



St Patrick's National School, Greystones, Co Wicklow

COVID 19 School Plan 2020

School Profile

280 pupils

Teachers

Administrative Principal

5 Full Time SNA posts

Full Time Secretary

Part Time Caretaker

2 Cleaners

The school comprises different sizes and layouts of classrooms, depending on which year the classroom was built.

The arrangement of toilets differs across classrooms.

- The older classrooms have shared toilets and sinks between two classes, in the shared hall/corridor between the rooms. (6 classrooms with this arrangement)
- The newer classrooms and prefab have toilets and sinks at the back of each classroom (5 classrooms with this arrangement)
- There are 2 toilets and sinks in the entrance lobby, one for staff and one for visitors. The visitor's toilet is also used by children at break times
- There is a toilet off the hall at the SET rooms – used by both staff and children attending SET
- There is a toilet off the library
- There are 2 toilets, and an accessible toilet, in the lobby off the GP room
- There is an accessible toilet in the corridor between the passive classrooms

Additional Challenges

There is no hot water for hand washing in school

There are two entrances/exits to the school building

There is no on-site parking for parents/guardians. Parking is in the Church car park, and road crossing is facilitated by a Traffic Warden.

Parent/guardians traditionally gather in the playground when collecting their children.

Infants – 1st class are escorted to the school entrance door by their teachers at home time

Older pupils leave independently

Some older tables have wear & tear scratches on the surface making it difficult to ensure cleanliness

Human Resources allocated through additional funding from DES
Aide – a small grant given to appoint an aide to help with school reopening logistics
Deputy Principal – 10 Leadership and Administration release days

Assumptions

School will reopen for all pupils on Tuesday 1st September 2020

Key Dates

Week beginning Monday 3rd August

- Continue putting surplus furniture into storage
- Organise BOM to come in and 'walk around' school to consult on changes to be implemented to adhere to social distancing requirements for entry/exit to school
- Ask staff for Expression of Interests for positions of Lead Worker Rep and Deputy Lead Worker
- Kit Computer room as classroom for 5th Class
- Relocate photocopier and printer to Corridor
- Ask teachers and SNAs to layout their classrooms as per social distancing guidelines from Dept, to be completed by 21st Aug

Week beginning Monday 10th August

- Appoint Lead Worker Rep / Deputy /Team
- Draw up Risk Assessment for Junior and Senior Classes
- Draft School Covid '19 Response Plan
- ISM meeting to plan what needs to be done and discuss tasks, prior to Meeting of Covid Worker Team (Possible tasks listed at the end of this document)
- Email to Staff with Staff Guidelines, Return to Work Staff Leaflet and Pre- Return to School Questionnaire
- Email to parents to let them know that much work is underway to enable safe Return to School
- Covid Worker Team meeting to discuss and allocate tasks
- Contact the PTA Committee and ask for questions/concerns from the perspective of parents. These can be addressed in the BOM's final plan.
- Appoint 'Aide'
- Draw up a list of required PPE, etc.
- Organise BOM, ISM and Staff meetings to monitor progress against tasks.
- BOM to finalise and sign COVID-19 Response Plan

Week beginning Monday 17th August

- Contact the school community
- Organise BOM, ISM and Staff meetings to monitor progress against tasks.
- Time-table school visits by certain SEN pupils

Week beginning Monday 24th August

- Organise BOM, ISM and Staff meetings to monitor progress against tasks.
- Encourage all staff members take some time for themselves and their families this week.

Week beginning Monday 31st August

- Monday – all staff on site to finalise arrangements
- Tuesday – welcome children back to school. BOM also present to welcome them

Usual School Hours

8.25 – 1.05p.m. Infants

8.25 – 2.05p.m. First to Sixth

Under normal circumstances parents/guardians have access to the school yard both before and after school.

Staggered Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

Infants will enter and leave the building through the Front Door.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children, except for 6th Class, may not come onto the school grounds before the school doors open at 8.25a.m. (Separate, special arrangements will be put in place for our Junior Infants and their parents/guardians at the beginning of the school year.)

Morning:

Main Gate & Health Centre Gates will be open.

All class teachers will be in their classrooms by 8.25a.m. (8.20am for 6th Class teachers)

Parents are asked to 'drop and go' in the Church car park anytime between 8.20a.m. and 8.40a.m.

6th Class pupils will be encouraged to be in by 8:20. Siblings of 6th Class can also enter at this time. The children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children, to help them to their classrooms and to ensure there are no gatherings.

