



# **Holy Family Senior School**



## **Communication Information Statement for Covid 19 February 2021**

## Contents

- 1. Introduction**
- 2. Covid 19-Key facts**
- 3. School planning and preparation for our return to school**
- 4. How will school be different this term?**

## Appendices

**Appendix A: Holy Family Senior School COVID-19 Policy Statement**

**Appendix B: Parent Information**

**Appendix C: Return to work protocols for staff.**

**Appendix D Lead Worker Representative (LWR).**

**Appendix E: Staff Guidelines and Procedures.**

**Appendix F: Holy Family SNS Hygiene and Cleaning procedures.**

**Appendix G: Risk Assessment.**

**Appendix H: Contact Tracing Log for Visitors**

### **1. Introduction:**

A revision of the COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools is necessary to ensure that it is in compliance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the 'Work Safely Protocol' which has been developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA).

The 'Work Safely Protocol' is a revised version of the 'Return to Work Safely Protocol' and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHE) to reduce the spread of COVID-19 in the workplace.

The phased reopening of our school will begin on February 22<sup>nd</sup> when we welcome back our special classes, after a difficult 6 weeks at home during which time our whole school community worked together to support our pupils in their engagement with distance learning. This year, returning to school will be challenging

g but we have reviewed and amended our Response Plan in line with Department of Education and National Public Health Emergency Team (NPHE) guidelines and we will work with all members of our school community to keep everyone safe. This revised Covid-19 Response Plan is designed to support the staff and Board of Management in putting measures in place that aim to prevent the spread of Covid-19 in our school and details the policies and practices necessary for Holy Family Senior School to meet the Government's 'Work Safely Protocol', and 'COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools' the Department of Education plan for schools reopening on a phased basis.

It is important that the resumption of school-based teaching and learning and the phased reopening of our school comply with the public health advice and guidance documents prepared by the Department. Doing so will minimise the risk to pupils, staff and parents. This plan supports the sustainable reopening of Holy Family Senior School on a phased basis where our overriding objective is to protect the health of pupils and staff while promoting the educational and development needs of the pupils in the school. The COVID-19 response plan is a **living document** and will be updated in line with the public health advice as appropriate for our school. It has been communicated to staff, representative parent groups, Parents association and BOM for feedback. Regular reviews of procedures and policies will take place.

In line with the *Work Safely Protocol*, strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents is key to keeping everyone

safe and the assistance and cooperation of all staff, pupils, parents, contractors and visitors is critical to the success of the plan. . Our schools Covid 19 response team will meet via Zoom regularly each week and carry out these reviews.

Communication will be very important to ensure that everyone is up to date with all the relevant information and we will be sending regular Aladdin Connect messages and emails to staff and parents to keep everybody informed. It is of paramount importance that the school secretary, Lucy Finn, has correct address and mobile numbers for all of our families. Mrs. Finn can be contacted at [info@hfss.ie](mailto:info@hfss.ie) or by call/ text on 065 6828893 or 086 4167518. The Response Plan will also be updated on our school website, [www.hfss.org](http://www.hfss.org) and our Facebook page

While we will have the necessary measures in place to ensure the safe return of our pupils and staff, it is very important to recognise that for some this will again be an anxious and worrying time. We do not want children to feel anxious or intimidated in any way as school should be a happy place. Therefore, our aim is to have a calm and smooth return to school.

## **2. Covid-19 – Key facts and what we know so far**

We all know by now that COVID – 19 is a new illness that can affect the lungs and airways and has turned our world upside down, affecting every one of us. Coronavirus is spread when we sneeze or cough and can be a mild or severe illness.

The most common symptoms of Covid-19 are:

- Cough
- High temperature
- Shortness of breath
- Breathing difficulties
- Loss of sense of taste or smell

In order to prevent the spread of the virus, it is very important that we all:

- Wash our hands with soap and water (which is the best method to get rid of germs) and/ or use a hand sanitiser
- Practice good respiratory hygiene
- Maintain social or physical distancing
- Not engage in handshaking or hugging
- Avoid touching eyes, nose and mouth

Pupils must not come to school if:

- They are exhibiting any symptoms of Covid 19
- They have a high temperature (38 degrees or over), coughing, vomiting, suffering from
- diarrhoea, loss of taste or smell.
- **They have been outside of the country in the 14 days prior to returning to school in line with Government guidelines**
- They have been in contact with any family member and or other person who has Covid 19.

Staff and pupils are to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

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 staff are advised to consult and follow latest Government advice in relation to foreign travel

Staff and pupils are 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.

Families of the children in our special classes will be asked to complete the self-declaration form on Aladdin in advance of returning to school on Feb 22<sup>nd</sup> to self-certify that their child/children are well and able to return to school. We will also be advising all other families to complete this declaration form in advance of returning to school, when further guidance is issued.

It is important that parents and staff of Holy Family Senior School have a very clear understanding of the benefits and risks of returning to school and that, while we will all do our best to protect our school community from this virus, it is not possible to guarantee that infection can be prevented either at school or in the home.

Below is a summary of our planned actions for the safe return of pupils and staff. More specific details are outlined in the appendices. Please take time to read through the document relevant to you very carefully

Returning to school is always an exciting time for our pupils. It is especially important that we all do our best to make sure that the children's experience this year, while being different, is just as exciting and fun for them, as it was before coronavirus: - ***Please read Appendix A: Holy Family Senior School Covid-19 Policy Statement.***

Our COVID-19 policy statement outlines the commitment of Holy Family Senior School to the implementation of our Response Plan and to the prevention of the spread of the virus. The policy has been signed and dated by the chairperson of the Board of Management and the principal and brought to the attention of the staff, pupils, parents and others.

### **3. School Planning and Preparation for our phased return to school - overview**

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to school of pupils and staff safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

As per Department of Education guidelines, the following processes will be in place,

- Our special classes, namely our Special Class for Pupils with SpLD (Reading Class) and our ASD class will return to school on February 22<sup>nd</sup>
- We await further guidance from Government regarding the return of the remainder of our classes, but in the meantime, all other classes will continue with distance learning as per our Distance Learning Plan
- Supplementary in person tuition has been offered to a number of children whose needs meet the criteria set out in recent guidelines
- We will keep up to date with public health advice and changes to any Government plans and Department of Education updates for the safe reopening of society, which we will relay to staff, pupils, parents and others as required, promptly. **Up to date mobile number and email address will be required for urgent messages.**
- Our school staff will have reviewed the training materials and induction videos provided by the Department of Education before returning to school.
- The Return to Work (RTW) forms will be completed by all members of our school staff three days before returning to school. **(Appendix C)**
- **Jillian Bridge** will continue to be the Lead Worker Representative, **Antoinette Loftus**, the Deputy Lead Worker Representative and **Teresa Glynn**, the Lead Worker

Representative Assistant. These staff with **the Principal (arah Barnes)** will form our Covid Response team. More details in **(Appendix D)**.

