



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

This Document should be read in conjunction with the D.E.S. document "Covid-19 Response Plan for the safe and sustainable reopening of primary and special schools" which is available on the school website www.scoilsancarlo.ie

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 to better ensure that the school can exercise its duty of care to all.
- All children to return to school for all five days of the school week and for a full school day. (assuming this is still in keeping with public health advice and guidelines issued by the Department of Education and Skills at the time of opening). This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced 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

Arrival at school

- School will start at the usual time of 09.20
- Where possible pupils should travel to school unaccompanied or be dropped off at the school entrance.
- If this is not possible parents with children assembling in the front yard should not pass the green area in front of the school. Parents waiting on the green should physically distance as per government guidelines i.e. stand two metres apart. If this is not possible parents are asked to wear face coverings.
- Parents of pupils assembling in the back yard (SuperValu entrance) should not come closer to the school than the baseline of the basketball court. Again parents should physically distance as per government guidelines. If this is not possible parents are asked to wear face coverings.
- Pupils in 3rd and 4th classes and Ms. Campion's 5th class should enter the school grounds via the SuperValu gate and assemble in the back yard. Please note the change of assembly point for 3rd classes.



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- Pupils in 6th Class and Mr. Sherlock's and Ms. Connolly's 5th classes should enter by the front gate of the school and line up in the front yard.
- Pupils should not be in the yard before 09:10
- On arrival pupils should go directly to their class line and physically distance by standing on the marked lines. Markers with teachers' names will indicate which line the pupils should go to.
- On wet mornings pupils should go directly to their classroom and sit in their allocated place. Hand sanitiser will be administered as they enter the school.
- As pupils are entering the school building they will be given non-alcoholic hand sanitiser by a staff member.
- The class teacher will lead the children into the building via their designated entrance point at the appropriate time.
- 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

- Children will leave by the door through which they entered the school at 09:20
- 3rd and 4th Classes will be walked by their teacher to the end of the basketball court for collection by adults or to walk home themselves. Adults waiting to collect pupils should maintain physical distancing. If this is not possible a face covering should be worn.
- 5th and 6th class pupils being collected will meet the adult collecting them at the green area at the front of the school or walk home themselves. Adults waiting to collect pupils should maintain physical distancing. If this is not possible a face covering should be worn.
- 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:



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- The adult collecting the child should, where possible, email the school 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.

Absences

If a pupil is absent from school, the parent / guardian should inform the school by email rather than using the pupil's journal. This record is required under the Education Welfare Act.

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 should be left in the drop off box at the school porch. The pupil will collect the item from the box.

Hand hygiene will be carried out throughout the school day in accordance with H.S.E. guidelines. Soap and single use paper towels will be provided for the drying of hands after washing.

Weather permitting classroom doors and windows will remain open to improve air circulation.

Physical distancing in the classes i.e. 1 metre between pupils wherever possible and 1 metre between groups wherever possible and in the school yard will be in accordance with D.E.S. and H.S.E. guidelines as described in the D.E.S. "Covid-19 Response plan for the safe and sustainable reopening of Primary and Special Schools." and the H.S.E. "Covid-19 Interim Recommendations for the reopening of schools and educational facilities." These documents state "It is not possible to maintain physical distancing when primary school children play together outdoors, but in so far as practical it is helpful to keep to consistent groups." Pupils will be reminded to stay in their class



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groups in the yard as much as possible. Pupils will perform hand hygiene before and after breaks.

Good Ventilation Practices

Weather permitting classroom doors and windows will remain open to improve air circulation. In colder weather the windows will be fully opened during break times and partially opened when the classrooms are in use.

Dealing with a suspected case of Covid-19

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 are the procedures will be implemented:

- Parents/Guardians will be contacted immediately. Up to date phone numbers must be supplied to the school.
- The child will be accompanied to the designated isolation area (room 6A) 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 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 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. The school must also 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 who should not attend school

If a member of staff or pupil is in one of the following categories, they should not attend school. If in doubt, please phone your G.P. and follow H.S.E. advice

- Staff or pupils who have been diagnosed with Covid-19.
- Staff or pupils who have been in close contact with a person who has been recently diagnosed with Covid-19.



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- Staff or pupils who have a suspected case of Covid-19 and the outcome of the test is pending
- Staff or pupils who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Pupils with underlying health conditions who have been directed by a medical professional not to attend school
- Staff with underlying health conditions who have been directed by a medical professional not to attend school subject to the terms of D.E.S. Circular 49/2020
- Staff or pupils who have returned home after travelling abroad and must self-isolate for a period of 14 days. In order to meet its duty of care to all pupils and staff, The Board of Management require that when a pupil / staff member arrives into Ireland from another country proof is provided that the journey originated in a "green list" country unless the pupil / staff member self isolates for a period of 14 days
- Staff or pupils who have a temperature of 38 degrees Celsius or more
- Staff or pupils with any other common symptoms of Covid-19 e.g. a new cough, loss or changed sense of smell or taste.
- Staff or pupils who are living with someone who is unwell and may have Covid-19
- Staff or pupils who are generally unwell

Return to School after Illness

All Parents / Guardians are required to complete a **Return to School Parental / Guardian Declaration Form** before their child returns to school after any illness.

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

Supporting the Learning of Children at "very high risk" of Covid-19

Where a pupil is in the "very high risk" group and has been advised by a medical professional not to attend school or while not being in the very high risk group but has medical advice not to attend school the class teacher (and/or the learning support teacher, where relevant) will provide individualised support for his/her learning in consultation with parents / guardians.



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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 is mindful of its obligations under G.D.P.R.

Personal Equipment

- Pupils should have all the items on the class book list. Pupils must 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.
- Teachers will be required to clean down their own personal working spaces within the classroom.
- Teachers will be required to wear face coverings where physical distancing cannot be maintained.

Shared Resources

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 Times

To help ensure pupil safety break times will be staggered with one class grouping 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, learning 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 group.

- 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.



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

PPE

Face coverings will be worn by all staff members (Visor/mask) 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/visors and aprons. All teachers, SNAs and ancillary staff will be provided with visors and any PPE required.

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

We are aware that there has been a large amount of discussion on radio in relation to washing school uniforms. However, the D.E.S. or H.S.E. has not issued any advice to schools on this topic. Therefore, 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. Pupils may wear tracksuits to school any day.



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School Books

Pupils' school books and other equipment will remain in school to reduce the risk of cross contamination. To help pupils settle back into school and reduce any possible stress / anxiety there will be little or no homework for the month of September after which the situation will be reviewed.

Lunch Boxes

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 Representative

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.

Lead Worker Representative:

Lead Worker Representative:

Clare MacHugh

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

Date 24th August 2020

Seán Ó Casaide

Principal

Date 24th August 2020