



Parteen National School
Parteen

Co. Clare
V94EY64

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Principal: Gerard Ruane Deputy Principal: Mairéad Guckian

Response Plan for the Reopening of Parteen National School during Covid-19 Pandemic 17/8/2020

COVID-19 Policy Statement

Parteen 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 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
- 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.

Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk). In summary, Covid-19 is a high risk and this full document contains all our measures to reduce the risk.

Hazards	Is the hazard present? Y/ N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene, physical distancing and respiratory etiquette	Sara O’Ro Burke	
						Complete School COVID-19 Policy Statement and localised Plan collaboratively		
						Implement plan-purchase new items, reconfigure school environment,		

					<p>signages, contact log, isolation area</p> <p>Staff: Induction training and Return to Work Forms received and reviewed</p> <p>Complete checklists as required:</p> <ul style="list-style-type: none"> • How to deal with a suspected case • Cleaning checklists 		
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If there is one or more High Risk actions needed, then the risk of injury could be high and immediate action. Medium Risk actions should be dealt with as soon as possible. Low Risk actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Saranne O'Rourke
Date: 06/08/2020

DES Roadmaps.

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>
<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

This Policy Document notes measures to reduce the risk of Covid-19 coming into our school community. The full DES Document must be read in full.

Relevant Circulars for Staff

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0045_2020.pdf
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0040_2020.pdf
<https://www.into.ie/app/uploads/2020/08/Information-Note-0008-2020.pdf>

Please follow education.ie for updates.

Wash your Hands

All members of the school community must watch this video on hand washing.
<https://youtu.be/IsgLivAD2FE>

Health and Safety Officer:

Saranne O' Rourke.

Lead Worker Representative

To be elected at staff meeting on September 1 See arrangements and details in DES Roadmap. Saranne O'Rourke will act in this capacity until the first day of school.

Equipment

A visor, facemasks, bottle of Brill Blue disinfectant 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 (note, cleaning will take place all day in the school – these are provided to staff for personal use and to sanitise their work station). Wall hung sanitisers are hung in each classroom and school entry point. Additional automatic hand sanitisers will be placed at each entry point to allow a speedier entrance to the school. Refills for all sanitisers and Brill Blue disinfectant has already been purchased. Each work station will have a perspex screen and all staffroom tables will have perspex screens. Signage will be in place throughout the school. There is an additional bottle of sanitiser on each teacher desk.

Personal Items

Staff should use the aforementioned wipes/ Brill Blue to wipe down personal items e.g. phones, bags when they come to school.

Return to Work

Staff must complete the return to work form three days before returning to work. These should be emailed to the school principal.

Substitutes

Circular 45/2020 covers the system for booking substitutes. All staff are asked to phone the school principal as per normal procedures as soon as possible to allow for as much time to book a substitute as possible. As is always the case, the Principal works to ensure substitutes are employed and given our location between Clare and Limerick, he is almost always able to secure a substitute. We will not know what availability of substitutes will be this year. When a substitute cannot be sought as per the panel and normal school procedures, support teachers will be allocated to cover the class. Each support teacher will be allocated to cover 2 classes each, in line with the classes they spend most time. The Principal will cover the morning session of the classes that Ms. Collins is allocated to as she is working in another school. A substitute teacher will be booked to provide extra support to that support teacher on a day a substitute is available to make up for the lost time with the children, as per the circular. All teachers are asked to leave spare packs of work in their room as dividing classes is no longer an option.

Substitutes will be asked to fill out the Return to Work Form and Contact Tracing Form. They will be asked if they have completed the DES online training and may not start in Parteen N.S. until they have. They will be given a visor, facemask, a packet of disinfectant wipes and a bottle of Brill Blue. They will be asked to read this full document in advance of coming to the school. If they cannot be booked until close to the school start time, they will be asked to assign the class some work in order to read this document in full. Each sheet of the substitute information pack will be in a plastic poly pocket. On returning these items to the office in the evening, they will be asked to sterilize these poly pockets and their visor.

Sharing

Staff and pupils should avoid sharing personal property.

Handshaking and hugging

We will all be happy to see each other, but there will be no handshaking or hugging in the school.

Promotion

Ms. O' Rourke will tweet videos of changes made around the school so pupils will be familiar with them before the first school day.

