

## Response Plan for the Re-opening of Scoil Mhuire na nGráist



### Underlying Principles

- The school has a responsibility to make an effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation and patience, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

### Aims

- All children will return to school and classes will operate as a bubble.
- Within each bubble from 3<sup>rd</sup> to 6<sup>th</sup>, the children will be further divided into pods in the classroom.
- The day will include 2 breaks which include playtime on the yard when dry.
- Hand sanitisers will be available at all entry points, class rooms, support rooms, ancillary rooms and in the halla.

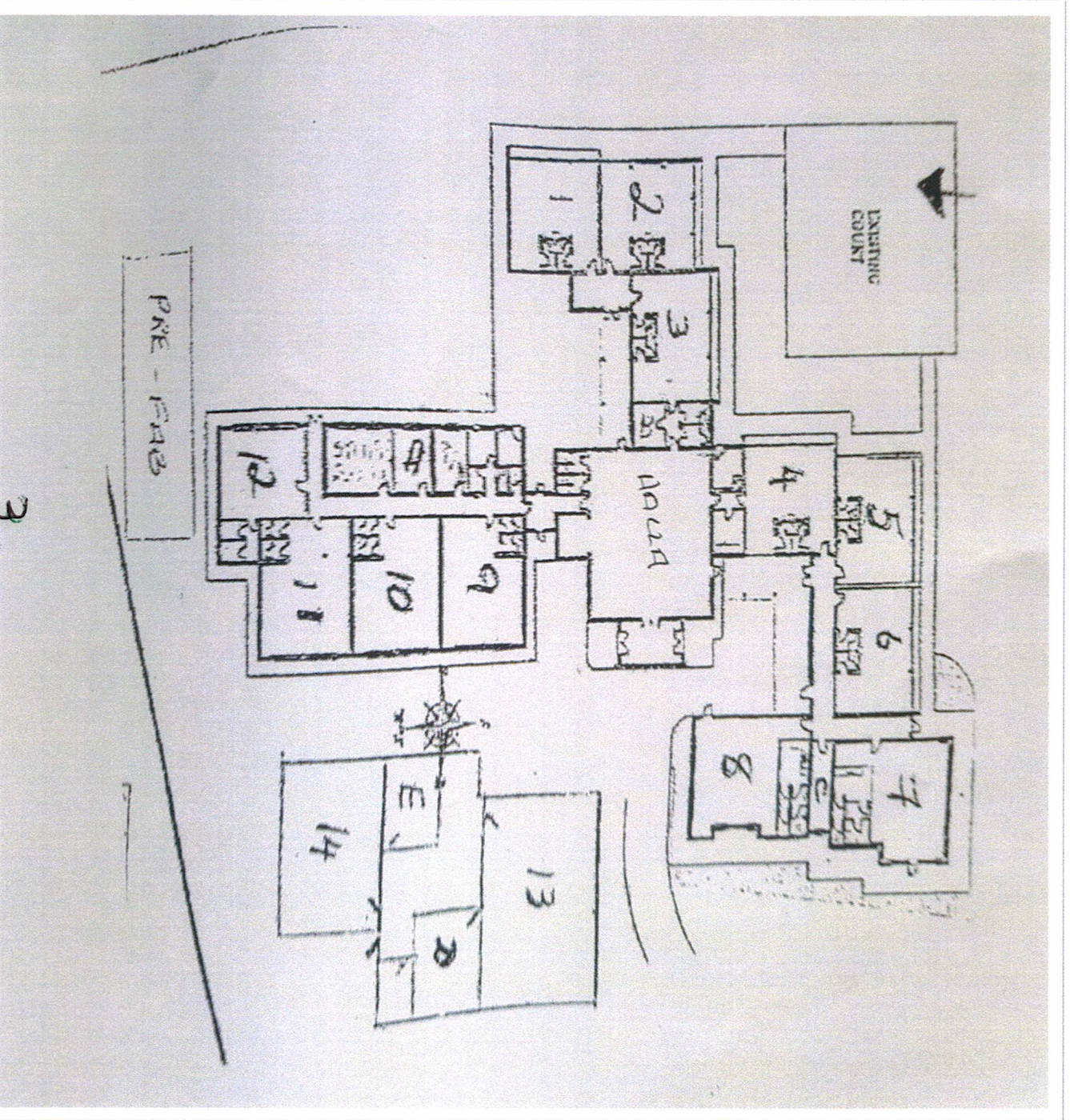
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### CLASS TEACHERS AND ROOMS (Diagram of school map on page 3)

