



Parteen National School
Parteen
Co. Clare
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Principal: Gerard Ruane
Deputy Principal: Mairéad Guckian

Response Plan for the Reopening of Parteen National School during Covid-19 Pandemic
Revision Number 4
19/10/2020

Red indicates changes from Response Plan Revision 3.

DES Roadmap

<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.

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
- 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

- 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.

We have:

- agreed with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- ensured staff engaged with the induction / familiarisation briefing provided by the Department of Education

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? k?	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 Complete School	Sara anne O’Ro urke	

					<p>COVID-19 Policy Statement and localised Plan collaboratively</p> <p>Implement plan-purchase new items, reconfigure school environment, 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 action needed, then the risk of injury could be high and immediate action **is required**. 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

Health and Safety Officer

Saranne O' Rourke

Lead Worker Representative

Saranne O' Rourke

Deputy Lead Worker Representative

Mairéad Guckian

Relevant Circulars for Staff

These are available here:

<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/>

Wash your Hands

All members of the school community must watch this video on hand washing.

<https://youtu.be/IsgLivAD2FE>

Equipment

Each staff member has a visor, disinfectant wipes, box of medical facemasks and a bottle of Brill Blue disinfectant (this is a spray that disinfects surfaces for Covid-19 but does not need to be wiped). **Staff put their names on each item** and inform Ms. O'Rourke before anything runs low. Wall hung sanitisers are in all classrooms, school entry points and corridors.

Automatic sanitisers are located at each entry point. Perspex screens are on all work stations and on staffroom tables.

Personal items

Staff must disinfect personal items e.g. keys, phone, bag etc. when they come to work.

Work Station

Staff must disinfect their work station at the start and end of each day.

Return to Work

All staff members completed Return to Work forms as per DES requirements and the DES Training.

Readiness for unexpected absences

Staff have updated their sub information sheets and also prepared three days' work/ activities for sudden absences and sent it to the principal.

Sharing

Staff and pupils should avoid sharing personal items.

Handshaking and hugging

There will be no handshaking or hugging in the school.

Doors

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

Visors/ masks

Visors have been purchased for all staff. Medical grade facemasks have also been 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 is compulsory throughout the school day as a staff member may have Covid, be unaware, and be inadvertently spreading droplets. The following are exceptions:

- Break time inside the staffrooms as staff are eating
- P.E.: A teacher must bring their face covering with them but when giving instructions at a significant distance e.g. 5m, they may lift the visor/ facemask. Mask hygiene must be practised.
- If you are on your own in your own room, working at your own desk with your own item. For example, if you are in your own room at your own desk working on your

own computer or your own notes it is okay **to remove your mask/visor**, but if you are correcting copies or handling any item that will be used/ touched by another staff member you must keep the face covering on. Work station must be sanitised before and after use.

If staff wish to purchase wireless speakers given any strain on voice while wearing a face covering, please purchase one and we will refund the money onto your iCard.

Masks protect others by reducing exposure to the saliva and respiratory secretions of the wearer. We are protecting each other by wearing them.

Staff should practice mask hygiene: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Screens

Perspex screens are on all teacher desks, office desks and staffroom desks. Please note that in classrooms, these protect the teachers work station from droplets from a child when a child is directly in front of it.

Signage

Signage is displayed reminding the school community about Covid-19 prevention etiquette. Standard feet markings and other child friendly markings are in place on yard. **Permanent signage to direct people e.g. delivery persons, to the front of the school has been ordered.**

Phone

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

One-way

A one way system **has been marked** out in the corridors.

Ventilation

Windows should not remain open if they are causing discomfort. It is suggested that they are open in the morning, break times and home time.

Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window-driven, natural ventilation distribution across the room without causing discomfort.

In colder weather, any local chilling effect can be offset by opening the windows nearest to and above the radiators.

Consideration should be given to local circumstances that may require additional windows to be opened, such as after break-time activities.

The objective is to ensure that there is adequate fresh air in the room i.e. that the air is constantly being changed through ventilation. Fresh air can be warm, so keep the heating on as required to keep the temperature up to 16°.

In summary, the advice is:

Open windows (fully) before school, after school and during breaks

Turn on heating (when required) and partially open windows above the radiators so as to offset any local chilling effect that occurs because windows are open!

It is better to partially open several windows than to open one window fully.

School Bubbles

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

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 is-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. **Pods can be regrouped after Christmas and Easter only.**

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/>

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.

Staff Room

Staff must sanitise before entering. Tables and chairs **are** 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 **use** their own cutlery and ware and bring this to and from the staffroom and clean it at home. Two kettles and two fridges have been put in the new staffroom. There is already a burco, kettle and two fridges in **the** existing staffroom. Two microwaves **have been** put in the new staffroom leaving two in the existing staffroom. Sugar and coffee sachets have been purchased. Catherine has given each staff member a bag with the teabags, coffee and sugar sachets.