Afternoon:

(Special arrangements will be put in place for Junior Infants for the first week of the school year)

From 7th September onwards:

12.50 p.m. Class teacher will bring Junior Infants to the school Main Entrance gate.

Parents/Guardians are asked to observe the social distancing markers on the pavement. 'Pick up and go' until 1.00p.m. From 1st September onwards:

1.00p.m. Class teacher will bring Senior Infants to the School Side Entrance gate (at the Health Centre). Parents/Guardians are asked to observe the social distancing markers on the pavement. 'Pick up and go' until 1.10p.m.

Staggered dismissal of children at home-time

Side Gate (Health Centre)

Time	Class
1.05pm	S Infants
1.55pm	1st Class
2.05pm	3rd Class

Main Gate

Time	Class
1:05pm	Junior Infants
1.55pm	2nd Class
2.05pm	4th, 5th & 6th Classes

There will be line-up markings. Each class will know where their class is to line up

Parents must pick up by 2.05pm (1.05pm for Infants and 2.00pm for 1st and 2nd)

Children will be lined up with their class teacher. There will be line-up markings and each class will know where their class line is.

Children being collected by parents will leave first & the rest will leave after.

Parents/Guardians are asked to observe the social distancing markers on the pavement outside the school gate

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

8.25	All staff to be present to support arrival of pupils Class teachers to be in their classrooms SETs, SNAs and Principal to support arrival of pupils
8.20	Arrival of 6th Class
8.25 – 8.45	Arrival of pupils No adults to enter the school yard. Children go straight to their classrooms on arrival.
1.05	Pick up and go from Main Gate– Junior Infants
1.05	Pick up and go from Side Gate – Senior Infants
1.55	Pick up and go from Side Gate – First
1.55	Pick up and go from Main Gate – Second
2.05	Pick up and go from Side Gate - Third
2.05	Exit via Main Gate – Fourth, Fifth, Sixth

If collecting more than one child, siblings go to the gate from where the youngest sibling is being collected

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

To limit the interaction between classes, breaktimes will be split as follows:

	Juniors (JI - 2nd)	Seniors (3rd - 6th)
Little Break 'Am Sos'	10.00am - 10.10am	10.20am - 10.30am
Lunch Break 'Am Lón'	11.40am - 12.00 outside 12.20 - 12.40 outdoors	12.00 - 12.10 eating (indoors) 12.40 - 12.50 eating

The yard space the children will use is based on how convenient it is to their classroom and to facilitate supervision of classes based on Class Bubbles and the SETs allocated to those classes.

Yard Supervision

A rota will be organised based on Class Bubbles and the SETs allocated to those classes.

Junior and Senior Infants

- In Astro (JI), and marked area (A) next to the Astro (SI)
- Supervised on rota basis by own Class teachers, SET and SNA allocated to those classes

1st Class

- On Marked area (B) in front playground
- Supervised on rota basis by own Class Teacher, SNA and the Principal

2nd Class(es)

- On Marked areas (c) and (D) in front playground
- Supervised on rota basis by Class teachers and SET

3rd Class(es)

- In Courtyard
- Supervised on rota basis by own Class Teachers, SNA and SET allocated to the classes

4th, 5th and 6th Class(es)

- In Astro both 4ths
- 5th on Marked area (A), 6th Oak on area B and 6th Ash on area (C)
- Supervised on rota basis by own Class Teachers, SNAs and SET allocated to those classes

Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- 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.

- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

Third Class to Sixth Class

Additional measures have been put in place to help maintain physical distancing in our two larger Senior classes

- Fifth class will use the computer room this year as their classroom. Being more spacious, it has been rearranged to allow for a 1m spacing between each pupil.
- Fourth class will be split across two classrooms, with a SET assigned to the class.
- Third Class was already split into two classes before the summer
- Sixth Classes has been rearranged to allow for a 1m spacing between each pupil.

General Purpose (GP) Room

The GP Room may not be used for Assemblies, or for any other gatherings of pupils larger than a Class Bubble. It may be used for P.E. initially without the use of P.E. equipment. A decision to allow the use of equipment may be taken with strict protocols to ensure the cleaning of shared equipment between usage or the storage of same for a min 72 hours between usage.

Assemblies

Weekly school Assemblies may be held via Zoom/ or class by class outdoors

Corridors and hallways

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

At least initially, classes will not include singing.

Recorders should not be shared between pupils.