Class and Teacher	Room
J1 A Ms. O'Neill	1
J1 B Ms. Hurley	2
S1 A Ms. Collins	3
S1 B Mrs. Finn	Prefab
1A Mrs. Whelan	9
1B Ms. O'Driscoll	10
2 <sup>nd</sup> Mrs. Clancy	11
3A Ms. O'Sullivan	4
3B Mr. Cotter	5
4A Mrs. Ryan/Mrs. Miyazaki	8
4B Ms. O'Hea	7
5A Mr. Hayes Curtin	12
5B Mrs. Lennon	6
6A Ms. Cronin	13
6B Mr. Lane	14

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v.20 August 2020



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### ‘ENTRANCE’& ‘EXIT’ POINTS FOR CLASSES

Room Number Teacher & Class	Entrance –morning	Roman Numeral on Entrance/Exit doors	Exit-evening route	Number of classes using part or all of this route
1 J.O’Neill (J.I)	Main Entrance Double doors and Tír na nÓg doors	I & II	Same route	4 Rooms 1,2,9&10
2 R.Hurley (J.I)	Main Entrance Double doors and Tír na nÓg doors	I & II	Same route	4 Rooms 1, 2,9&10
3 L.Collins (S.I)	Side Entrance door to halla (clown side), walk through halla, enter classroom through classroom door near SET Room B	III	Same route	1 Room 3
4 J O’Sullivan (3 <sup>rd</sup> )	Entrance door beside rooms 4/5/6	IV	Same route	1 Room 4
5 R.Cotter (3 <sup>rd</sup> )	Entrance door beside room 8	V	Same route	1 Room 5
6 A.Lennon (5 <sup>th</sup> )	Turn right at black railing at bottom of hill, go by back of room 8, SET room C and enter classroom through back Entrance door (basketball court side) beside room 7	VIII	Same route	2 Rooms 6,7
7 A.O’Hea (4 <sup>th</sup> )	Turn right at black railing at bottom of hill, go by back of room 8, SET room C and enter classroom through Emergency door in room 7	VII	Same route	2 Rooms 6,7
8 S.Miyazaki/F.Ryan (4 <sup>th</sup> )	Enter classroom by Emergency Door in room 8	VI	Same route	1 Room 8
9 K.Whelan (1 <sup>st</sup> )	Entrance through Main Entrance door, keep to left hand side of main corridor	I	Same route	4 Rooms 1,2, 9 &10

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10 M. O'Driscoll (1 <sup>st</sup> )	Entrance through Main Entrance door, keep to left hand side of main corridor	I	Same route	4 Rooms 1,2,9&10
11 C.Clancy(2 <sup>nd</sup> )	Turn left at front of rooms 9 &10, walk around by storage shed, enter through Entrance door by room 12	IX	Same route	3 Rooms 11, 12 & Prefab on same corridor outside
12 K.Hayes Curtin (5 <sup>th</sup> )	Turn left at front of rooms 9 & 10, walk around by storage shed, enter through Entrance door by room 12	IX	Same route	3 Rooms 11, 12 & Prefab on same corridor outside
Prefab N.Finn (S.I)	Turn left at front of rooms 9 &10, walk around by storage shed, enter Prefab by usual entrance door	X	Same route	3 Rooms 11, 12 Prefab
13 T.Cronin (6 <sup>th</sup> )	Enter by Emergency door room 13 in new building	XI	Same route	1 Room 13
14 C.Lane (6 <sup>th</sup> )	Enter by main door in new building	XII	Same route	1 Room 14

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In relation to the assembly and dismissal of pupils, and to limit the spread of infection, it is essential that social distance is maintained at all times and that congregation of pupils and parents/carers within the environs of the school is also minimised. With this foremost to mind, your necessary support is critical with implementation of the following:

### ARRIVAL AT SCHOOL

- Under no circumstances should parents/carers and pupils to gather outside the school before 9.00am
- Children are not permitted to enter the school grounds any earlier than 9.00am
- With the exception of the parents/carers of Junior Infants (who are permitted to accompany their children to the Astro turf area, just inside the school gate), all other parents/carers should remain outside the school grounds
- On entering the school grounds (i.e. between 9.00am & 9.20am), pupils, under the guidance and direction of the Special Educational Team, will maintain social distance and walk separately to the designated entrance location for their class (*please refer to pages 2 -5*)
- On entering the 'Entrance' area, they will proceed directly to their class room where they will then be supervised
- Messages for teachers can be sent by **(1)** writing a note to the class teacher **OR (2)** emailing the school at [belgoolyns@gmail.com](mailto:belgoolyns@gmail.com) **OR (3)** by phoning the school office (021 4770712)
- No adults, other than staff members, should enter the school building or grounds, unless by prior arrangement. And then, only on satisfactory 'Self Screening' requirements or, if in any doubt, having sought medical advice in respect of COVID-19. Please refer to page 14 (**Appendix 1**)

### END OF SCHOOL DAY

When the school day for that class is over the following arrangements will apply:

- **Junior Infants (Departing at 1.50pm) & Senior Infants (Departing at 2.00pm)** – Starting with Junior Infants, the relevant class teacher and staff members will accompany the pupils to the Astro turf area and will release the children into the care of the adult who is there to collect them
- **1<sup>st</sup> & 2<sup>nd</sup> Class 'Walkers' (Departing at 2.45pm)**  
**'Walkers'** - The relevant class teachers will, at the above-mentioned time, allow 'Walkers' from the relevant bubbles to leave separately and, under the supervision of school staff, the children will make their way to the school gate where they will be collected

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- **3<sup>rd</sup> to 6<sup>th</sup> Class 'Walkers' (Departing at 2.50pm)**  
'Walkers' - The relevant class teachers will, at the above-mentioned time, allow 'Walkers' from each pod to leave the classroom separately in order to minimise contact. The children will make their way to the school gate where they will be collected.
- **1<sup>st</sup> & 2<sup>nd</sup> Class 'Bus' (Departing at 2.55pm)**  
'Bus' - The relevant class teachers will, at the above-mentioned time, allow pupils from the relevant bubbles who travel by bus to leave separately and, under the supervision of school staff, the children will make their way to the school gate to board the bus
- **3<sup>rd</sup> to 6<sup>th</sup> Class 'Bus' (Departing at 2.55pm)**  
'Bus' - The relevant class teachers will, at the above-mentioned time, allow pupils from each pod who travel by bus to leave the classroom separately in order to minimise contact. The children will, under the supervision of school staff, make their way to the school gate to board the bus

### COLLECTION OF CHILDREN DURING THE SCHOOL DAY

Should a parent/carer need to collect a child during the school day, please advise class teacher in advance by **(1)** writing a note to the class teacher **OR (2)** emailing the school at [belgoolyns@gmail.com](mailto:belgoolyns@gmail.com) **OR (3)** by phoning the school office (021 4770712) in order that an outside collection point may be arranged. The child will be brought from their class to the parent/carer.

No adult should enter the school building, unless invited to do so. Please refer to the 'Attention All Visitors!' notification on page 14 (**Appendix 1**)

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### 'SAFE SCHOOL ATTENDANCE' & CHILDREN WHO SHOULD NOT ATTEND SCHOOL

In relation to **Safe School Attendance**, under no circumstances is a parent/guardian to bring a child to school if:

- the child has been diagnosed with Covid-19
- the child has been in close contact with a person who has been diagnosed with Covid-19
- the child has a suspected case of Covid-19 and the outcome of the test is pending
- the child has been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- The child displays any HSE designated COVID-19 symptoms. For example, cold, cough or flu like symptoms....  
Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

**If your child/anyone has any common symptoms of coronavirus (COVID-19), they should self-isolate and phone their GP straight away (as per HSE guidelines)**

- **the child has returned to Ireland from a country that is not on the 'Green List' and therefore requires them to restrict their movements for 14 days**
- the child has an underlying health condition and has been directed by a medical professional not to attend school

### **SHOULD A PARENT/GUARDIAN BE IN ANY DOUBT, PLEASE VISIT HSE.IE OR PHONE HSE LIVE 1850 24 1850 OR CONTACT YOUR GP BEFORE SENDING YOUR CHILD TO SCHOOL.**

