



Covid-19 Response Plan for Scoil San Carlo Senior National School

Revised August 2021

This Document should be read in conjunction with the D.E.S. document "Covid-19 Response Plan for the safe and sustainable operation of primary and special schools" which is available on the school website www.scoilsancarlo.ie and incorporates the required policies and practices necessary to meet the Government's "Work Safely Protocol" to prevent the introduction and spread of Covid-19 in the school environment.

Underlying Principles

- The Board of Management and staff of San Carlo S.N.S. will make every effort to ensure the safety, health and well-being of all members of our school community - children, parents and staff. This plan has been formulated and updated to better ensure that the school can exercise its duty of care to all.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced into school and the consequent risk of its spread.
- As well as **co-operation, the flexibility and goodwill of all** will be required to ensure the plan can be implemented successfully.

Staff and Pupils who should not attend school

- Staff and pupils are advised to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and to contact their family doctor to arrange a test.
- Staff and pupils are advised to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
- Staff and pupils are advised to consult and follow latest Government advices in relation to foreign travel if they have travelled outside of Ireland.
- Staff or pupils who are generally unwell.
- Staff and pupils who develop symptoms at school are advised to bring this to the attention of the Principal promptly.

Induction Training

As part of the Return to Work protocol all staff are required to complete Covid-19 Induction training.



Covid-19 Response Plan for Scoil San Carlo Senior National School

Arrival at School

- School will start at the usual time of 09.20.
- Pupils should not be in the yard before 09:15.
- Where possible pupils should travel to school unaccompanied or be dropped off at the entrance to the school grounds.
- In order to avoid transmission of the virus, parents are asked not to congregate at the school grounds. Please obey the signage provided.
- Pupils in 3rd and 4th classes and in Ms. Grimes' 5th class should enter the school grounds via the SuperValu gate and not wait on the yard, but instead come directly into the school building on arrival in the yard just as they do on wet mornings.
- Pupils in 6th Class and Mr. Duignan's and Ms. Connolly's 5th classes should enter by the front gate of the school, go directly to their designated class line and maintain physical/social distance by standing on one of the marked lines.
- The class teacher will lead the children into the building via their designated entrance point at the appropriate time.
- On wet mornings, all pupils should go directly to their classroom and sit in their allocated place.
- As pupils are entering the school building or the classroom, they will be given non-alcoholic hand sanitiser by a staff member.
- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by phoning or emailing the school office.
- Please phone or email the office if you wish to arrange a meeting with the Principal or Class Teacher.
- All visitors to the school will be required to complete a contact tracing log and wear a face covering.

End of School Day

- All pupils will leave by the door through which they entered the school in the morning.
- Adults waiting to collect pupils should maintain physical distancing from others and should wear a face covering while waiting. Please do not pass the designated signage.
- 3rd and 4th Classes will be accompanied by their teacher to the yard either for collection by adults or to walk home by themselves where permitted.



Covid-19 Response Plan for Scoil San Carlo Senior National School

- 5th and 6th class pupils who are being collected will meet the adult who is collecting them at the green area at the front of the school or outside of the school grounds. Others may walk home by themselves where permitted.
- Pupils and parents should leave the yard as quickly as possible.

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply:

- The adult collecting the child should, where possible, email the school at office@scoilsancarlo.ie in advance with the child's name, class and time the child will be collected. This email will be filed for school records. Where a child is collected at short notice the email may be sent after the child has been collected. In this situation the school secretary will record details of the collection.
- When the adult arrives at the school, they should use the buzzer at the front door of the school to alert the office that they have arrived.
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school building, unless invited to do so.

Deliveries/ Forgotten items

Parents who wish to deliver an item to their child during the school day should clearly mark the item with the pupil's name and class. The item can be left in the drop off box at the school porch.

Respiratory Hygiene

Pupils will be encouraged to follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze, and then disposing of the used tissue immediately and safely into a nearby bin. After this, pupils should wash or sanitise their hands.

Hand Hygiene

Hand hygiene will be carried out throughout the school day in accordance with H.S.E. guidelines. Hand sanitiser is suitable for use when hands are not visibly soiled, but does not work on dirty hands; therefore hand washing facilities will be used



Covid-19 Response Plan for Scoil San Carlo Senior National School

after activities that are likely to soil hands, for example playing outside or certain sporting activities.

Hand hygiene will be performed - on arrival at school, before eating and drinking, after using the toilet, after playing outdoors, when hands are physically dirty, when coughing and sneezing has occurred.

Soap and single use paper towels will be provided for the drying of hands after washing.

Physical Distancing

Physical distancing falls into two categories:

- **Increasing separation:** To maintain physical distancing in the classroom, the school has reconfigured class spaces and all available spaces in the school building to maximise physical distancing.
A distance of 1m is maintained between desks or between individual pupils.
The teacher's desk is at least 1m and where possible 2m away from pupils' desks.
- **Decreasing interaction:** A common-sense approach is required recognising the limits to which this can be achieved between pupils. The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles, to the extent that this is practical.

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 departure at the end of the school day.

The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. Pod sizes are kept as small as is likely to be reasonably practical in the specific classroom context. Sharing educational material between Pods will be avoided/ minimised where possible.

Staff members who move from class bubble to class bubble will be limited as much as possible.

Social physical contact (hand to hand greetings, hugs) should be discouraged.