Infants

The first day of school is a special day. We will reopen on August 31st for Junior Infants from 9am-10.30am. Parents are asked to gather in the yard – socially distant, for their photos. The Principal will organise for parents/ guardians to bring their child in and get them settled. It will be limited to two adults per child and each person coming to the school that day must fill in the contact tracing form and Covid Questionnaire in advance – this will be emailed out parents/ guardians must return it via email.

Infant Collection on Wet Days

Children will be dismissed from their relevant external door – parents and guardians must wait outside and maintain social distance from each other. Parents should prepare for this now by having umbrellas ready.

Funding

We have budgeted our full cleaning grant on extra cleaning hours for the year. We are spending our PPE Grant on sanitisers, sanitiser refills, Brill Blue, disinfectant wipes etc. We are spending our Minor Works Grant on Perspex Screens, extra signage etc. A Covid-Aide has been employed to assist with arrangements before we reopen. €200 will be added to each class teacher's iCard and an extra €100 onto each resource teacher's card, on top of the classroom supplies money, to allow for purchase of any extra resources need. This money is to give flexibility to staff for unforeseen expenditure e.g. in infants extra play doh will need to be purchased.

School Bubbles

Each class will remain separate throughout the school day. We will use the term 'class' instead of bubble as we are all more familiar with the term 'class'.

Morning Club.

Will take place in hall. Children from each class are to remain separate from each other. Morning Club Leader to apply Brill Blue disinfectant to desks and chairs in the hall and common touch areas after morning club.

Infant Club

The children will sit at the table with children from their own class. There will have separate tables for the different classes. The toys will be cleaned after each use with Brill Blue that the Infant Club Organiser will provide. Mary and Audrey will be wearing visors and will be sanitizing before entering the school.

Homework Club

This will not take place at the start of the year and will be reviewed in September.

Speech and Drama

Ms. Neville will run Speech and Drama Classes after school. Ms. Neville will

- will clean and disinfect the high-touch surfaces (i.e. door handles, desktops, chairs) before and after each class.
- will ensure that the students wash/sanitise their hands before class commences.
- will remind students about good hygiene practices at the start of every lesson, such as coughing or sneezing into a tissue or their elbow, correct disposal of used tissues, importance of washing their hands properly etc.
- will seat students in pods of same class groupings and will keep these groups a metre apart e.g. four senior infants at one grouping, four first class students at another grouping, all groups one metre apart from each other.
- There will be a maximum of 20 students in each class.
- There will be no contact co-operative games.
- It will not be compulsory but if students wish to wear masks while waiting for their turn to perform it will not be discouraged.
- Ms. Neville will notify parents that they must take their child's temperature in the morning. If students are feeling anyway unwell they must not attend speech and drama class that day. Likewise if Ms. Neville is feeling anyway unwell then the class will be postponed for another date.
- Ms. Neville will be seated at her teacher's desk at least 1 metre apart from the students.
- Students will perform their poems, mimes and dramas on the tiled area inside the classroom door many metres away from myself and the other students.
- Parents must wait outside the school when collecting pupils and remain 2 metres apart.

After School Art Classes

This will not take place at the start of the year and will be reviewed in September.

After School Activities

Choir and singing classes will not take place. We will review other after-school activities in September. Guidance on Sport is available here: <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Staggered Drop off times

As it stands, parents may drop off between 8.50am and 9am. This will be extended as outlined below. If it is possible for families to adhere to the following, we ask for cooperation on it. If not, we understand.

8.50-8.55am 5th/6th Line up in yard.	Separate, socially distanced lines signposted with yard markings and supervising teacher.
8.55-9.00am 3rd/4th Line up on yard.	Separate lines as above
9.00-9.05 1st/2nd	Go straight to classroom through assigned doors
9.05-9.10 JI/SI	Go straight to classroom through assigned doors

Families just make one drop off – the sibling proceeds directly to their classroom if after 9am. If a family is dropping before 9am all line up on yard in their usual class lines. We ask that parents/ guardians do not stay on yard. Note, children should never be dropped before 8.50am.