- Changed daily routines
- Posters and other signage are in place around the school to remind pupils and staff of the importance of proper handwashing procedures and spread of COVID-19.
- Sanitiser dispensers have been installed at each entrance to the school and at the entry and exit doors of each classroom and are refilled and maintained regularly by our janitor.
- Our health and safety risk assessment is being updated.
- Classrooms and support rooms have been modified.
- The school has been deep cleaned **in advance of reopening** by our caretaker and cleaner. Tim and Izabella will continue to keep the high standards of cleanliness on our return and a detailed daily cleaning plan has been put in place for our safe return to school.
- There is limited access to the school except for pupils and staff for the foreseeable future. Parents will not be allowed into classrooms for now and are required to maintain a 2m distance when dropping and collecting children.
- All adults must wear a face covering on the school grounds.
- Staff and parents have been informed of the requirement to seek the advice of their GP if they are in the **very high-risk category** and to keep the school informed. If a child is classified by their GP as very high risk a staff member may be assigned to support distance learning for this child. This support is from the school's current staffing. The DES has not provided extra resources to the school for this support. All other students receive support in their class bubble and an assigned pod within the bubble.

#### People at very high risk (extremely vulnerable):

The list of people in very high-risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment

- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

## 5. How will school be different this term?

We are very fortunate in Holy Family Senior School that our yards are big enough to allow us all to maintain the 2 m social distance required, that there are enough entrances and exits and that many of the classrooms have their own door to the yard. Nevertheless, there are strict guidelines for dropping and collecting children and parents are expected to abide by these.

Proper physical distancing, ventilation, cleaning, practising hand hygiene, cough etiquette and personal protection will minimise the risk of Covid-19 in our school.

As the school re-opens, our pupils need the support of their parents and school staff in readjusting to school life and to the new physical environment. We look forward to welcoming our pupils back to school.

We ask that you read the appendices relevant to you in detail before the [special classes / remainder of school](#) reopens.

## **List of Appendices.**

**Appendix A:** Holy Family Senior School COVID-19 Policy Statement.

**Appendix B:** Parent Information.

**Appendix C:** Return to work protocols for staff.

**Appendix D** Lead Worker Representative (LWR).

**Appendix E:** Staff Guidelines and Procedures.

**Appendix F:** Holy Family SNS Hygiene and Cleaning procedures.

**Appendix G:** Risk Assessment.

**Appendix H:** Contact tracing Log for visitors.

## **Appendix A: Holy Family Senior School COVID-19 Policy Statement**

### **COVID-19 Policy Statement**

**Holy Family Senior School** 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 and updated 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- 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
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- 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.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: *Sarah Barnes and Joe Carmody*

Date: *19<sup>th</sup> February 2021*

## **Appendix B: Parent Information and Guidance.**

As COVID-19 is a relatively new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date 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/news/7e0924-latest-updates-on-covid-19-coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

- **The most common symptoms of Covid-19 are:**
  - Cough - this can be any kind of cough, usually dry but not always.
  - Fever - high temperature over 38 degrees Celsius.
  - Shortness of Breath.
  - Breathing Difficulties.
  - Loss of taste or smell.
- Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

## **Best practice for parents and pupils at home or prior to entering the school campus:**

In order to prevent the spread of the virus in the school or at home you must wash your hands with soap and water (which is the best method to get rid of germs) and/or use a hand sanitiser especially after the following situations: -

- If you have been in contact with someone who is displaying any COVID-19 symptoms
- If you were in contact with someone who has a fever or respiratory symptoms (cough, shortness of breath, difficulty breathing, loss of taste or smell))
- If you have been on public transport,
- If you have been in a crowd (especially an indoor crowd)
- If you have handled animals or animal waste
- If you move from one room to another room or from inside to outside areas
- If you have physical contact with a child from another group other than your own group
- If your hands are dirty
- When you arrive and leave buildings including your home or anyone else's home
- After using the toilet
- Before having a cigarette or vaping, before and after eating
- Before and after preparing food
- Before and after eating your own food – breaks/lunches
- After assisting a child to use the toilet or using the toilet themselves
- After contact with bodily fluids (runny nose, spit, vomit, blood, faeces)
- After cleaning tasks

**You must - practice good respiratory hygiene:** that is, when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol-based hand rub or soap and water.

**You must - maintain social or physical distancing:** that is, leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing,

sneezing and have a fever. There are social distancing markings in the school playground please use these at all times to maintain social distancing.

**You must not engage in handshaking or hugging.**

**Must avoid touching your eyes, nose and mouth** – if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself.

Keep your hands in good condition. Moisturise them often. Any basic product that is not perfumed or coloured is ok.

### **Responsibilities of parents:**

It is important that parents have a clear understanding of the benefits and risk of returning to school. It is not possible to guarantee that infection can be prevented in any setting either in a school or in the home.

**Please drop your child to school at the assigned time each day. If entering the school yard, please always wear a mask and adhere to social-distancing markers.**

**Parents are to complete the self-declaration form on Aladdin in advance of their child/children returning to school to self-certify that their child is well and fit to return safely to school.**

### **Under no circumstances is a parent to bring a child to school if:**

- If the child is exhibiting any symptoms of Covid-19.
- If the child has a temperature (38 degrees Celsius) coughing, has been vomiting, has diarrhoea, shortness of breath, loss of taste or smell.
- **If the child has been in contact with any family member and or other person who has Covid-19 and they are identified by the HSE as a close contact of a confirmed case of COVID-19**
- **If the child lives with someone who has symptoms of the virus**
- **If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.**

- Pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Pupils not to return to or attend school in the event of the following:

Pupils and their families are 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;

## **Specific Home and School Arrangements in HFSS.**

**Named school groupings:** The school will operate based on seven separate groups for arrival and dismissal and to minimise contact between classes through the school.

### **The year groupings are as follows:**

**2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> classes/groups and Special class for pupils with Autism and Special Reading Class.**

- **All children will be assigned to their own class (bubble) within these groupings and will also belong to a smaller group (pod) within this class (bubble).**
- Within these 7 groupings, each class/bubble will be separated and will not be mixing in so far as possible with other classes (Bubbles).
- Within each class bubble to maintain minimum contact each child will be assigned to pod of 2 to 6 pupils depending on the physical size of the classroom/support room.
- Teachers will consult with previous class teachers and will create pods using their professional judgement regarding the social, academic mix in the pod, the timetabling of support staff and the physical space and environment in which the pod will be based.
- As per DES guidelines the aim of this system is that each class grouping mix only with their own class/bubble from arrival in the morning to departure in the afternoon. The pods within these class bubbles are an additional measure to limit the extent of close contact within each class bubble.

**Hygiene:** Wall hung sanitizer dispensers have been installed throughout the school e.g. at the entrance and exit to each classroom. Children will be encouraged to regularly sanitise their hands

along with regular handwashing and posters will be displayed illustrating hand washing technique.

Children are to sanitize at the following times during the day

- On entry to school in the morning
- Before break
- After break
- After using guided reading materials
- Before lunch
- After lunch
- On entry to support room
- On re-entry to classroom
- On exiting at home-time
- After coughing or sneezing
- **When entering and exiting vehicles**
- **When entering and exiting school buildings**

Hands are to be washed and sanitised after each use of the toilet facilities and whenever hands are visibly dirty or soiled (from mud, gardening, after painting, from clay etc.). Basins will be monitored so as to avoid congregations at these areas and posters will be displayed illustrating hand washing technique. We have installed over 40 wall hung liquid soap dispensers throughout the school campus. As of November 2020, it is a legal requirement for all wall hung dispensers for sanitiser gel/ liquid soap or unlabelled spray bottles to be labelled with the product it contains. Reach group have supplied these labels to our school and our janitor has labelled all unlabelled dispensers with the appropriate sticker.