For small break, the junior end of the school must 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.

At big break, if you leave your seat to go on yard, you must Brill Blue the seat and desk. Facemask etiquette should be practised when taking face coverings on and off:

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

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

Ipads and laptops

These have been divided out among all classes. This will limit the use of IT so we will review the purchase of more iPads in **November**.

PE Equipment

This has been boxed/ organised into categories. Staff have taken boxes to their rooms and some are in the hall. Staff must apply Brill Blue after use. Staff must inform each other what they have in their rooms.

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 **have divided** 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.

Bin lids

Bin lids have been 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.

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. Staff are asked to only order school items for delivery to the school.

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

Support teacher timetables have been streamlined into working with a smaller amount of classes. This means that some children may have a different support teacher than what was indicated to them in June.

All support teachers are to sanitise between each class and child/group of children taught. Visors and or facemasks to be worn. As noted in document, Perspex screens are 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 organised, has been adjusted. Ms. O'Dwyer has developed a timetable and will support each class in 3rd-6th for a number of weeks. The graded reading will take place at home.

Art

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

Music

Music instruments should not be shared. **Singing may not take place until we get specific advice from the DES. Current advice received is copied below but we do not feel that specific advice on the safety of singing has been given.**

Section 6 of the Covid 19 Response Plan for Primary Schools advises that Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Library Books

Library books will be kept in school.

First Aid

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

Close Contacts

A close contact is defined by the HSE here:

<https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html>

Staff are asked to maintain more than the 2m distance from each other to ensure that they, in so far as possible, do not become defined as a close contact with each other. This is why we have an extra staffroom. SNAs and class teachers should be more than 2m from each other as should anyone engaging in team teaching.

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 as follows:

JI Judy: Síle

JI Sheila: Sinéad

SI Anita: Saranne

1st Leah: Steph and Ger

2nd Fidelma: Síle

2nd Aoife N.: Mairéad

3rd Eimear: Saranne

3rd Mary-Ruth: Síle

4th Damien: Karen

4th Lisa: Dan

5th Siobhan: Karen

6th Patrick: Dan

6th Ruth: Sinéad

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.

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 and facemasks. They may use the Brill Blue and Disinfectant wipes on the work station of the person they are replacing. **It is very important that staff leave the Brill Blue, box of masks and disinfectant wipes on their work station and have their name on it.**

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.

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

EPV Days. The DES has provided substitute cover for one day for each teacher. The BOM will allow for staff to take three EPV days this year, as the support team have agreed to cover the classes of mainstream teachers as per the emergency substitute list above.

Break Time

We will operate our usual rota for Junior roster and Senior roster. However, only half the classes go out to the yard for their playtime. The classes that go out will be separated on the yard and playground. 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.

Week 2 and 4 of month:

Junior roster: JI-2nd

Mon/Wed/Fri: First and Second classes go out to yard.

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.

Playground

This is used at break times and sanitised by our cleaner after each break. Every class will also be given a 'day' to bring children out to play in it. This rota starts with JI and goes to 6th – one teacher should inform the next teacher in the sequence that their day is next. **The teacher must bring Brill Blue and sanitise the playground afterwards.**

Yard Book

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

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.

Monthly Assemblies

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

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/or facemask 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. Any meetings he must have with anyone for longer than 15 minutes will be conducted in a large room e.g. staffroom with a social distance of 4m to avoid possibility of close contact.

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.

Cleaning Schedule

A cleaner is present each day from 9am-2.30pm. She 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 playground will be sanitised after each break. The playground and all desks and chairs will be sanitised each evening.

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. Brill Blue will be left in the staffroom along with disinfectant wipes.

The cleaner working 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.

Cleaning rosters will be signed by cleaning staff each day. Cleaning guidelines have been given to cleaners.

Staggered Drop off times

Please adhere to the following drop-off times.

8.50-8.55am: 5th and 6th

8.55am-9am: 3rd and 4th

9.00am-9.05am: 1st and 2nd

9.05am-9.10am: JI and SI

Supervisors are in place from 8.50am.

If you have children in several classes, you may pick whatever time suits you.

All children have designated areas to line up on yard.

Parents/ guardians should not come onto yard. The exception is for JI and SI parents where necessary and for parents of children with special education needs. Parents/ guardians must wear face coverings on yard.

Parents, if they arrive outside school before the drop off time, should not come to yard with their child, until the actual drop off time.

Parents are asked not to congregate at the school gate. Parents should not stand at the wall talking with children – please just do not come to the yard until the drop off time.

If it is raining, the staggered drop off still applies but all children proceed directly to the classroom when they arrive.