If it is raining, children proceed to their classrooms between 8.50 and 9am instead of lining up in corridors and hall. Existing morning supervision arrangements will remain in place. Children who come on the bus go to their designated lines or classes if it is wet as the bus arrives between 8.50 and 9am.

Parents/ Guardians should drop children off at the school gates and not come to the yard where possible. This does not apply where children have special education needs.

Staggered Collections

As it stands, infants are collected at 1.40pm and the rest of the school at 2.40pm. This will be adjusted as outlined below. If it is possible for families to adhere to the following, we ask for cooperation on it. If not, we understand.

Infants 1.40pm as normal 1st/2nd 2.30 3rd/4th 2.35 5th/6th 2.40
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Classes will walk out separately and teachers will ensure that there is space from other classes walking out. Children who go on the bus from 1st-4th stay with their teacher until 2.40pm.

Allocated Doors

The following classes must use these doors only when entering and exiting the building with their teachers:

Ms. Neville's and Ms. Needham's:	Main building back door, close to staffroom. (Entrance 2)
Ms. Meskell's, Ms. Ryan's, Ms. O' Keeffe's and Ms. Coughlan's:	Main building front door. (Entrance 1)
Mr. Hickey's, Ms. Cuddy's, Ms. Quilty's and Ms. Barry's:	Top door of new building. (Entrance 4)
Ms. Sheahan's, Ms. Neylon's, Mr. Collins':	Bottom door of new building. (Entrance 5)

Teachers will ensure classes have space between them when walking out.

Breaks

We will operate our usual rota for Junior roster and Senior roster. However, only half the classes will go out to the yard for their playtime. The classes that go out will be separated on yard. On the days when a class group are not scheduled to go out the class teacher can take the children outside at a different time for a break, just to get fresh air and play.

Week 1 and 3 of month:

Junior roster: JI-2nd Monday/Wednesday/Friday: Junior Infants and Senior Infants go out to yard. Tuesday/Thursday: First and Second classes go out to yard. Senior roster: Third – Sixth. Mon/Wed/Fri: Third and Fourth classes go out to yard. Tues/Thurs: Fifth and Sixth classes go out to yard.
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Week 2 and 4 of month:

Junior roster: JI-2nd Mon/Wed/Fri: First and Second classes go out to yard.
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Tues/ Thurs: Junior Infants and Senior Infants go out to yard.

Senior roster: Third – Sixth.

Mon/Wed/Fri: Fifth and Sixth classes go out to yard.

Tues/Thurs: Third and Fourth classes go out to yard.

Note: Due to the demands on yard space with extra breaks, some of the time where children are being brought out for play as they were inside for break will be formal P.E.

Playground

A new rota will apply. Every class will be given a 'day'. There are 13 classes next year. That day, the teacher will be asked to bring the class out for an extra break to play in the playground. This will be sanitised each evening.

Yard Book

Teachers will no longer record names of children going to toilet in yard book.

Monthly Assemblies

Principal will conduct these in each individual class and weather permitting, with 2-4 classes together on the astro turf pitch using the megaphone while maintaining social distancing between each class and within classes as per guidelines.

Parent/ Teacher Meetings

These will take place over the phone/ Zoom in November. This will be reviewed in October.

Legionella

Liam Quinn has been flushing the toilets and running the water throughout the summer.

Symptoms of Covid-19

No member of the school community can come to school if they display any Covid-19 Symptoms, available here:

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

In summary, common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

Dealing with Suspected Cases of Covid-19

Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms listed below:

High Temperature (above 38 degrees, shortness of breath, a cough, loss or change to your sense of smell or taste)

- a) Temperature is taken by pupil's teacher.
- b) If pupil becomes unwell in classroom, mainstream class teacher Principal/ Deputy Principal/ Healthy and Safety Officer.
- c) Mask is given to child
- d) Principal/ Deputy Principal/ Healthy and Safety Officer.

- escorts child to isolation area
- e) Secretary telephones child's parents.
 - f) Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces and objects. Advice should be given to 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
 - g) If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their G. P. by phone of their symptoms. Public transport of any kind should not be used;
 - h) If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
 - i) Principal/ Deputy Principal/ Health and Safety Officer remains with child until parent arrives. Adults remain outside the door.
 - j) Offer water to child and ensure window and adjacent doors remain open to allow ventilation and for supervision/insurance purposes.
 - k) Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
 - l) 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 should be followed and staff confidentiality is essential at all times.