### **New arrival and departure procedures and times:**

We ask that families adhere to the following times and ask for their cooperation with this. **We urge parents, where possible, not to enter the school yard for drop off or pick up of students.** If a parent/guardian deem it necessary to enter we ask that a face covering be worn on the premises.

Please proceed directly to the entrance/exit point and observe social distancing by using the marked yard stencils on the ground for pick up and drop off. Once dropped off, children proceed to their classroom directly.

We ask that parents/guardians drop their children at the exact time stated, children proceed to their classroom and should not stay on yard. There won't be outdoor morning supervision on the playground.

We encourage all our senior pupils to walk or cycle to school and arrive at their correct time.

**CHILDREN SHOULD NOT BE DROPPED BEFORE 8:55AM.**

In exceptional circumstances where a child is late for school (after 9.15am), the child must be dropped to the reception of the school and they will be required to sign the login book. Arrangements will be made for them to go safely to their classroom from there by school staff.

**Allocated entry and exit doors**

<b>Class</b>	<b>Teacher</b>	<b>Room Number</b>	<b>Enter and Exit</b>
2 <sup>nd</sup> class	Ms. Robbins Ms. Finn	Room 2 <u>Scoil na nÓg 2</u>	Friar's walk entrance
3 <sup>rd</sup> class	Mr. Brennan Ms. Kennedy Mrs. Neylon/Vaughan	Room 5 Room 6 Room 3	Front entrance by the Old Ground hotel
4 <sup>th</sup> class	Ms. McMahon Mr. Ryan	Room 1 Room 18	Entrance at Dunnes Stores
5 <sup>th</sup> class	Mr. Eade Ms. Ford/Boland Ms Shaughnessy	Room 15 Room 17 Room 16	Front Gate by the Old Ground hotel
6 <sup>th</sup> class	Mr. Bell Mr. Cooney Mr Moroney/Ms Lillis	Room 19 Room 20 Cafeteria	Entrance at Dunnes Stores
<b>Special Class for pupils with Autism</b>	<b>Mrs. Whyatt</b>	<b>Scoil na nÓg 1</b>	<b>Friars Walk entrance or SNA collection from buses</b>
<b>Special Reading Class</b>	<b>Ms. Browne</b>	<b>Room 23</b>	<b>Front Entrance by (Old Ground) or SNA collection from buses.</b>
<b>Siblings (brothers and sisters)</b>	All teachers	All Rooms numbers	Enter and exit yard through <b><u>eldest child's entry/exit point</u></b>

from one family)			
------------------	--	--	--

### Arrival Times:

- **8.55am – 9.00am Special class for pupils with Autism and Special Reading class and Siblings (brothers and sisters from one family):** Class for pupils with ASD enter the yard at Friars Walk entrance and are collected from buses or enter class at Scoil na nÓg
- Reading class pupils enter the yard by front entrance at the Old Ground or are collected by SNAs from school buses.
- Siblings enter the yard through **the eldest child's** entrance point. See table above

#### 9.00 - 9.05am- 4<sup>th</sup> and 5<sup>th</sup> class.

- 4<sup>th</sup> class enter the school at the Dunnes Stores entrance and Ms Mc Mahon's class go directly to Room 1 door. Mr Ryan's enter school by the entrance at the Parents' Room.
- 5<sup>th</sup> classes enter the yard at Front Gate (Old Ground) and enter their classroom via the car park entrance near the office.

#### 9.05 - 9.10am – 2<sup>nd</sup> and 3<sup>rd</sup> classes and 6<sup>th</sup>

- 2<sup>nd</sup> classes enter the school yard by Friars walk entrance. Ms Finns class go directly to their classroom in Scoil na nOg . Ms Robbins go directly to Room 2 door.
- 3<sup>rd</sup> classes enter at the front gate entrance (Old Ground) and go directly to their classroom doors
- 6<sup>th</sup> class enter yard via Dunne's stores carpark entrance and enter school via parents' room entrance. \* line up by wall on socially distanced markers until teacher calls you to enter the building

**We ask that all children and parents only enter the school campus at assigned entrances. These are assigned to avoid congestion. 3<sup>rd</sup> to 6<sup>th</sup> class children should be dropped off at the gates and come in independently. We would encourage these children to walk or cycle to school.**

**If it is necessary for a parent to accompany a 2<sup>nd</sup> class child during September parents must use the socially distance markings on the yard and must not delay at classroom doors**

**Siblings arrive and depart from the school entrance assigned to the eldest child in the family. Each child goes directly to their class on entry to the school yard**

**Mrs Barnes (Principal) and Ms Bridge (Deputy) will be on the playground to direct all the students on arrival and departure**

**Staff / ISM members will man the main entrance doors to ensure that the children sanitise and socially distance on entry to school**

### **Daily Departures:**

As it stands school finishes at 2:45pm. This will be slightly adjusted as outlined below. Teachers will dismiss their classes at this time. We again ask for families' cooperation on this matter and to adhere to the specific times in so far as possible.

- **2:40 – Special Classes and Siblings.**
- **2:45 – 4<sup>th</sup>, 5<sup>th</sup>**
- **2:50 – 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>**

**Breakfast Club:** This will not operate until further notice. Children will go to their classes at assigned time each morning and breakfast snacks will be available there

**Homework Club:** Homework club will not start until further notice. When this will eventually open it will operate as normal in a socially distanced area with children from the separate bubbles/classes socially distanced into separate pods.

**After School Activities:** All after-school activities, sports, music, quiz etc. are cancelled for the time being. Swimming will not take place. This will be reviewed at regular intervals in line with government guideline at those times. Details will follow in due course.

**Minimising Visitors:** See Risk Assessment 5

- Adults must wear face coverings at all times on the school campus.
- All visitors are required to make an appointment before entering the school.
- All necessary meetings with parents will be prearranged and will be by Phone/Zoom.

- Any visitors entering the school will be required to complete a contact tracing form.
- There will be a drop off box for forgotten items outside the front office entrance, but we appeal to parents to ensure their child have all their belongings coming with them to school each morning.
- Payments to school secretary Lucy, can be made at the office and parents will have to sign in on arrival and wear a mask. There will be a social distancing queuing system outside the front reception door.
- Parents collecting children for appointments present at the front office wearing a mask, sign the login/log out book and Lucy will call the classroom for your child to proceed to the reception area for collection. **Appendix G: School contact log form.**

**Parent/ Teacher Meetings:** Although HFSS has always had an open door policy, we have to change to keep all within our school safe. All necessary meetings will take place via phone/zoom until further notice. We will assess the situation in line with current health advice closer to the times of the meetings and will inform parents in due course. – See Risk Assessment re Minimising visitors to school

**Protocols if a child is unwell:** Parents must keep children at home if they display any Covid-19 Symptoms, such as fever, cough, shortness of breath and loss of sense of smell or taste. More information is available on <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

- If a child displays symptoms at school their temperature will be taken by the pupil's teacher. Refer to the LWR or member of the Covid Response team
- The class teacher will continue to teach but will make arrangements for a member of the Covid Response Team to bring the child to one of our **Designated Isolation Rooms (upstairs or downstairs).**
- The staff member accompanying the child will put on a mask and maintain 2m distance.
- Parents/guardians will be contacted to collect their child. The child will be supervised by a staff member in PPE until collected and nobody else may enter this area while the child is awaiting collection.
- When parent arrives to the school they, sanitise, wear a mask, complete the visitor log and wait in front foyer of school. Lucy to call staff member with child. If in downstairs medical room, lead child to back carpark exit nearest the medical room – walk to front reception via outdoor carpark and give child to parent outside the school building

