

## **St Laurence's National School Revised Covid19 Revised Response Plan August 2021**

Dear Parents and Guardians,

All children will start school on Monday 30<sup>th</sup> August 2021.

Many of you will be familiar with this information as it has remained largely unchanged from the last term of school in 2020/2021. This is our current Covid19 Response Plan. This plan may continue to change according to HSE guidelines and as a result of our joint experience of the plan in practice.

### **Arrival/Dismissal Times:**

- Senior infants, first class, third class and fifth class will start school at 9:10 and finish at 13:50/14:50.
- Junior infants, second class, fourth class and sixth class will start school at 9:20 and finish at 14:00/15:00.

Children will arrive at school and enter through the gates at reception or the pedestrian gate. Children walking will enter by the pedestrian gate and children being dropped at the turning area will enter by the gate at reception. Please do not enter the school premises by the car park gate.

Parents and guardians of junior and senior infants and, if necessary, children with special educational needs will be allowed access the school yard, however it is necessary to wear a face covering (unless there is medical grounds for not doing so) and maintain a 2m social distance.

Children from junior and senior infants will line up in the appropriate places. Children from the first, second, third, fourth, fifth and sixth classes will enter the school building through the junior yard, and will proceed with permission from staff directly to their classrooms.

At arrival and departure times social distancing is to be maintained by children and parents.

Staff will be assigned to guide the children to the correct room.

Parents must arrive punctually for arrival and dismissal times. We ask that children do not arrive more than 5 minutes before their allocated assembly time.

Parents/guardians will not be allowed inside the school gates at arrival and dismissal times. When collecting a child from the school gates a face covering is required. This is for your own safety and the safety of everyone you may meet, outside of the school gates. Parents are not permitted to enter the school building. Parents are also requested to follow public health guidelines "that there should be no congregation outside the school during this phase or at any stage".

For families where siblings have different start times the siblings may come to school at the earlier time and will be guided to the appropriate place by supervising staff.

Families of siblings from first class to sixth class who go home together will be facilitated.

Junior, senior infants, first class and second class will exit at reception. Third and fourth class will exit the building at the PE hall entrance and exit via the pedestrian gate. Fifth class and sixth class will walk around the PE hall and exit via the pedestrian exit.

Class teachers will walk their class to the gates at the front of the school.

### **Break-Times:**

We have split our break-times to ensure the minimum contact and maximum distancing between 'bubbles' (classes).

- Break times for the moment will be 10:45 – 11:00 and 11:05 – 11:20 and lunchtimes will be 12:40 – 13:05 and 13:10 – 13:35.
- Each class will have a designated play area at break-time and will not be interacting with children from other classes.

### **Quarantine:**

Please note if you have been on holidays to other countries please follow public health quarantining advice before returning to school.

### **Illness:**

- It is **vital** that children displaying any symptom of Covid19 are **not** sent into school, restrict their movements at home and parents should contact your GP for advice.
- Should the need arise we use the PE hall as the isolation area.
- Children who present as ill with possible Covid 19 symptoms during the school day will be brought to the PE hall and asked will wait for collection by their parent, guardian or adult nominated by the parent or guardian. Your child will be supervised by a member of staff at a distance of at least 2m. If there is more than one child in the isolation area, they will be at least 2m apart from each other also.
- We may ask your child to wear a mask in the isolation area if other children are in the same area.
- We will be contacting you for immediate collection of your child.
- It is most important that we have **up to date contact details** for you.
- Please also have arrangements in place for your child to be collected as quickly as possible should the need arise.

### **Uniform:**

Children should wear their correct school uniform or school tracksuit to school each day.

### **Collection of a child from the school:**

- The adult arrives to reception, taking all necessary precautions, and asks at reception for the child.
- One of our school secretaries will phone the class teacher and request the child to be sent to reception.
- The adult collecting the child will be asked to sign the child out of school.
- Adults will wait at reception for the child, unless invited in.

### **Communication with the school:**

- Parents/guardians must make an appointment to engage with staff. Appointments can be made by contacting the school office or by email. Every staff member has a school email.
- Contact with class teachers cannot be accommodated during teaching hours.
- Visitors will be asked to ring at the reception door. They will be admitted to the school by the secretary and will follow all rules including face cover wearing, hand hygiene and filling out contact tracing forms.
- At the moment face to face meetings are not advised.

## **The School Building:**

- Excess furniture was removed from all classrooms to allow for safe social distancing of pupils and teachers. The excess furniture in the staffroom was removed to facilitate social distancing between staff at lunch times.
- All staff have reconfigured their classrooms to ensure a one metre distance between pods.
- Resources that can be easily cleaned will be used and toys and materials that are difficult to clean e.g. dress up clothes or soft toys at this time will not be used.
- Ventilation - The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort.
- Ventilation will be enhanced by the use of CO2 monitors which are being provided by the Department.