Staff and pupils should avoid sharing of personal items.

Pupils are encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

Where teaching and learning involves use of keyboards or tablets, the contact surface of the devices will be cleaned regularly and hand hygiene encouraged.



Covid-19 Response Plan for Scoil San Carlo Senior National School

Ventilation Practices

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 advises that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. These practical measures will be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors to be distributed to schools shortly.

Dealing with a Suspected Case of Covid-19 in the school setting

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

- Parents/Guardians will be contacted immediately; therefore up to date phone numbers must be supplied to the school.
- The child will be accompanied to the designated isolation area in the Medical Room in accordance with D.E.S. /H.S.E. guidelines.
- Pupils displaying symptoms of Covid-19 must be collected promptly from school.
- The school will facilitate the child presenting with symptoms to remain in isolation until parents/guardians arrive, and will assist them by calling their G.P. if necessary.
- If they are too unwell to go home or if advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- The Principal will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons, where a diagnosis of COVID-19 is made. The instructions of the HSE will be followed and it is essential that staff and pupil confidentiality is maintained at all times. School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both within and outside of the school setting.



Covid-19 Response Plan for Scoil San Carlo Senior National School

Impact of a Suspected or Confirmed Case of Covid-19 in a Class

The H.S.E. will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The H.S.E will contact all relevant persons where a diagnosis of Covid-19 is made. The instructions of the H.S.E. should be followed.

Staff and pupil confidentiality is essential at all times. The school must follow Data Protection guidelines and will not be informing the school community of any suspected or confirmed outbreak. This is the role of the Contact Tracing Team within the HSE. Staff and pupils are advised to cooperate with any public health officials and school personnel for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

Return to School after Illness/ After a School Closure

Pupils: All Parents / Guardians are required to complete a **Return to School Parental / Guardian Declaration Form** before their child returns to school after any illness or as required by the School Authority (i.e. after a school closure).

This form is available on the school website: www.scoilsancarlo.ie

Staff: A Return To Work form should be completed on Google Forms before returning to work. Staff are requested (verbally or in writing) to confirm that the details in the Return to Work form remain unchanged following subsequent periods of closure such as school holidays.

Absences

If a pupil is absent from school, the parent / guardian should inform the teacher by email to the teacher's school email address which can be found on the website at www.scoilsancarlo.ie

Please note that this record is required under the Education Welfare Act.

Personal Equipment and Shared Resources

Pupils should have all the items on the class book list.

Pupils should not share items with other students.

All pupils should have a storage box to hold their books and copies.

It is further requested that all items, including clothing, have the child's name on them for ease of identification.



Covid-19 Response Plan for Scoil San Carlo Senior National School

By necessity, some classroom equipment needs to be shared. Cleaning of such shared resources with wipes or other cleaning products will take place at regular intervals (and

before use by another class or group) to minimise the risk of the spread of infection. Pupils will wash/sanitise hands before and after using any shared resources.

Break/Yard Times

To help ensure pupil safety break times will be staggered with one class cohort in a yard at any one time.

Each class will have a designated section of the yard to play in.

Special Educational Support

In keeping with our Special Education policy, support will be provided through a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure, in so far as is practicable, our support teachers and Special Needs Assistants will work within the confines of a class cohort.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children receive support in one of the SET rooms, social distancing will be maintained in so far as is possible between each child in the group and between class groups.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending.
- Pupils will hand-sanitise on moving from room to room.

PPE

It is not recommended that children attending primary school wear face-coverings. Face coverings will be worn by all staff members where physical distancing cannot be maintained.

Staff who are attending to particular care needs or who are administering First Aid will wear appropriate PPE including gloves and face masks and/or aprons.

All teachers, SNAs and ancillary staff will be provided with any PPE required.

Medical grade masks in the EN16483 category will be provided to all SNAs and to those staff who by necessity need to be in close and continued proximity with pupils who have intimate care needs.



Covid-19 Response Plan for Scoil San Carlo Senior National School

In certain situations the use of clear visors may be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.

Teacher Absence and Substitution

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, the S.E.N. Teacher allocated to that year group will teach the class. If no substitute or S.E.N. teacher is available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

PE

Where possible, PE will take place outdoors. Pupils will wash/sanitise their hands before and after using equipment. Equipment will be wiped down after use by a class /group.

Washing of Uniforms

It is a matter for each parent to decide how often to wash their child's uniform. If parents decide to have more than one tracksuit, we would suggest they get a generic one in navy rather than going to the expense of buying a second crested one.

School Books

Pupils' school books and other equipment will remain in school to reduce the risk of cross contamination between school and home.

Lunch Boxes/Drinks Bottles

As these will be travelling between school and home, we ask all parents / guardians to ensure they are washed in warm soapy water every day.

Lead Worker Representatives

The LWR will work in collaboration with the employer 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.



Covid-19 Response Plan for Scoil San Carlo Senior National School

Lead Worker Representatives:

Lead Worker Representative:

Rhona Sirr

Deputy Lead Worker Representative:

Geraldine McKiernan

Review

This plan will be kept under constant review and may be changed in the light of experience or changes of circumstance.

This Policy was approved by the Board of Management of Scoil San Carlo S.N.S.

Signed:

Helen Egan

Chairperson

Clare Mac Hugh

Principal

Date: 29/08/21