Before pupil can return to school, parents will have to declare in writing that his/her child is free of COVID-19 symptoms.

Procedure if staff member becomes unwell and is displaying COVID-19 symptoms listed below:

- a) Staff member contacts Principal or Deputy Principal or Health and Safety Officer for assistance.
- b) All adults put on mask/face shield and gloves.
- c) His/her temperature will be taken
- d) If patient is a mainstream teacher, relevant SET Teacher will continue teaching his/her class.
- e) Staff member will be escorted to isolation area
- f) If the staff member presenting with symptoms is well enough to drive home, he/she may do so. Responsibility rests with unwell staff member to make this decision.
- g) If the person is not well enough to drive home, arrange for him/her to be transported home by a family member, as soon as possible and advise them to inform their G.P. by phone of their symptoms. Public transport of any kind should not be used.
- h) Remain with unwell staff member until person nominated by the patient arrives to bring the patient home observing proper social distance at all times.
- i) If they become too unwell or advice is required, 999 or 112 will be contacted and informed that the sick person is a COVID-19 suspect;
- j) Offer water to staff member and ensure window and door is open to allow ventilation.

- k) Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- l) 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 should be followed and staff confidentiality is essential at all times.

Before returning to work, staff member will have to self-declare in writing that he/she is free of COVID-19 symptoms.

Isolation area while awaiting collection

This is located between the glass double doors in the unused corridor in the Junior Building near the sensory room exit. (Entrance 3) Chairs, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags, brown paper bags, bin along with some wipeable reading material will be placed there and the child will be supervised by the Principal/ Deputy Principal/ Health and Safety Officer

- 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, Room 14 Mrs. O'Rourke's room will be used.

Hand Hygiene

4 student-specific touch free dispensers to be installed at the 4 entrances to allow for speedy access to the building while sanitising.

30 Wall hung sanitisers dispensers have been installed throughout the school e.g. at each entrance, in each classroom. Each teacher also has a hand sanitizer on their desk.

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
- Anyone moving between rooms must sanitise before they leave a room and return to their room e.g. children going to support, principal moving between rooms, SNAs, support teachers etc

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.

Temperature Checks

Parents check child's temperatures before school each day and do not send children if children have a high temperature. Infra-red non-contact thermometers have been purchased for each classroom. Teachers will take children's temperatures each morning.

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.

Disinfectant Spray

A disinfectant spray, Brill Blue, has been purchased for use by all staff. 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. Here are the details:

Brill Blue is a cleaner and sanitiser. As the product is PH neutral it is safe to use on all surfaces and it is 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 antibacterial action killing far above the usual 99.9% antibacterial products.

It is effective against Corona Virus, Ecoli, MRSA and the Noro Virus among many other bacteria, fungi and viruses.

Cleaning Schedule

A cleaner will be present each day from 9am-2.30pm. They will clean common touch areas, all toilets, both staff rooms and hall furniture each day. Staff room will be sanitised by the cleaner after each break.

The following breaks may vary and have only 2-3 staff members. As we will have a rota for the cleaner we ask the following staff members to do the following:

Teachers who are on yard and go to staffroom to have a short break will be asked to use the disinfectant wipes and/ or Brill Blue to sanitise anything they touch. SNAs will be asked to apply Brill Blue to their seat and use a disinfectant wipe to clean any items they use. This is because the cleaner will be already timetabled to sanitise the staffroom after both small breaks and big breaks and the aforementioned breaks involve very small numbers and they may vary day-to-day. The school principal will be asked to do the same as sometimes meetings run through break times and he may take his break at a different time.

The cleaner during the day will also top up sanitisers, empty bins. They will clean maths equipment, teaching resources and toys as identified by the teacher on the following rota:

Monday: Both Junior Infant Classes, Ms. O'Donovan and Ms. O'Rourke's Support Rooms

Tuesday: Senior Infants and 1st Class. Ms. Carey's Support Room

Wednesday: Both second and third classes, Ms. Guckian's Support Room

Thursday: Both fourth classes and fifth classes. Ms. O'Dwyer's Support Room. Sensory Room.