- If in upstairs medical room...walk the child down the stairs and out the back carpark exit at bottom of stairs – walk to front reception via outdoor carpark and give child to parent outside the school building
- Siblings of the suspected case are to go home with the parent at this time also
- Covid Response Team will discreetly arrange for the medical room and classroom of suspected case to be cleaned and fogged following the suspected case leaving the classroom
- Parents/Guardians will be asked to contact their GP by phone to describe the child's symptoms.
- Following on from this, an assessment of the incident will take place between the LWR and management to determine follow up actions and arrangements for the appropriate cleaning/sanitisation of the isolation work areas.
- Where there is a suspected or confirmed case of COVID-19 amongst staff/pupils we will follow the instructions of HSE Public Health.
- The HSE Public Health will:
  - Inform any staff/parents who come into close contact with a diagnosed case via the contact tracing process
  - Contact all relevant persons where a case of COVID-19 is diagnosed
  - Advise on the appropriate action, on a case-by-case basis, that should be taken vis-à-vis the operation of the school.

The HSE will inform staff/parents who have come in contact with a close case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of covid-19 is made.

**Up to date mobile numbers must be provided to the office or changed via Aladdin to ensure we can contact parents promptly. Contact the school also through [info@hfss.ie](mailto:info@hfss.ie)**

**Lunches:** Our cafeteria will operate to provide healthy snacks delivered to each classroom for their SOS time (small break). At present, packed lunch can be ordered through Linda Coughlan in Carambola. These will be delivered to the children in their classroom. They will eat here and will not share food.

**School Supplies:** Parents to supply full sets of school supplies and ensure child brings them to school each day so they are not borrowing pens/colours etc. Children should bring one pencil case with all their supplies to school on their first day back and this must remain in school and not be brought home at any stage. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

**Office:** The office has been fitted with a Perspex barrier. All communication from parents should be via phone or from behind the Perspex barrier.

**Transport:** Children commuting to school via bus should not use school transport if they are displaying symptoms, maintain physical distance from others, sit with siblings only, or pre-arranged seating with children only from their class/bubble, use hand sanitizer on boarding the bus, embark and disembark in an orderly controlled manner, observe respiratory etiquette.

### **Appendix B: Return to work protocols for staff.**

Our return to school will be challenging but you have already shown your dedication and willingness to embrace change by your commitment to the distance teaching of your pupils during the last few weeks in addition to the past year of complete changes in the way we work.

While there are new procedures in place for the safety of our whole school community, it is very important to recognise the challenges and the concerns that we all have and to ensure that we take care of each other during these unprecedented times. The support of your colleagues may not be enough and the Department of Education has set up a dedicated Employee Assistance and Wellbeing Programme that is available to all the staff of Holy Family Senior School. Inspire Workplace Services (formerly known as Carecall) offer services supporting teacher mental health. Both the INTO and FÓRSA Trade Unions give excellent advice on well-being and wellness in general. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The EAS is provided by Spectrum Life.

Prior to returning to school, all staff must complete a **Return to Work (RTW)** form and return to the Principal **3 days in advance of returning to school**. Details of the mandatory **Induction Training** for completion by staff and details of any additional health and safety measures in place in the school will be circulated to facilitate the safe return of all our staff. The aim of the training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school?
- Outline of the Covid-19 response plan
- PPE

All staff in schools are now required to wear face coverings where a 2-metre distance cannot be maintained. **Surgical grade face masks have been purchased and will be disseminated to staff on return to school. Staff have an option to wear these masks or their own mask of choice.** In line with Public Health guidance from October onwards all staff are encouraged to wear a mask instead of a visor.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities. If you, as a staff member, are unsure about any aspect of the Covid-19 Communication Response Plan, please speak with the Principal, who is supported in this role by the BOM and LWR Jillian Bridge. The LWR Team will meet twice weekly and will update and keep regular communication with staff via emails/ zoom meetings in adhering to and maintaining our Covid Response Plan measures.

**Holy Family SNS, Pre-Return to Work Form( sent to staff through a questionnaire format)**

This form must be completed by staff 3 days in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		

3	Are you awaiting the results of a COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

### **Appendix C: Lead worker representative (LWR).**

The role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;

- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school’s COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

Every school will appoint one Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
Jillian Bridge (LWR)	<a href="mailto:Jillian.bridge@hfss.ie">Jillian.bridge@hfss.ie</a>
Antoinette Loftus (Deputy)	<a href="mailto:Antoinette.loftus@hfss.ie">Antoinette.loftus@hfss.ie</a>
Teresa Glynn (Assistant)	<a href="mailto:Teresa.Glynn@hfss.ie">Teresa.Glynn@hfss.ie</a>
Sarah Barnes (Principal)	<a href="mailto:Sarah.barnes@hfss.ie">Sarah.barnes@hfss.ie</a>

collectively to have due regard for their

own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

## **Appendix D: Staff Guidelines and Procedures.**

### **Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools**

- Staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Staff and pupils 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 staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff and pupils 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;

**Identified school groupings:** The school will operate based on seven separate groups for arrival and dismissal and to minimise contact between classes through the school.

#### **The groupings are as follows:**

##### **2<sup>n</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, Special Class for pupils with Autism and Special Reading Class**

- All children will be assigned to their own class (Bubble) and will also belong to a smaller group (Pod) within this class/bubble
- Within these 7 groups, each class/bubble will be separated and will not be mixing in so far as possible with other classes (Bubbles).
- Within each class bubble to maintain minimum contact each child will be assigned to a pod of 2 to 6 pupils depending on the physical size of the classroom/ support room.
- Teachers will consult with previous class teachers and will create pods using their professional judgement regarding the social, academic mix in the pod, the timetabling of support staff and the physical space and environment in which the pod will be based.
- As per DES guidelines the aim of the system within school is that each class grouping mixes with their own class/bubble from arrival in the morning until departure in the

afternoon. The pods within these classes/ bubbles are an additional measure to limit the extent of close contact within the class bubble.

**Hygiene:** Wall hung sanitiser dispensers have been installed throughout the school e.g. at the entrance and exit to each classroom. Children will be encouraged to regularly sanitise their hands along with regular handwashing and posters will be displayed illustrating hand washing technique.

Children are to sanitize at the following times during the day

- On entry to school in the morning
- Before break
- After break
- After using guided reading materials
- Before lunch
- After lunch
- On entry to support room
- On re-entry to classroom
- On exiting at home-time
- After coughing or sneezing
- **When entering and exiting vehicles**
- **When entering and exiting school buildings**

**Hands are to be washed and sanitised after each use of the toilet facilities and whenever hands are visibly dirty or soiled (from mud, gardening, after painting, from clay etc.). Basins will be monitored to as to avoid congregations at these areas and posters will be displayed illustrating hand washing technique.** We have installed over 40 wall hung liquid soap dispensers throughout the school campus. As of November 2020, it is a legal requirement for all wall hung dispensers for sanitiser gel/ liquid soap or unlabelled spray bottles to be labelled with the product it contains. Reach group have supplied these labels to our school and our janitor has labelled all unlabelled dispensers with the appropriate sticker.

Each teacher also has a hand sanitizer on their desk. Disinfectant wipes have been purchased. These will be used to wipe down the photocopier after use by each individual using it and for each teacher work desk/ work space. A packet / bucket will be given to each teacher should they need to wipe anything they use / touch throughout the day. Teachers are responsible for the regular daily wiping/ cleaning of their personal work space.