Music Generation and Swimming have all been cancelled this year

Choir will be reviewed after a few weeks.

Cloakrooms and Toilets

Some classrooms have toilets within the room. Pupils will use these as per usual.
(Junior Infants, Senior Infants, 2nd Class Holly, 3rd Class Birch, 4th Class)

The other classrooms have separate boys and girls toilets shared between two classrooms in the corridor.

Each of these classrooms will be assigned a bathroom for the exclusive use of their own class. The toilets will be re-designated as unisex toilets and will be clearly labelled for each class. 5th Class will use the toilet off the library, accessed externally.

Pupils will only use the toilets allocated to their classroom, even at breaktime.

The boiler will be serviced and put in use to provide warm water.

The 'Visitors' toilet and the toilet in the SET area will be re-designated for Staff Use only.

Lunches

Parents must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children. Please ensure your child can independently open their water bottles/containers etc.

Children will eat their lunches at their desks, as per our usual practice. Weather permitting, class may eat outside in which case hands need sanitising first.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils. These will be left in school and not be brought in and out from home.

Children will not need to bring in schoolbags Only lunches need to be brought from home each day. Teachers will arrange homework through Seesaw/ designated copies/ regular collection of work from home which is stored for 72hrs before marking etc – more details on this to follow

Uniform

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms. Uniforms should be worn every day.

As a school we strongly advise that children should wear their school uniforms only for school related activities. Uniforms should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

ICTs

School tablets will only be used in SET and should be cleaned after use.

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. Staff members and pupils may take additional breaks outside during the school day.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held remotely, in small groups, outdoors or in large spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

An additional Staff Room area is being set up in the Library to facilitate social distancing. Staff are encouraged to use the 'Outdoor Classroom' at lunch time.

Teaching and Learning

As a staff, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

Supporting the Learning of Children who Cannot Attend School

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

Class Teachers will be setting up their class on "See-saw" to facilitate home-school communication and to ensure that everyone is familiar with this forum.

This will be especially important if the school, or parts of the school have to close due to HSE advice.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Full PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.
- If attending the Isolation Room

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

Staff are required to wear face coverings if 2m cannot be maintained. Visors are available to staff members when required.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

Sanitiser dispensers will be in place throughout the school e.g. at each entrance, in each classroom.

Classroom desks which were badly scratched or had worn table tops have been replaced.

Warm water and soap is available in all the cloakrooms, staff bathroom and staff room.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St. Patrick's NS will deal with a suspected case that may arise during the course of work.

If a staff member/pupil displays symptoms of Covid-19 while at work in St. Patrick's NS the following are the procedures to be implemented:

- A member of staff identifies themselves or a child as displaying symptoms of Covid-19.
 - 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

Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Flu <small>Abrupt onset of symptoms</small>	Cold <small>Gradual onset of symptoms</small>
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

- This member of staff informs the principal and/or deputy principal.
- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately.
- The person is escorted to the isolation area, located in the hallway next to the 1st Class classroom by the principal/ deputy principal/ SNA / Class teacher (this will be decided at the time by the principal and deputy principal) keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- The escort must wear their personal face-covering and visor. Once in the Isolation Room, the escort must put on a disposable surgical mask, visor, gloves and apron (stored in the Isolation Room). Their personal face-covering and/or visor will be double bagged for cleaning.
- If the isolation area above is inaccessible due to cleaning or already in use and outdoor location will be used.
- A mask will be provided for the person presenting with symptoms. He/she should continue to wear the mask while exiting the premises (by an external route).
- The symptomatic person will have their temperature taken by the same staff member chosen above by the principal and deputy principal and stay with them.
- The person presenting with symptoms will remain in isolation if they cannot immediately go home. If they are a member of staff they will be facilitated to call their doctor. The individual should avoid touching people, surfaces and objects.

- If the person is well enough to go home, it will be arranged for them to be transported home by a family member, as soon as possible and they will be advised to inform their general practitioner 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, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. If this occurs in the case of a child the action will be decided upon by the principal/deputy principal in consultation with the child's parents/guardians.
- An assessment of the incident will be carried out which will form part of determining follow-up actions and recovery. Details of which are filed in the Office.
- Appropriate deep cleaning of the isolation area, work areas and any available resources involved will be arranged along with the safe disposal of used PPE from both symptomatic person and escort, using double bagging. The Isolation Room cannot be used until deep cleaning is completed.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

Employee Assistance and Wellbeing Programme

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.