Friday. Both 6th classes, Ms. Parkinson's and Ms. Collins' Support Rooms, both offices.

School cleaning will continue from 2.30pm-6pm with our existing cleaners. DES Cleaning Guidance will be issued to cleaners.

Cleaning rosters will be signed by cleaning staff each day. Cleaning guidelines have been given to cleaners. All desks and chairs will be sanitised each evening.

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.

Visors

Visors have been purchased. Facemasks will also be provided to each staff member. They may choose to wear a facemask instead of a visor or they may choose to wear a facemask in addition to the visor. A visor or facemask in compulsory throughout the school day, except when eating.

Screens

Perspex screens will be on each teachers' desk and both office desks. They will also be placed on the staffroom tables.

Signage

Signage, as made available by the DES, will be displayed reminding the school community about Covid-19 prevention etiquette. We have purchased extra signage in addition to this. Standard feet markings and other child friendly markings will be used in yard markings.

One-way

A one way system will be marked out in the corridors.

Physical distancing

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 JI-2nd, children will be separated from each other in-so-far as possible. In 3rd-6th, children will be placed in 'pods'. We will use the term 'groups' as we are all more familiar with this term. Groups should be of mixed-ability. Children attending support should not be spread through all groups. We will review when groups can be reorganised safely – whether it would be after Halloween or Christmas. Each group will be separated by 1m and remain in their groups throughout the day indoors, in-so-far as possible. 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/>

Classroom Organisation

Classrooms should be reorganised for as much physical distance as possible. Rooms should be free of any unnecessary furniture, shelves. Teachers, in June, were already organising their rooms to be clutter free and moving furniture. If there are any further adjustments to be made, The Principal and Liam Quinn have been made be available to move any items out of rooms. Storage is available in the shed. However, given the size of the school, this is limited. Ms. O' Rourke will distribute the PE Equipment among classes so this area will be available for storage. Also, if teachers have spare storage available in their rooms, they should make this available to teachers with less space. As much items as possible should be stored in presses for ease of cleaning.

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>

Principal Duties

The Principal, as leader and day-to-day manager 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. As he will therefore be in contact with all staff members and all class groups, as well as professional visitors and parents/ guardians by appointment, he will keep meetings with individuals as short as possible, while fulfilling duties and responsibilities.

Secretary Duties

To minimise contact while fulfilling duties, staff, as noted, are not permitted into the office and visitors will be minimised and must wait outside until Catherine is ready. Staff are asked to email Catherine with requests or use the Aladdin Noticeboard.

School Hall

It will be used for morning club and support teaching.

To facilitate support teaching, teachers have been involved in the selection of current school furniture and the purchase of new furniture, screens and room dividers.

Support Rooms

Four support teachers who identified their rooms as being too small or their groups too large will operate from four corners of the hall, leaving their room for their resources. They may use their support rooms for some children. 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. Dividers have been purchased for the hall to reduce distractions. Support teachers will spray Brill Blue on the desks and chairs after each child leaves.

Support Teachers

These are currently timetabled to work between four and five classes. These will be further reviewed by the school principal and deputy to see can each support teacher be streamlined further into working with a smaller amount of classes. On the first morning back, the support team will meet to review these revisions. It is hoped that some simple swaps and adjustments can be made to timetables to try and have each support teacher working with a maximum of three classes, in so far as is practical. This means that some children may have a different support teacher than what was indicated to them in June.

All support teachers to sanitise between each class and child/group of children taught. Visors to be worn. Facemasks optional. As noted in document, Perspex screens will also be in place and larger groups may be subdivided into smaller groups for shorter time periods. As noted, support teachers are asked to spray Brill Blue on the desks and chairs after each child leaves. When children are picked up from their room, the children must sanitise and they must sanitise again before returning.

Mata sa Rang / Literacy Lift-Off / Graded Reading

Mata sa Rang and Literacy-Lift-Off run in the Junior half of the school.