On return to school, we advise that a roster be put in place in each classroom for the children's desks and chairs to be wiped down at the end of each school day by a member of each pod. Class teacher to monitor closely and ensure movement around the class/ mixing of pods is avoided.

A disinfectant fogging spray has been purchased. This is a special spray that disinfects surfaces but does not need to be wiped. This will significantly reduce the time that it will take to disinfect surfaces. This disinfectant is residue free, allergy free and is used widely in hospitals. This will be used by our caretaker Tim in advance of school opening each day. Fogging will take place after cleaning and not as a substitute.

All staff and children must sanitise every time they enter the room. Our cleaner and caretaker will have extra duties added to their cleaning schedule. All internal classroom doors, where practical, to be left open, to minimise touching of common areas. Surgical grade face masks have been purchased. All staff will wear a masks where 2 m distances can't be maintained. From October onwards, all staff encouraged to wear a mask instead of a visor.

Staff are to sanitise and wash hands frequently throughout the day. Children to be taught the correct way to wash and sanitize hands on return to school. Revisit this method and revise frequently. Parents and staff are to remind children re hand washing after toilet use.

## **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 also provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## Physical distancing

Where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

To maintain physical distancing in the classroom, primary schools and special schools should:

1. Reconfigure class spaces to maximise physical distancing
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing

**The teacher's desk should be at least 1m and where possible 2m away from pupil desks.**

In order to decrease interaction, the following is advised:

- Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.
- The class is divided into Pods. There should be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.
- Class bubbles not to mix
- Release children pod by pod for breaks
- Discourage movement around the classroom
- Zones in the yard

## New arrival and departure procedures and times:

We ask that families adhere to the following times and ask for their cooperation with this. **We urge parents, where possible, not to enter the school yard for drop off or pick up of students.** If a parent/guardian deems it necessary to enter we ask that a face covering be worn on the yard.

**Please proceed directly to the entrance/exit point and observe social distancing by using the marked yard stencils on the ground for pick up and drop off. Once dropped off, children proceed to their classroom directly.**

There won't be morning supervision on the yard as children go directly to their classroom at the allocated time. Teachers will be ready in their classrooms at 8:50 am to greet their pupils. There will be a roster in place for SNA's to supervise the various entrance points around the school, to ensure social distancing is being adhered to and will also include meeting our children from the special classes availing of public transport to and from our school.

### **CHILDREN SHOULD NEVER BE DROPPED BEFORE 8:55AM.**

In exceptional circumstances where a child is late for school (after 9.15am), the child must be dropped to the reception of the school and they will be required to sign the login book. Arrangements will be made for them to go safely to their classroom from there by school staff.

### **Allocated entry and exit doors**

<b>Class</b>	<b>Teacher</b>	<b>Room Number</b>	<b>Enter and Exit</b>
<b>2<sup>nd</sup> class</b>	Ms. Robbins Ms. Finn	Room 2 <u>Scoil na nÓg 2</u>	Friar's walk entrance
<b>3<sup>rd</sup> class</b>	Mr. Brennan Ms. Kennedy Mrs. Neylon/Vaughan	Room 5 Room 6 Room 3	Front entrance by the Old Ground hotel
<b>4<sup>th</sup> class</b>	Ms. McMahon Mr. Ryan	Room 1 Room 18	Entrance at Dunnes Stores
<b>5<sup>th</sup> class</b>	Mr. Eade Ms. Ford/Boland Ms Shaughnessy	Room 15 Room 17 Room 16	Front Gate by the Old Ground hotel
<b>6<sup>th</sup> class</b>	Mr. Bell Mr. Cooney Mr Moroney/Ms Lillis	Room 19 Room 20 Cafeteria	Entrance at Dunnes Stores
<b>Special Class for pupils with Autism</b>	Mrs. Whyatt	Scoil na nÓg 1	Friars Walk entrance or SNA collection from buses
<b>Special Reading Class</b>	Ms. Browne	Room 23	Front Entrance by (Old Ground) or SNA collection from buses.
<b>Siblings (brothers and sisters from one family)</b>	All teachers	All Rooms numbers	Enter and exit yard through <b><u>eldest child's entry/exit point</u></b>

## Arrival Times:

### 8.55am – 9.00am Special class for pupils with Autism and Special Reading class and Siblings (brothers and sisters from one family):

- Class for pupils with ASD enter the yard at Friars Walk entrance and are collected from buses or enter class at Scoil na nOg
- Reading class pupils enter the yard by front entrance at the Old Ground or are collected by SNAs from school buses.
- Siblings enter the yard through the eldest child's entrance point. See table above

### 9.00 - 9.05am- 4<sup>th</sup> and 5<sup>th</sup> class.

- 4<sup>th</sup> class enter the school at the Dunne's stores entrance and Ms Mc Mahon's class go directly to Room 1 door. Mr Ryan's enter school by the entrance at the parents' room.
- 5<sup>th</sup> classes enter the yard at Front Gate (Old Ground) and enter their classroom via the car park entrance near the office.

### 9.05 - 9.10am – 2<sup>nd</sup> and 3<sup>rd</sup> classes and 6<sup>th</sup>

- 2<sup>nd</sup> classes enter the school yard by Friars walk entrance. Ms Finns class go directly to their classroom in Scoil na nOg . Ms Robbins go directly to Room 2 door.
- 3<sup>rd</sup> classes enter at the front gate entrance (Old Ground) and go directly to their classroom doors
- 6<sup>th</sup> class enter yard via Dunne's stores carpark entrance and enter school via parents' room entrance. \* line up by wall on socially distanced markers until teacher calls you to enter the building.
- 

**We ask that all children and parents only enter the school campus at assigned entrances. These are assigned to avoid congestion. 3<sup>rd</sup> to 6<sup>th</sup> class children should be dropped off at the gates and come in independently. We would encourage these children to walk or cycle to school.**

**If it is necessary for a parent to accompany a 2<sup>nd</sup> class child during September parents must use the socially distance markings on the yard and must not delay at classroom doors**

**Siblings arrive and depart from the school entrance assigned to the eldest child in the family. Each child goes directly to their class on entry to the school yard**

**Mrs Barnes (Principal) and Ms Bridge (Deputy) will be on the playground to direct all the students on arrival and departure**

**School staff/ISM members will man the main entrance doors to ensure that the children sanitise and socially distance on entry to school**

## **Daily Departures:**

As it stands school finishes at 2:45pm. This will be slightly adjusted as outlined below. Teachers will dismiss their classes at this time. We again ask for families' cooperation on this matter and to adhere to the specific times in so far as possible.

- **2:40 – Special Classes and Siblings.**
- **2:45 – 4<sup>th</sup>, 5<sup>th</sup>**
- **2:50 – 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup>**

## **Breaks**

- Our small break and big breaks (Sos and lunch) will be changed ensuring ample distancing between bubbles. Supervision rotas will be circulated to all staff by Ms. Bridge. This will be reviewed termly. Classes will be assigned a zone in the playground in which to play.
- The Yard will be divided into 5 zones with approx. 3-4 metres between each zone. There will be five separate areas.
- To allow for social distancing amongst staff we will have 2 staffrooms in operation and regularly reviewing of the setup of staffrooms will be conducted by the LWR Team. 6<sup>th</sup>, 5<sup>th</sup> and 3<sup>rd</sup> class personnel in addition to Principal, Secretary and Janitor will use the upstairs staff room and sit in the assigned areas for their class.