## **Cleaning and Sanitising:**

- The school will be thoroughly cleaned and sanitised before school opens. This work has already begun.
- The normal cleaning regime will continue i.e. 8 rooms per day will be cleaned and sanitised, and all other rooms will be also sanitised each day.
- Each teacher will also have an atomiser (anti-viral spray). This can be used at their discretion during the school day.
- There will be a hand sanitising dispenser outside every classroom.
- Each teacher will also have sanitising gel for use in the class.
- There are also sanitisers at the entrances to the school and at various points throughout the corridors.
- In the event of the isolation area being used it will be cleaned and sanitised before another person will use it.

## **Items to note:**

- Parents continue to ensure that all the child's equipment/books/copies are labelled with the child's name, as equipment/books cannot be shared. Please also ensure all items of uniform and coats are labeled.
- Parents should remind their child of the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.
- Parents/guardians must make sure that children bring their lunches to school to avoid adults having to come to the school during the day to drop in lunches. Children are not permitted to share their food or drinks with other children.
- Parents must ensure that all lunch boxes/water bottles are properly washed and sanitised before being placed in the child's schoolbag each day.
- Children are reminded to wash their hands before leaving for school.
- Pupils have been advised that they must self-isolate or restrict their movements at home if sick or if they have any symptoms of Covid19 and parents should contact their GP.
- Staff and pupils should follow the latest public health advice in the event of the following (which may mean not returning or attending school):
  - if they are identified by the HSE as a close contact of a confirmed case of COVID-19

- if they live with someone who has symptoms of the virus
  - if they have travelled outside of Ireland; in such instances people are advised to consult and follow latest Government advice in relation to foreign travel.
- Parents and their children are advised to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

**Staff:**

- All staff have completed online induction training as set out by the Department of Education and Skills.
- All staff members will have completed a Pre-Return to Work Form prior to returning to school.
- Staff and pupils have been advised that they must self-isolate or restrict their movements at home if sick or if they have any symptoms of Covid19 and contact their GP.
- Staff and pupils are not to return to or attend school in the event of the following:
  - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of the virus
  - if they have travelled outside of Ireland; in such instances people are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff and pupils are advised to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.
- Staff are asked to undergo any Covid 19 testing that may be required in school as part of mass or serial testing as advised by Public Health.
- Staff members are aware of procedures to take if they start to develop symptoms of COVID-19 in school, including where the isolation area is.
- Staff are required to wear a mask when a distance of 2m cannot be maintained.
- Staff members have been advised of the availability of the supports of the occupational health and wellbeing programme through Employee Assistance Service (EAS).
- Staff are encouraged to download the HSE Covid 19 tracker app.
- Lead Worker Representatives and Assistant Lead Worker Representative have been identified (in line with the process agreed with the DES and education partners) to help advise staff and to monitor compliance with COVID-19 control measures in the school.

**Hand Hygiene:**

- Supplies of hand sanitisers and any necessary PPE equipment, in line with the interim HPSC health guidance relating to the reopening of schools, have been purchased.
- There are hand washing/hand sanitising stations located throughout the school and in every classroom to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance.
- Arrangements have been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate.
- Hand hygiene facilities are regularly checked and re-stocked as necessary.
- Staff and pupils have been made aware of the importance of hand washing and how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource. They are also aware of how to use hand sanitiser correctly and where hand-sanitising stations are located. Posters on how and when to wash hands correctly are in appropriate locations.
- Hands should be washed and or sanitised at the following times (this list is not exhaustive):

- On entering school and before leaving the school
- before and after eating and preparing food
- before and after break-time
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before leaving home
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms
- when entering and exiting vehicles

### **Social Distancing:**

- Classroom furniture has been laid out keeping at least 1m between class pods and 2m between the teacher's table and children.
- Class teachers have divided their classes into Pods (4-6 children). They will limit contact and sharing of common facilities as much as possible.
- We have arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times.
  - Special Education teachers will work with designated classes
  - SNAs will work with designated children/groups

### **Reception:**

- All visitors will be required to make an appointment to visit the school.
- All visitors, including parents, must sanitise their hands and wear a mask.
- Only 2 visitors socially distanced will be permitted in the reception area.
- Visitors will be required to record their visit using the contact tracing log.
- Parents dropping off 'forgotten' lunches, etc will leave the item in the reception area for their child to collect.
- Payments to the school has been organised electronically.

This plan is viewed by the Board of Management as a 'working document' whose contents will be reviewed as and when necessary taking into account new guidance from [www.gov.ie](http://www.gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie), [www.education.ie](http://www.education.ie) or agreements with education partners as appropriate for primary schools. Last revised August 2021.

Yours sincerely,

*Breda Fay*

Breda Fay  
Chairperson,  
Board of Management