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is essential that we all keep up to date and make sure we are accessing the most up to date and reliable guidance available. This information is available from the following links:

- HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>
- HSE Hub: <https://www2.hse.ie/coronavirus/>
- Department of Health: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>



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### DEALING WITH A SUSPECTED CASE OF COVID-19

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately.
- The child will be accompanied to the isolation area in the Sensory Garden/Tír na nÓg canopy area, via the isolation route (their designated class 'Entrance/Exit' location), by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others always maintain a distance of at least 2 metres from the symptomatic child.
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents who will call his/her doctor and continue self-isolation at home.
- The school will, as far as possible, enable the child presenting with symptoms to remain in isolation if they cannot immediately go home.
- The child presenting with symptoms should be advised to cover his/her mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- If the child is well enough to go home, the school will arrange for him/her to be transported home by a family member, as soon as possible, and advise the parent/guardian to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform the relevant services that the sick child is a possible Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

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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 will be followed and pupil and staff confidentiality is essential at all times.

### HYGIENE

As well as the current thorough daily clean, further cleaning will now entail the sanitisation, on a daily basis, of all common touch points throughout the school. In addition, enhanced hygiene related devices (e.g. hand-sanitisers, soap/toilet tissue/paper hand-towel dispensers) have been placed in all the relevant locations throughout the school. Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing or spitting. Parents are also requested to emphasise safe behaviour in this regard to their children at home on a frequent basis. To assist, please refer to relevant posters on pages 15 – 17 (*Appendix 2*)

As an added measure, and in an effort to promote enhanced hygiene at this time, pupils in the older classes (i.e. 3<sup>rd</sup> to 6<sup>th</sup> classes) may wish to bring a ‘small personal hygiene bag’ which will be kept in their school bag. The following suggested items may be placed in the hygiene bag:

- Small hand sanitiser
- Tissues
- Antibacterial wet wipes

Pupils in all classes are requested to have a small packet of tissues in their bag.

### PERSONAL REQUISITES/EQUIPMENT IN THE CLASSROOM

- All children are asked to bring in their own box/basket to store their books and personal belongings. Boxes/baskets should not be bigger than 18 Litres and should be able to hold books that are of A4 size
- It is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case, which will be kept at school, to avoid the sharing of equipment.
- It is further requested that all items have the child's name on them for ease of identification.

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- For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.
- Lunchboxes: Please ensure that your child can open and close their own lunch boxes, any wrapped food and drink containers. If required, pupils will need to bring their own cutlery. Any uneaten food and all other lunch waste (i.e. wrappers etc.) will need to be brought home again by pupils in their lunch boxes.

### **SCHOOL UNIFORMS**

- Tracksuits may be worn on Mondays, Wednesdays & Fridays
- Main school uniform to be worn on Tuesdays & Thursdays
- Uniforms should be cleaned and washed regularly
- **Velcro shoes should be worn by your child, where necessary.**

### **SHARED EQUIPMENT**

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms.

In line with minimising contact in respect of facilities/equipment, within each class bubble, the Group A and B pods will, wherever reasonably possible, use separate concrete learning materials/toys/IT equipment/library books.... within the class room.

Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

### **PUPIL TOILETS**

In line with minimising contact in respect of facilities/equipment, within each class bubble, the Group A and B pods will use separate toilets within the class room. Each toilet door will be marked with the letter A or B

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### YARDS & BREAK-TIMES

- Staggered break-times ('First Break' – 10.40-10.55am **OR** 11.05-11.20am & 'Second Break' – 12.40-12.55pm **OR** 1.05-1.20pm) will facilitate each bubble of 15 classes having access to the yards for 2 x 15 minutes breaks during the day.
- Each yard will be segregated into bubbles.

### SPECIAL EDUCATIONAL NEEDS

In keeping with our Special Education policy, and according to current DES guidance, the integrity of special educational needs support will be maintained, where possible, with a combination of both in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble, where possible. In addition, the integrity of maintaining consistent access in respect of special educational needs provision within a shared school basis will continue to operate as normal, except that such provision shall not entail provision to two separate schools within the same school day.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another
- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

### PPE (PERSONAL PROTECTIVE EQUIPMENT)

Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks. It is also recommended that teachers and staff wear face coverings where a distance of 2 metres cannot be maintained.