- 2<sup>nd</sup>, 4<sup>th</sup> ASD class and Reading class will use the downstairs staffroom and will sit in the areas assigned to their year grouping
- Substitute teachers and substitute SNAs and any visiting clinicians, students etc. will sit in the designated area in both staffrooms for subs/visitors.
- **10:30 – 10:40:** Rooms 19,20,18,5 and ASD class
- **10:45-10:55** Rooms 1, 15, 16, 17
- **11:00-11:10:** Rooms 2,3,4,6, SnOg 2

## Lunches

These are the times and organisation for lunch break:

- **Lunch one,** Rooms 15, 16, 17, 19, 20.  
12.30 – 12.47 Children eat in their room, 12.47 – 1.05 children play.
- **Lunch two:** Rooms 1, 5 and 18, Scoil na nÓg 2 and ASD class  
12.48 – 1.05 children eat in the rooms, 1.05 – 1.25 children play
- **Lunch 3:** rooms 2, 3, 6  
1.08 – 1.25 children eat in class, 1.25 – 1.45 children play.

For the time being, the cafeteria will not be open for hot lunches. Children will order their lunches through the cafeteria manager Linda Coughlan each week and packed lunches will be delivered to the classrooms. This practice will be reviewed regularly. No sharing of food can take place and children will eat at their own desk. Rubbish will be brought home in school bags.

**Breakfast Club:** This will not operate at present. Children will go to their classes at assigned time each morning and breakfast snacks will be available there.

**Homework Club:** Homework club will not start at present. When it does eventually open this will operate as normal in a socially distanced area with children from the separate bubbles/classes socially distanced into separate pods.

**After School Activities:** All after-school activities, sports, music, quiz etc. are cancelled until further notice. This will be reviewed regularly and in line with current Public Health advice. Details will follow in due course.

### **Protocols if a child is unwell:**

Parents must keep children at home if they display any Covid-19 Symptoms, such as fever, cough, shortness of breath and loss of sense of smell or taste. More information is available on <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

### **Staff must not attend school if they display any symptoms**

**Protocols if a child is unwell:** Parents must keep children at home if they display any Covid-19 Symptoms, such as fever, cough, shortness of breath and loss of sense of smell or taste. More information is available on <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

- If a child displays symptoms at school, their temperature may be taken by the pupil's teacher. Refer to the LWR.
- The class teacher will continue to teach but will make arrangements for a support teacher/ SNA, LWR or Principal to bring the child to our Designated Isolation Rooms (medical rooms upstairs and downstairs).
- The staff member accompanying the child must wear a mask and maintain 2m distance
- Parents/ guardians will be contacted to collect their child. The child will be supervised at a 2m distance by a staff member in PPE until collected and nobody else may enter this area while the child is awaiting collection.
- When parent arrives to the school they, sanitise, wear a mask and wait in front foyer of school. Lucy to call staff member with child. If in downstairs medical room, lead child to back carpark exit nearest the medical room – walk to front reception via outdoor carpark and give child to parent outside the school building
- If in upstairs medical room...walk the child down the stairs and out the back carpark exit at bottom of stairs – walk to front reception via outdoor carpark and give child to parent outside the school building
- Siblings of the suspected case are to go home with the parent at this time also

- Covid Response Team will discreetly arrange for the medical room and classroom of suspected case to be cleaned and fogged following the suspected case leaving the classroom
- Parents Guardians will be asked to contact their GP by phone to describe the child's symptoms.
- Following on from this, an assessment of the incident will take place between LWR and management to determine follow up actions and arrangements for the appropriate cleaning/ sanitisation of the isolation work areas.
- If a pupil or member of staff is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect
- Where there is a suspected or confirmed case of COVID-19 amongst staff/pupils we will always follow the instructions of HSE Public Health. HSE Public health will:
  - Inform any staff/parents who come into close contact with a diagnosed case via the contact tracing process
  - Contact all relevant persons where a case of COVID-19 is diagnosed
  - Advise on the appropriate action, on a case-by-case basis, that should be taken vis-à-vis the operation of the school

The HSE will inform staff/parents who have come in contact with a close case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of Covid-19 is made. **Up to date mobile numbers must be provided to the office or changed via Aladdin to ensure we can contact parents promptly**

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting.

### Staff Duties

Staff are **Not** to return to or attend school in the event of the following:

- if they live with someone who has symptoms of the virus or have been identified as a close contact of a person who has the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

**School Supplies:** Parents to supply full sets of school supplies and ensure child brings them to school each day so they are not borrowing pens/ colours etc. Children should bring one pencil case with all their supplies to school on their first day back and this must remain in school and not be brought home at any stage. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

### **Covid-19 Lead Worker Representative (LWR), Deputy and Assistant LWR**

The Lead Worker Representative will work in collaboration with the principal and BOM to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Jillian Bridge will continue to be the Lead Worker Representative. Antoinette Loftus, the Deputy LWR and will be assisted by Teresa Glynn as Assistant LWR.

### **Covid-19 Planning/supervision**

25 minutes of Croke park planning hours for teachers will be used weekly for supervision and planning in support of the Covid-19 response plan until further notice. This will be reviewed regularly and on return at Phase 2 . The remaining 40 minutes each week will be used for collaborative planning each Tuesday.

The SNA normal hours of work are 8.45am to 3pm. Other SNAs Croke park (72hours) will be used for timetabled morning and afternoon meetings, greeting and assisting with playground supervision that occur outside the normal hours, The usual school system for use of the 72 hours will be continue but will be reviewed regularly in line with school needs for 2021

### **Assemblies:**

Principal, Sarah Barnes will deliver by Zoom through the Interactive Whiteboards

**Parent/Teacher Meetings:** All necessary meetings will take place via phone/zoom until further notice and in line with Public Health advice. We will assess the situation in line with current health advice closer to the time and will inform parents in due course.

**SET Teachers:** These are timetabled to work predominantly with one/two bubbles/classes. All support teachers to sanitise frequently and to wipe down work area after each group. Face coverings to be worn and 2 m distance to be maintained. SET teachers may also use larger free spaces in the school for teaching to allow further social distancing.

**SNAs:** SNAs to wear surgical masks and gloves when involved in intimate care. Aprons will also be provided if necessary.

**Office:** The office has been fitted with a Perspex barrier. All communication from parents should be via phone/or from behind the Perspex barrier. Masks must be worn on entering the reception areas.

**Phone:** All calls are to be made through the school office. This will be reviewed regularly. Children should not answer the classroom phone. If office phone is inaccessible teachers may use their phone on private to contact a parent. Please log the time, length of the calls if remuneration is necessary. Contact between parents and teacher may also be facilitated through the Home School Liaison (HSCL)

**Photocopying:** Anti-viral/anti-bacterial wipes to be left at both copiers – user to wipe copier after use. No children to collect from photocopying room.

**School Supplies:** Parents to supply full sets of school supplies and ensure child brings them to school each day so they are not borrowing pens/ colours etc. All belongings must be labelled. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

**Behaviour policy:** Our school behaviour policy has been reviewed as advised by the Catholic Primary Management School Association (CPMSA) to include adherence to Covid-19 procedures and policies as part of the school rules.