Instead of the typical team teaching approach where three or four adults work together in one classroom, the groups will be divided between the support teachers and the class teacher. The class teacher will remain in class with a group and the support teachers will take their groups to the hall/ support room. Each teacher will complete all the typical ‘stations’ with each group i.e. one teacher works in a room with one group of pupils. Resources will be sanitised by each teacher after use. Resources/ books will not be sent home. As an additional measure, Mata sa Rang will be retimetabled to take place with the same class just after Literacy-Lift-Off. The teachers involved will therefore keep the same group from the same class in separate rooms and complete the Literacy and Numeracy activities with them. By doing them after each other and with the one class for a number of weeks, it will minimise the contact support teachers have with classes.

Graded Reading, as was previously organized, will not be possible in 3rd-6th as it would involve mixing of groups. Alternative options for 3rd-6th will be reviewed in September.

SNAs

SNAs to wear Visor and sanitise throughout the day and when moving to their next child.

Appointments

No adults should enter the building other than school staff. All meetings must be by appointment and be essential meetings.

Only Catherine can enter secretary’s office. **Anyone coming to the school for a prearranged essential meeting must arrange the meeting by email to parteenoffice@gmail.com (or by phone) in advance.** Teacher emails must not be used to make appointments– it must be done centrally through the school office so we can manage the process.

The contact tracing log will only be filled out for those entering into the building. There will be a marked area outside for visitors to stand while waiting for Catherine.

Sometimes, professional visitors are necessary e.g. I.T. maintenance, school psychologist etc.

All these essential visitors will be asked to fill out the following sheet: Note pens will be provided and the person will keep this pen to reduce contact between visitor and Catherine.

Covid 19 Questionnaire for Visitors (For those entering past the double doors at the Secretary’s Office)			
Name: _____		Date: _____	
Name of School: Parteen National School			
Name of Principal: Gerard Ruane			
	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? 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: _____

They will be then given this sheet (to keep) and asked to read it before entering and follow the instructions:

School Protocol for Social Distancing for Visitors
(For those entering past the double doors at the Secretary's Office)

- Sanitise upon entry and as you move throughout the school, especially if entering into different rooms
- Wear a face covering
- Keep left where possible
- Keep 2m distance from others where possible
- Return to the secretary if you wish to use the toilet facilities
- Return to the secretary at the end of your visit in order to complete the final step of the Contact Tracing log

Hygiene etiquette

- **Respiratory Hygiene:** All members of the school community will practise respiratory hygiene to limit the spread of the virus:
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin
- **Hand Hygiene:**
 - Sanitiser is available throughout the school
 - Pupils, staff and visitors should perform hand hygiene i.e. wash their hands with antibacterial soap or use hand sanitiser:
 - before leaving home
 - before and after being on public transport
 - when arriving/leaving the school /other sites
 - before and after eating and preparing food

- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

Catherine will ask them the question on the DES Contact Tracing Log and fill it out.

Phone

Only Catherine may use the school phone. The Principal will use office phone. The Deputy Principal will use the school mobile. Staff will be given expenses to use their own phone for school calls should they incur extra charges.

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 outside the door that that class uses, as noted previously in this document.

Parents/ guardians must sanitise lunch and drink containers with disinfectant wipes before placing them in the child's bag each day.

School Books

Parents are asked to cover all school books in plastic so they can be sanitised easily if necessary. Parents/ guardians must sanitise the books with disinfectant wipes before placing them in the child's bag on the first day. If and when books go home and back to school, parents/ guardians must sanitise the books before placing them in the child's bag. Where practical, each child must use their own books. Shared books for Graded Reading should be wiped with the disinfectant wipes by the teachers after each session. They are covered by plastic already.

School Supplies

Parents/ guardians are to supply full sets of school supplies to be kept in school. This will ensure there is no borrowing pens/ colours. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

They should have separate supplies to be kept at home. Only lunches will be brought in and out to school each day. We will review homework in September.

Copy Correction

Teachers will review this in September.

Homework

Written homework will not be given at the start of the year. Books, copies and stationery will be kept in school and not sent home. This will be reviewed in September.

Uniform

Normal School Uniform Policy applies. However, the school tracksuit may be worn everyday as it may be quicker and easier to wash. We ask that children wear their uniform to school only and parents wash them regularly.

Staff Meetings

These will be held in the school hall or split between rooms to allow for 2m social distancing. In addition some staff may join via Zoom. Staff meetings may also occur in small groups.

Ventilation

Windows will be kept open in-so-far as possible.