Children coming on the bus go to their area when they arrive.

Staggered Collections

Infants: 1.40pm as normal (note if it is raining please have umbrellas ready and classes will still be brought outside).

1st/2nd : 2.30pm

3rd/4th: 2.35pm

5th/6th : 2.40pm

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 and Early Collection/ drops to school

Each class has an allocated door:

<https://parteenschool.ie/wp-content/uploads/2020/08/Map-of-school.pdf>

Door 1: Junior Infants, 1st Class and Ms. Coughlan's 2nd

Door 2: Senior Infants and Ms. Needham's 2nd

Door 4: 6th, 5th and Ms. Quilty's 4th

Door 5: 3rd and Mr. Collins' 5th

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

If you must collect your child early or drop them or something to the school late, please call or email Catherine when you are coming, call when you are outside so we know you are there and proceed to your child's allocated door for your child/ with your child or with the item being brought to the school. **This should be kept to a minimum.**

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 Covid Questionnaire, Contact Tracing Log and read our school protocol for visitors.

Note pens will be provided and the person will keep this pen to reduce contact between visitor and Catherine.

Money

Money will be collected via e-payments.

Fundraising

Fundraising options **were** 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.

Parent/ Teacher Meetings

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

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 **was reviewed at the end of September. Homework policy to be published on 19th October 2020.**

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.

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

Isolation Guide

Please follow the HSE Guide to isolation for children between 3 months and 13 years.

<https://parteenschool.ie/wp-content/uploads/2020/09/Isolation-Guide.pdf>

Procedure for Dealing with a suspected Covid-Case

HSE Guide:

<https://parteenschool.ie/wp-content/uploads/2020/08/Schools-Pathway-for-Covid-19-the-Public-Health-approach-Aug-2020.pdf>

DES Letter:

<https://parteenschool.ie/wp-content/uploads/2020/08/Letter-to-schools-re-Covid-Cases-27.08.20-1.pdf>

Privacy Notice re Dealing with Contact Tracing

<https://parteenschool.ie/wp-content/uploads/2020/09/Privacy-Notification-to-Parents-Contact-Tracing.pdf>

Please note that if school management become aware of a Covid-Case in the school, they are specifically prevented from informing staff and parents/ guardians. School management inform the HSE and the HSE take over contact tracing. School management can only take whatever actions the HSE tell them to do. It is important you are specifically aware of this point which is explained in the procedures for dealing with Covid-19 in schools. We understand this will be a cause of concern for staff and parents/ guardians and this should be taken up with your representative groups.

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 wipe able reading material has been 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

Pupils and staff should sanitise their hands

- 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

Ideally, the automatic hand sanitiser should be used on entry to the building. However, depending on the wait time, staff may bring in the class to sanitise at the door.

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 should check their child's temperature before school each day **and** not send them to school if they have a high temperature. Infra-red non-contact thermometers have been purchased for each classroom. Following the HIQA recommendation **that** temperature screening should not be carried out in schools, teachers will now only take a child's temperature if they are concerned that a child looks or feels unwell.

Morning Club.

This will take place in **the** hall. Children from each class are to remain separate from each other. The Morning Club Leader applies 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 be 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 wear face coverings and will **sanitize** before entering the school.

Homework Club

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

After School Art Classes

These will not take place this year.

After School Activities

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

Speech and Drama

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

- 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.

Children not Attending School

Any child who cannot come to school because of being in the **very** high-risk category of Covid-19, as confirmed by a medical certificate, will be provided with tuition each day and be marked present.

However, we have checked DES documents and children who do not come to school because they **are high-risk** or they may live with those **in the very high risk/ high risk category** do not qualify for blended learning and will be marked absent. As a gesture of good will, we will send out topics the class will cover and correct a sample of work submitted through photos at the end of the week. <https://www.tusla.ie/tess/faqs/#3>

Children Wearing Masks/ Visors.

While the DES do not recommend children wearing masks, we respect the wishes of parents. Please teach your child mask hygiene <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Further Closures

Should a class or the whole school be closed, we will provide tuition through Google Classroom. All children and teachers have been set up on this platform and teachers are using it each week. Each class teacher will publish four subject videos each day – one for Irish, English, Maths and one other subject daily. Support teachers will implement the school support plans using Googlemeet and/or videos – they will consult with their families on what the best way to communicate is.

Local Arrangements

School management have the authority to make local adjustments e.g. locations where children line up, but do not have the authority to make significant adjustments to this plan.

Reopening Plan 4 ratified by BOM on 19/10/2020

Reopening Plan 3 ratified by BOM on 10/9/2020

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

Reopening Plan 1 was ratified on June 26th, 2020

Next Revision to take place November/December

Seamus Gallagher

Chairperson of Board of Management