**Classroom management and organisation:** Maths materials/Graded Reading/PM readers resources – these are shared resources and are only used with one class at a time. Each class has

their own literacy/guided reading programme so there will be no sharing between class levels. The programme that will be shared with that year group will be sanitized before and after use using disinfectant wipes. Children will be encouraged to sanitize after using the resource. Class teachers and support teachers will still maintain as much a distance as possible while class teaching and team teaching. Sanitising will be essential and use of masks.

### **Social distancing and physical classroom.**

All teachers to arrange and organise their classrooms to facilitate pods of children with 1m distance between pods. The templates provided by the Department of Education which show options for revised layouts of school rooms for social distancing have been reviewed and the layout which best suits our school spaces has been adopted. In reconfiguring class spaces to maximise physical distancing teachers must remove book cases, display units etc. to maximise their space. Cloakrooms will no longer be in use due to social distancing so all excess furniture and materials can be stored in the cloakrooms allowing a pathway for one child at a time to the toilets. Pods of 2 to 6 children will be formed

**Support Rooms:** Some support rooms may only accommodate one pod of 4 at a time. If SET teachers need a larger space for some groups, they will be given the option of using the cafeteria. A timetable will be drawn up by teachers working with a class group. It will be possible for support teachers to work together in different corners of the room once assigned to specific pods

**Staffroom:** Staff must sanitise before entering and exiting. We have 2 staff rooms and they have been arranged to allow for maximum social distancing. We encourage the doors of the staffrooms to be left open at all times and windows left open also to ensure good ventilation. Staff have the option of bringing in their own cups, plates etc. for their breaks. Each staff member has responsibility for cleaning their own crockery and cutlery. Staff to wipe down their area after using it. Mask to be worn when not eating/drinking. **The Parents room to be used as a staff room during phase 1 return to school.**

**ICT:** There will be no sharing of devices between classrooms. All devices to be wiped down with disinfectant wipes after use. Computer room is closed for class use but may be used by SET teachers to allow for more socially distanced teaching with their assigned pods.

**PE Equipment and Musical equipment:** This equipment is to be divided up at the start of the year and each class grouping mentioned to hold their own set of equipment in one of their rooms.

Use of wind instruments is strictly forbidden. (tin whistles, recorders, flutes, harmonicas) In PE emphasis will be placed on athletics (running and throwing) and equipment will be divided among classes. See Risk assessment 4 re PE

**Temperature Checks:** Parents may check child's temperatures before school each day and are not to send children to school if they have a high temperature (38 degrees Celsius or over) or any of the COVID-19 symptoms – fever, cough, shortness of breath and loss of sense of smell or taste. While taking temperatures daily is not advised by HPSC, for peace of mind infrared thermometer guns are available - one upstairs and one downstairs in the isolation/medical rooms. The upstairs thermometer available for Ms Browne class and downstairs thermometer used for Ms Whyatt's class.

**Deliveries:** All deliveries must be left at the office door, by Lucy's office. Deliveries must be planned when Tim is present to take in the items. See risk assessment 5

**Transport:** Children commuting to school via bus should not use school transport if they are displaying symptoms, maintain physical distance from others, sit with siblings only, or pre-arranged seating with children only from their class/bubble, use hand sanitizer on boarding the bus, embark and disembark in an orderly controlled manner, observe respiratory etiquette.

**Primary School children are NOT required to wear masks on their bus.**

**Training:** Induction training has been made available to all staff in advance of schools reopening. Video of appropriate hand washing will be shown as part of this induction training and regularly in classrooms to remind children of the proper techniques.

**P.E. Timetable:** A P.E. timetable has been completed as normal by Mr. Corbett for use of the hall, but every effort to be made to conduct PE lessons outdoors when weather allows. See Risk assessment 4. A special timetable for use of hall for PE will be established in phase 1 and arrangements will be made to clean the hall in between usage

## Returning to Work

Staff should, if they have underlying medical conditions consult with their doctor and principal. Link below:

[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0024\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0024_2020.pdf)

**All staff will receive a link to a return to work form. This form must be completed on the 3 days in advance of returning to school.** It will include the following questions and if somebody answers Yes they must follow DES/ HSE advice.

- Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?
- Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
- Are you awaiting the results of a COVID-19 test?
- In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
- Have you been advised by a doctor to self-isolate at this time?
- Have you been advised to restrict your movements at this time?
- Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.

**Sub Teachers:** Sub teachers must answer the afore mentioned questions before starting in Holy Family Senior School in addition to completing a contact tracing log and signing the visitor book. They must follow all measures outlined in this document. Masks must be worn. On arrival at school they will receive a laminated copy of safety procedures to adhere to while working in HFSS. They will sit in designated area of staffroom, either upstairs or downstairs depending on the class grouping they are working with during their break time. Sarah/ Jillian to meet each sub and outline safety requirements for the duration of their work in HFSS.

**Professional Visitors:** Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. maintenance, school psychologist etc. They will be asked to sanitise, wear a mask and to sign the 'return to work questions' noted above in addition to the contact tracing form. See risk assessment Visitors to school

**First Aid:** This will be administered as normal but staff must wear gloves and a mask. Gloves must be disposed of afterwards as per normal procedures.

**Curriculum:** While the initial focus was solely on managing the transition from home to school and reviving social connections with a view to having readiness for participation in learning in a meaningful way. From there, full focus went to revisiting and revising areas of the curriculum to

reinforce and consolidate learning in addition to managing and fostering their wellbeing. We then reprioritised areas such as SPHE, PE, Language (Gaeilge/English) and Maths until the October break.

From there full curriculum was accessed in line with ‘‘Returning to School – Curriculum Guidance for Primary School leaders and teachers’’

Transition meetings from June and Sept informed our planning in conjunction with working closely with parents, previous teaching/support staff and consulting their reviewed support files.

Children attending support settings continued from the review set out in June 2020. New targets were set again in September and reviewed in February and in June.

Support for the Primary Language Curriculum will restart when we receive further notice, as the consultation period is being extended.

We will follow The Department of Education and Skills guidelines in relation to all issues relating to curriculum.

**Blended Learning:** If a child is categorised as very high risk and cannot come to school, the support teacher assigned to that class for Literacy and Numeracy will be asked to work with the class teacher in providing learning activities for home.

If a child has been deemed a close contact and has been advised to restrict his/her movements, distance learning will be provided by the SET teacher for that year group via Aladdin and Seesaw.

**Leave and substitute cover:**

Revised arrangements for primary schools in respect of substitution and Extra Personal Vacation (EPV) Leave for the 2020/21 school year Information Note 0008/2020 was issued to all staff, Schools procedures around leave will be discussed at staff meetings. The school is part of a supply cluster which is based in Gael Scoil Mhicil Chiosog. All staff were required to inform management if they are categorised as being at high risk prior to a recruitment process for a substitute teacher.

**Further Closures:** If there are further closures, we will review our current Distance Learning Policy.

## **Appendix E: Holy Family SNS Hygiene and Cleaning procedures**

Holy Family SNS employs a fulltime caretaker and fulltime cleaner through the Department of Education Ancillary Grant. All duties have been adapted to minimise the risks of COVID 19. Additional funding for reopening the school has been used to increase cleaning time during and after school.