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### TEACHER ABSENCE AND SUBSTITUTION

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher or other available teaching staff member for the class.

If a substitute teacher or other teaching staff member is not available, it is not appropriate, according to guidance, for the class to be divided into groups and accommodated in other classes. In such rare and infrequent circumstances, it may not be possible for the class to attend on that day. However, if that is the case, as much notice as possible will be given to parents.

### PE (PHYSICAL EDUCATION)

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that have been distributed to class groupings.

For Term 1 (2020/2021), classes will focus on 'Athletics', 'Games' & 'Outdoor & Adventure Activities'

### HOMEWORK

Active Homework and reading at home for *Week 1*.

Tables, reading and use of online platform for *Week 2*

Use of online platform and a further review for *Week 3 & subsequent weeks*

## Response Plan for the Re-opening of Scoil Mhuire na nGráist APPENDIX 1 – ATTENTION ALL VISITORS! (NOTIFICATION)

**Coronavirus COVID-19**

**Attention All Visitors**

Apart from pupils and staff, all other visitors to Scoil Mhuire na nGráist, Belgooly must be made by prior arrangement only via the school office (at 021 4770712 or belgoolyns@gmail.com)

If you have made an appointment by prior arrangement, we ask all visitors to please actively SELF-SCREEN before entering the building, to help us in our efforts to minimise the risk of the introduction of the Coronavirus (COVID-19) to our school.

**PLEASE DO NOT ENTER IF:**

- You have signs of a fever or a high temperature
- You have a cough
- You have shortness of Breath or Breathing Difficulties
- You have any other HSE designated COVID-19 symptoms
- You had contact with any possible source of the virus
- If you have returned to Ireland from a country that is not on the 'Green List' and therefore requires you to restrict your movements for 14 days

If you have any of the above symptoms or fit into any of the criteria, we request that you depart from the school grounds and visit here:ie OR phone HSE Live 1850 24 1850 OR contact your GP.

If you are safe to enter (and have made an appointment, by prior arrangement), please follow the guidance below:

1. Enter via the Main Reception Lobby only
2. Stop and Sanitize\* your hands at one of the hand sanitizer devices
3. Refrain from shaking hands when saying hello or greeting other people
4. Proceed to the Main School Office where a member of staff will ask you to complete a Contact Tracing Log\* sheet
5. During your visit, please remember to:
  - Avoid touching your eyes, nose or mouth with unwashed hands
  - Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue in one of the designated bins
  - Distance yourself at least 2 metres (6 feet) away from other people

### Contact Tracing

- Posters (see to left) will be placed at all the key entry points to the school
- On arrival at Main Entrance Area, all visitors to the school, by prior arrangement only, must 'Self Screen' before entering the school building
- On arrival at the school office, all visitors to the school must complete a 'Contact Tracing' sheet which will be kept in the school office

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## APPENDIX 2 – HAND-WASHING & RESPIRATORY ETIQUETTE POSTERS

**CORONAVIRUS COVID-19**

**Proper Hand Washing for Children**

**1: Wet**

**2: Bubbles**

**3: Scrub**

**4: Rinse**

**5: Dry**

**When to wash:**

- ▶ Before eating
- ▶ After the bathroom
- ▶ After touching pets
- ▶ After playing outdoors
- ▶ After coughing, sneezing or blowing your nose

**HSE**

**Rialtas na hÉireann Government of Ireland**

**CORONAVIRUS COVID-19 Public Health Advice**

**COVER YOUR COUGH  
AND SNEEZE**

Stop the spread of germs that make people sick

When you cough or sneeze cover your nose and mouth with a tissue

Throw away your tissue!

Cough or sneeze into your elbow, not your hands.

Clean your hands after coughing or sneezing.

**ThankS!**

**RESIST**

**HSE** Health Service Executive | [www.hse.ie](http://www.hse.ie) | 1800 454 588

**Hygiene**



# Response Plan for the Re-opening of Scoil Mhuire na nGráist

## COVER YOUR COUGH AND SNEEZE

STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK



When you cough or sneeze cover your nose and mouth with a tissue  
**OR** Cough or sneeze into your elbow, not your hands.

Throw away your tissue!



Clean your hands after coughing or sneezing.



**THANKS!**