Staff Room

Staff must sanitise before entering. Tables and chairs will be split between the staffroom and spare room (formerly Ms. Sheahan's Room) to allow a 2m distance. As noted, perspex screens are installed for additional protection. Staff will be asked to select their own cutlery and ware and bring this to and from the staffroom and clean it at home. Two kettles and two fridges will be put in the new staffroom. There is already a burco, kettle and two fridges in existing staffroom. Two microwaves will also be put in the new staffroom leaving two in the existing staffroom. Sugar and coffee sachets will be purchased instead of large containers.

For small break, the junior end of the school should use the staffroom and the senior end should use the new staffroom as there is not enough time between the breaks to have the one room sanitised.

Gatherings of staff before or after school should not take place.

Ipads and laptops

These will be divided out among all classes. This will limit the use of IT so we will review the purchase of more iPads in September.

PE Equipment

This is to be divided in advance of school reopening by Ms. O'Rourke. It will be divided into four groups – JI/SI, 1st/2nd, 3rd/4th and 5th/6th. Ms. O'Rourke will consult with teachers in each group and identify one to store the equipment. When a teacher takes it they must apply Brill Blue to all equipment before returning it. No bibs will be used.

Sensory Room

Each teacher/ SNA should spray Brill Blue on the fixed equipment before use. All fixed equipment should also be sprayed with Brill Blue after use by adult attending with the child. Support teachers and SNAs are to divide up mobile sensory equipment at the start of the year and they bring this to and from the sensory room. The support teacher/ SNA should spray this with Brill Blue after use. When the cleaner visits each room on the rota outlined, this equipment should be left out for her to be cleaned.

Deliveries

All deliveries must be left at the front door. (Entrance 1) Deliveries must be planned when Liam is present to take in the items. Delivery personnel may not enter the building.

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. Online training will also be published by the DES and we will ask parents to complete it with the children before we reopen.

Teachers will repeat and the elements of this document that apply to children on Day 1 and revise it regularly.

P.E. Timetable

A P.E. Timetable will be completed as normal but will also include the slots for extra break for classes who do not have yard outside on a particular day, and the playground rota.

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.

First Aid

This will be administered as normal but if staff are wearing gloves a fresh pair must be put on first. Visor must be worn. Gloves must be changed afterwards as per normal procedures.

Curriculum

Staff should follow the curriculum guidance here: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools>

Many teachers are continuing with the children they had last year, both in class and support settings. Where this is not the case, curriculum progress records are available to new teachers which detail the curriculum covered last year. Teachers are having ‘handover’ meetings in June where the existing teacher informs the new teacher of progress. Children attending support settings will continue with the targets set out in the January 2020 review of IPLP/IEPs. IEP’s/IPLPS will be reviewed in January 2021. Ms. Ryan has documented what has not been covered in the Stay Safe strand of SPHE and this will be prioritised for September.

Bin lids

Bin lids will be removed off the blue recycling bins to reduce a common touch area. They will be kept on the rubbish bins for hygiene purposes and these bin lids will be sanitised daily. All people should sanitise before and after placing something in the rubbish bin.

Art

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

Music

Music instruments should not be shared. Singing will not take place in any class. This will be reviewed in due course.

Library Books

Library books will be kept in school.

Blended Learning

If a child is ill and cannot come to school, the support teacher assigned to that class for Literacy and Numeracy will be asked to work with the class teacher in providing learning Activities for home.

Further Closures

We will review our current Distance Learning Policy to be ready for any further school closures

Money

Money will be collected via epayments.

Fundraising

Fundraising options will be reviewed with the Parents Association in September.

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.

Early Collection

If a pupil is being collected early, Catherine will record it instead of the parent/ guardian signing the child out. We ask that parents avoid this to minimise people coming to the school.

Messages

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

Intercom

Only Catherine may use the intercom. Staff will ask Catherine to give messages to the whole school where necessary.

School Rental

The hall will be unavailable for rental.

Implementation and Review

The whole school community are responsible for playing their part in implementing this plan. The Board of Management will meet again on Thursday, September 10th, to review this plan.

Reopening Plan 2 ratified by BOM on 17/8/2020

Reopening Plan 1 was ratified on June 26th, 2020

Next Revision to take place on 10/9/2020