**Alcohol-based sanitiser must not be stored or used near heat or naked flame.**

### **Responsibilities of our Caretaker and Cleaner with support from all other staff**

<b>Covid-19 Preparation for Return to School</b>	
<ul style="list-style-type: none"><li>• Refill and maintain all sanitiser dispensers</li><li>• Ensure full amounts of paper towels</li><li>• Ensure there is a bottle of liquid soap at each tap in each toilet throughout the school</li><li>• Ensure there is warm water and increase flow at each tap</li><li>• Ensure wipes are at photocopiers and teachers desks</li><li>• Ensure each teacher has a bottle of hand sanitizer at desk</li><li>• Use fogging machine to disinfect each area of the school in advance of school reopening</li></ul>	<ul style="list-style-type: none"><li>• Thorough cleaning of parent's room</li><li>• Clean any toys.</li><li>• Clear front foyer of clutter</li><li>• Familiarise with toilet cleaning checklist</li></ul>

**On return to school daily and weekly cleaning procedures have been adapted .  
Here are some samples of checklists in use.**

### **TOILET CLEANING CHECKLIST**

Date :

Day	Toilets checked and cleaned By....	Toilet Washed and Cleaned	Toilet Seat Cleaned	Refill Soap	Refill Paper Towels	Floor Cleaned	Refill Toilet Papers	Empty Trash	Door contact areas cleaned Cloakroom and classroom	Signature
Mon	11:00AM									
	1:00 PM									
	3:00 PM									
Tues	11:00AM									
	1:00 PM									
	3:00 PM									
Wed	11:00AM									
	1:00 PM									
	3:00 PM									
Thurs	11:00AM									
	1:00 PM									
	3:00 PM									
Fri	11:00AM									
	1:00 PM									
	3:00 PM									

Remarks :

Supervisor : \_\_\_\_\_

Signature : \_\_\_\_\_

## Control Measures Checklist

Date:

Remarks from teachers :

Day	Hand sanitizer dispensers filled to at least half	Toilet checklist signed	Soap dispenser filled to at least half	Physical distancing being adhered to	No congestion on stairs / corridors	Medical room stocked	Sufficient signage in place	Sufficient wipes	Signature
Mon									
Tues									
Wed									
Thurs									
Fri									

Leading Questions to ask:

Have you taught/ revised with your class how to wash their hands and sanitise? Yes No

Have you taught / revised the correct cough/ sneeze/ respiratory hygiene and etiquette? Yes No

Is there any part of our Covid Response Plan that you feel isn't working as well as it could be? Yes No

Note Comments Above / Tick tally

Covid Response Team Member : \_\_\_\_\_

Signature: \_\_\_\_\_

### Reviewed Duties for the caretaker and cleaner in Line with Covid Response Plan for Return to School

Caretakers duties	Frequency	Products to be used
All classrooms with no SNA upstairs	Sweep daily	
Disinfectant fogging of all classrooms in school	Daily	Fogging machine using Huwa-San Disinfectant
All upstairs toilets and cloakrooms Clean and check	X 3 daily	0.1% sodium hypochlorite OR Virucidal disinfectant

All downstairs toilets and other areas – check and replace supplies	X3 daily	
Clean classroom floors	X1 daily	Chlorine/household bleach
Bins	Empty daily Once a week collection by refuse company	For tissues and Cleaning waste - Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream
Back stairs – steps and ledges	Clean/ wipe down bannister 4 times daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Upstairs corridor – remove black marks, dust ledges	Once a week	
Café	Clean classroom daily Café Toilets x 3 daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Scoil na nóg – classroom and toilets	Clean classroom daily Toilets x3 daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Outside toilets	Closed until further notice	0.1% sodium hypochlorite OR Virucidal disinfectant
Yard	Morning preparation Check after breaks	
Pitch	Once daily	
Front foyer	Floor maintenance once a week Door Handles x 4 daily	Floor polish Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Hoovering of Rooms 12, 14, 21, 22, 23, 24	Once a week	
Upstairs staff toilets	x3 daily	0.1% sodium hypochlorite OR Virucidal disinfectant
Brush library area	twice weekly	
Hall – no furniture back stage or in hall corridors, chairs stacked away	Check weekly	

<b>Cleaners Duties</b>	<b>Frequency</b>	<b>Products to be used</b>
All classrooms with no SNA	Sweep daily	
All downstairs toilets and cloakrooms Clean	X3 daily	0.1% sodium hypochlorite OR Virucidal disinfectant
<b>Clean classroom floors</b>	<b>X1 daily</b>	<b>Chlorine/household bleach</b>
Bins downstairs	Empty daily Covid bin – see next column	Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream
Front stairs – steps and ledges	Clean bannister 4 times daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Downstairs corridor – remove black marks, dust ledges	Once a week	
Glass on both stairs	Twice weekly	Glass cleaner
Back of hall classrooms	Clean daily	0.1% sodium hypochlorite OR Virucidal disinfectant
Hall toilets	Clean daily	0.1% sodium hypochlorite OR Virucidal disinfectant
Staff room	Clean daily Covid Bin Remove waste daily - Place in plastic bag and tie, then place in a second plastic bag and store securely for 72 hours before putting it out for collection in the normal domestic waste stream	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Hall	Clean /Sweep daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Parents room – sinks, worktops (oven once a term)	Clean daily	Non-disposable disinfected with 0.1% sodium hypochlorite OR virucidal disinfectant
Hoovering of Rooms 7,8, 9 and 11 Once a week	Once a week	
Downstairs staff toilets and medical room	Clean daily	0.1% sodium hypochlorite OR Virucidal disinfectant

**Appendix G:** Risk assessment - General Risk assessment – See Covid Folder for all Risk assessments (in office at reception and School Planning 2020-21/ Health and Safety/COVID/ Risk assessments)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk	Is this control in place?	Action/to do list/outstanding controls  *Risk rating applies to outstanding	Person responsible	Signature and date when action completed
---------	-------------------------------	-------------------	--	--	---------------------------	---	--------------------	--

## Risk Assessment

**COVID-19 Risk Template** (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

This will be carried out by members of the Covid Response team, Jillian Bridge Health and Safety officer, Fintan Meaney BOM Health and Safety officer, Antoinette Loftus Deputy LWR , Tim Daly (Caretaker)and Sarah Barnes (Principal) and will be attached to this communication plan on completion

COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to	Follow public health guidance from HSE re hygiene and respiratory etiquette	LWR Jillian Bridge
				PPE purchased and hand sanitiser dispensers installed throughout the	Complete School COVID-19 Policy Statement	Sarah Barnes
				Social distancing markings throughout the school in place	Return to Work Forms received and reviewed	Jillian Bridge
				Classes arranged into pods	Induction Training provided	Jillian Bridge
				Advanced cleaning regime in place	Contact log in place	Jillian Bridge
					Complete checklists as required: School Management How to deal with a suspected case IPPN Checklist	Sarah Barnes and Jillian Bridge
			ISM meetings in advance of return	Sarah Barnes		

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment to be carried out by Fintan Meaney BOM( Health and Safety Officer) , Sarah Barnes (Principal) Jillian Bridge (LWR) Caretaker .

All risk assessments are in our Covid Folder in office, front foyer and saved in teachers shared/ school planning/ COVID/ risk assessments

*Completed risk assessment will form part of HFSS Health and safety policy review 2020/2*

## Appendix H- Contact Tracing Log

### School Contact Tracing Log for Visitors

<b>Name of School</b>		<b>School Contact Person</b>	
<b>Address of School</b>		<b>For Queries only: Phone No</b>	
		<b>Email for</b>	
<b>Name of Visitor</b>			Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>





