked to keep their pencil cases, colours and stationary at school in their book boxes. This will ensure there is no forgetting school supplies and having to borrow pens/ colours from others. If a teacher has to lend a school item to a child, the teacher will be wipe it with disinfectant wipes before and after.

### **Book boxes**

Boxes will be provided to all students. These boxes will be used for the children's books and personal supplies. These boxes will facilitate easy cleaning and keep desks clutter free.

### **Early Collection**

If a pupil is being collected early, please notify the school in advance where possible. Fiona will record it instead of the parent/ guardian signing the child out.

### **Messages**

Children will not be sent around the school on messages. Teachers will use the Aladdin noticeboard for messages.

## **PPE/SIGNAGE/VIRUS PREVENTION**

### **Whole School Cleaning Schedule**

In accordance with the DES Guidelines, the school will be thoroughly cleaned at least once a day. Grant and O'Brien are our new contract cleaners. Our cleaning time has been increased to allow for additional cleaning of the school each day. The cleaning company will be present each day from 4pm. A written cleaning schedule has been made available to the cleaning staff. They will clean common touch areas, all toilets, both staff rooms and hall furniture each day. They will also empty bins. Cleaning rosters will be signed by cleaning staff each day.

### **Cleaning Equipment for Staff**

A box of cleaning equipment containing a visor, masks, gloves, antibacterial disinfectant, blue roll, sanitiser and a packet of disinfectant wipes will be left at each staff members work station to assist with disinfecting any item they need to clean during the day (this box is provided to staff for personal use in their classroom throughout the day)



## **Hand Sanitisers**

Wall hung sanitisers are hung in each classroom and school entry point. Additional automatic hand sanitisers are at each entry point to allow a speedier entrance to the school. Refills for all sanitiser disinfectant has already been purchased.

## **Disinfectant Wipes**

Disinfectant wipes have been purchased as noted previously. A packet will be left beside the photocopiers for staff members to wipe down the photocopier after use.

## **Electrostatic Sprayer**

The school have also invested in an electrostatic sprayer (fogger) which will be used to supplement the cleaning regime.

## **Disinfectant Spray-Brill Blue**

A disinfectant spray has been purchased for use by all staff. This product is called "Brill Blue" This is a spray that disinfects surfaces but does not need to be wiped. This will significantly reduce the time that it will take to disinfect surfaces. Each staff member will have their own bottle of Brill Blue to use on any surface they wish to disinfect before touching. All teachers will sanitise surface areas at 9 in the morning and again at 12. SNAs will be asked to apply Brill Blue to their seat and use a disinfectant wipe to clean any items they use. General touch points around the school are also sanitised with Brill Blue.

Here are the details:

Brill Blue is a cleaner and sanitiser. It is PH neutral and is safe to use on all surfaces. It is also safe to use around sensitive skin, asthma sufferers or people sensitive to strong chemicals. Brill Blue can be sprayed onto surfaces without needing to be rinsed off. It will provide an exceptionally high rate of anti bacterial action killing far above the usual 99.9% antibacterial products. It is effective against coronavirus, ecoli, MRSA and the Noro Virus among many other bacteria, fungi and viruses.

## **Doors**

All internal classroom doors, where practical, to be left open, to minimise touching of common areas. Door stops will be purchased for use as teachers view necessary.

## **Masks**

All staff will wear masks throughout the school day. For a limited number of staff, PPE will also be necessary due to the nature of certain work activities. These may include:

- assisting with intimate care needs,
- where a suspected case of covid 19 is identified during the school day,
- staff members who 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

## **Signage**

Signage, as made available by the DES, is displayed reminding the school community about Covid-19 prevention etiquette. Standard feet markings and other child friendly markings are used around the school.

## **Physical distancing**

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 (bubbles), to limit contact between class groups (pods) and to limit the sharing of common facilities.

In primary and special schools, a distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

Therefore, in Junior Infants-2<sup>nd</sup> class, children will be separated from each other is-so-far as possible through the use of 'pods'. We will try and limit the sharing of classroom resources and materials between pods where possible. Sanitising before and after using shared resources will be required in some situations.

In 3<sup>rd</sup>-6<sup>th</sup>, children are placed 1m apart to maintain social distancing. See full guides to physical distancing here: <https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/>

## **Hand Hygiene**

4 touch free dispensers to be installed at the 4 entrances. Wall hung sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom. Each teacher also has a hand sanitiser on their desks.

Pupils and staff should perform hand hygiene:

- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze

Any staff member moving between rooms or between children must sanitise between each transition.

Rule of thumb-sanitise on your way into each room always!

## **Respiratory Hygiene**

All members of the school community will practise respiratory hygiene.

This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

## **Child Illness**

Parents must keep children at home if they display any Covid-19 Symptoms, available here,

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

If a child displays symptoms at school, parents/ guardians will be asked to collect them. Your child will be waiting in the Designated Isolation Area which we have created in an adapted space near the entrance to the Halla off the Senior Corridor where they will be supervised. Parents will be advised to collect their child at this collection point.

#### **Designated Isolation Area while awaiting collection**

- Any child who displays Covid-19 symptoms will be directed to our isolation area. Chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags, brown paper bags, bin and the child will be supervised.
- Nobody else may enter this area while a child is awaiting collection. It will be sanitised by cleaning staff after the child leaves.
- In the event of there being a second suspected case, Ms Quirke's room will be used.

#### **Temperature Checks**

Parents check child's temperatures before school each day and do not send children if children have a high temperature. 2 Infrared thermometers have been purchased by the school. Staff, if it is needed, can check temperatures.

### **GENERAL**

#### **Minimising Visitors**

No adults should enter the building other than school staff. All meetings must be by appointment and be essential meetings. Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance between staff. A contact tracing log must be filled in instead of the visitors' book. The school secretary will fill out the details so that pens are not being used by others.

#### **Deliveries**

All deliveries must be left at the main reception door. (Entrance 1)

#### **Professional Visitors.**

Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. maintenance, school psychologist etc. They will be asked to sanitise, wear their own face mask and complete the contact tracing log.

#### **Money**

Money will be collected via epayments.

#### **Contact Tracing Log**

The DES Contact Tracing Log will be used. Instead of visitors filling it in, Fiona will hold onto it and fill it in by asking the visitor the relevant questions.

#### **School Rental**

Currently the hall will be unavailable for rental.

Policy was reviewed and updated by BOM in February 2021 prior to the partial phased reopening of schools on March 1<sup>st</sup>.