



Parteen National School
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Principal: Gerard Ruane
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Response Plan for the Reopening of Parteen National School during Covid-19 Pandemic
Revision Number 5 Red indicates revisions
February 2021

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
- conducted a risk assessment as per previous response plans 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>

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.

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.

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) 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. Following 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.

Readiness for return to work

All staff members complete Return to Work forms as per DES requirements and the DES Training. All staff have updated their sub information sheets and have submitted 3 days work/activities to the principal.

Equipment

Each staff member labels their own stock of surgical grade masks, their visor, disinfectant wipes and a bottle of Brill Blue disinfectant. 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. Staff notify Saranne, Revilly or Catherine when they are running low on the above supplies.

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

Daily practices:

Staff must disinfect personal items e.g. keys, phone, bag etc. when they come to work. Staff must disinfect their work station at the start and end of each day. There will be no handshaking or hugging in the school. Staff and pupils should avoid sharing personal items.

Visors/ masks

Medical grade facemasks and visors are available for all staff. A 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 remove 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** 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.

Signage

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

Deliveries

All deliveries must be left at the front door. (Entrance 1 as per signs) Delivery personnel may not enter the building. Staff are asked to only order school items for delivery to the school.

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.

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 viewed necessary.

Ventilation

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.

Physical distancing amongst school population.

Class level

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'.

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. 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/>

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

Staff level

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.

Support Teachers and students

Support teacher timetables have been streamlined into working with a smaller amount of classes. When children are picked up from their room, the children must sanitise and they must sanitise again before returning to class. **Support teachers may use the repurposed halla.** Again, all surfaces and hands must be sanitised after use.

Mata sa Rang / Literacy Lift-Off / Graded Reading

Mata sa Rang and Literacy-Lift-Off run in the Junior half of the school. This year, these initiatives will be timetabled for the same class for the same for 6 weeks.

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. 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.

Shared equipment:

Ipads and laptops

These have been divided out among all classes. **IT audit was conducted in Term 1 with follow up purchasing in progress.**

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.

Art/Music/ Library books

Where practical, each child shall use an individual set of art supplies. Music instruments should not be shared. **Song-singing cannot take place as per public health advice.** Library books will be kept in school

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.

First Aid

This will be administered as normal but if staff are wearing gloves a fresh pair must be put on first. **Facemask** must be worn. Gloves must be changed afterwards as per normal 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 facemask and/or 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. 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. Only Catherine may use the intercom.

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.

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: Ruth

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: Grace

5th Siobhan: Karen

6th Patrick: Grace

6th Aoife: Ruth

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.

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.

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.

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.

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.

Parent information:

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.

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.

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.

Money

Money will be collected via e-payments.

Fundraising

Fundraising options were reviewed with the Parents Association in September. **It was decided not to organize any fundraisers other than Colours Day for the foreseeable future. This situation will be kept under review.**

Parent/ Teacher Meetings

Phonecall meetings held in November.

Lunches

Parents/ guardians must sanitise lunch and drink containers with disinfectant wipes before placing them in the child's bag each day. No sharing of lunches/ drinks among children.

School Books

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.

Homework

Homework policy **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.

School Rental

The hall will be unavailable for rental.

Morning Club.

This will take place in the hall. Children from each class are to remain separate from each other. **Morning club leader wears a mask and** 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 **wear masks** and will **sanitize** before entering the school.

After School Activities- Choir, Singing, Homework, Art.

Choir and singing classes will not take place for the foreseeable future and is under review. Homework Club and Art club will not take place for the foreseeable future and is under review. 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 has outlined her response plan in previous drafts.

Athletics

Ms. O'Keeffe, Ms. O'Donovan and Louise run Athletics outdoors, socially distanced and in bubbles.

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.

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. Principal will conduct **monthly assemblies** 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.

Reopening Plan 5 ratified by BOM on 17/02/2021

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 (Zoom Meeting)

Chairperson of Board of Management