

# *Scoil Naomh Eoin*

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**Principal:** Stephen Donovan

**Deputy Principal:** Anne T. Hillery

## **Plan for the Safe Reopening of Scoil Naomh Eoin**

**We are in this together!**

**The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in Scoil Naomh Eoin.**

**It provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.**

**The Board of Management of Scoil Naomh Eoin has formally accepted the updated guidance contained in “COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools” and has put in place measure to comply with the requirements.**

**This document focuses on the practical steps which can be taken in our school to minimise the risk of the introduction of infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time.**

**The document is a work in progress that involves all stakeholders as we work toward**

### **Underlying Principles**

- **Parents are required to complete a “Return to Educational Facility” declaration for each child before they return to school and after every absence. This declaration can be submitted on Aladdin or parents can request a form from [office@naomheoin.ie](mailto:office@naomheoin.ie)**
- The school has a responsibility to 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 that duty of care.
- In line with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- Some of the practicalities of the proposed actions will be inconvenient but with the co-operation, the flexibility and goodwill of all the school management will be enabled to ensure the plan can be implemented.

## Assumptions

- All children return to school and classes operate within a bubble system
- The school is split into 2 groups with each group having different starting times and finishing times.
- The day will include 2 x 20 minute breaks. All classes will break at the same time, the yard will be sectioned off into zones; each class bubble will be required to remain in their zone for the duration of the break. Due to limited space within zones and to reduce common touch items children will not be allowed to bring footballs, toys etc. onto the yard.
- **Social Distancing:** There is no social distancing requirement in classrooms from Junior Infants to 2<sup>nd</sup> Class. Within each class from 3<sup>rd</sup> to 6<sup>th</sup>, children will be seated at 1m apart or in pods with a 1m distance between pods. Teacher will consider the best layout of tables in line with the needs of the pupils within their class and the space available. (Department of Education has provided sample layouts for consideration)
- Hand sanitiser will be available at all entry points and in all class and support rooms

## Timetables

Timetable for Group A	Timetable for Group B
<b>9.10 – School start</b> <b>10.50- Break time</b> <b>1p.m-Lunch</b> <b>2.50- School Closes</b>	<b>9.20 – School start</b> <b>10.50 – Break time</b> <b>* 12 .30- Junior Infant Finish</b> <b>(26<sup>th</sup> Aug- 10<sup>th</sup> Sept)</b> <b>1p.m. – Lunch time</b> <b>2.00 –School Closes for Junior</b> <b>&amp; Senior Infant classes</b> <b>3.00- School Closes for all</b> <b>classes</b>
Classes in Group A	Classes in Group B
<b>Both 6<sup>th</sup> Classes</b> <b>Both 5<sup>th</sup> Classes</b> <b>Both 3<sup>rd</sup> Classes</b> <b>Both 1<sup>st</sup> Classes</b>	<b>Both Junior Infants</b> <b>Both Senior Infants</b> <b>Both 2<sup>nd</sup> Classes</b> <b>Both 4<sup>th</sup> Classes</b>

## Entrances & Exits

Class Level	Gate	Entry Door
Both Junior Infants	Water Tower Gate- <b>Yellow Route</b>	Room 1
Both Senior Infants	Water Tower Gate- <b>Red Route</b>	PE Hall
Both 1 <sup>st</sup> Classes	Gate at Reception- <b>Blue Route</b>	Door at Water Tower
Both 2 <sup>nd</sup> Classes	Gate at Reception- <b>Blue Route</b>	Door at Water Tower
Both 3 <sup>rd</sup> Classes	Gate at Reception- <b>Green Route</b>	Main Door
Both 4 <sup>th</sup> Classes	Gate at Reception- <b>Green Route</b>	Main Door
Both 5 <sup>th</sup> Classes	Water Tower Gate- <b>Yellow Route</b>	Room 12 Door
Both 6 <sup>th</sup> Classes	Water Tower Gate- <b>Red Route</b>	Room 16 Door

- Entrance routes will be colour coded for each class grouping, there will be a coloured sign on gates of the school and corresponding coloured footprints sprayed on the tarmac for children to follow once inside the gates.
- **No adults permitted beyond the walls of the school, we appreciate your understanding.\***
- Classes will use the same entry/exit point for arrival/collection.

#### Arrival at school

- Each group should aim to arrive at the school in the 10 minutes immediately preceding their start time  
**Group A – 9.00 -9.10**  
**Group B – 9.10-9.20**
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- **There is no drop off of children prior to allocated time.**
- **School has arrangements in place with bus operators.**
- Where parents have children starting at different times, please delay entry of the child starting at later time. We appreciate that this will cause inconvenience but the decision is taken to ensure the safety of all. **Alternatively both siblings can arrive to school at 9.10a.m.**
- Children will go directly to their classroom where they will be supervised by the class teacher. Children will take their assigned seat and be instructed to sanitise their hands, this will avoid congestion at entry points.
- Staff on morning supervision will help direct children to the correct entry point.
- Messages for teachers can be sent by email to [office@naomheoin.ie](mailto:office@naomheoin.ie) or by phoning the school office 057 8626217

#### End of School Day

- Adults, who are collecting their children from school at the end of the day, should wait where at the gate assigned whilst adhering to social distancing where possible. As there is the possibility of congestion adults may wish to wear a mask.
- When the school day for that class is over the following arrangements will apply –
  - Jun Inf – 2<sup>nd</sup> Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them

- 3<sup>rd</sup> – 6<sup>th</sup> Class – the class teacher will allow each pod to leave the classroom separately in order to minimise contact

### **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

- When the adult arrives at the school, they should phone 0578626217 to alert the office that they have arrived, please do not enter the building
- The child will be brought from their class to the front door by a member of staff
- The member of staff will record the names, time and date.

### **Symptoms of Covid-19**

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

### **Dealing with a suspected case of Covid-19**

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

- Parents/guardians will be contacted immediately.
- **We ask that parents have a plan in place for collecting children who may fall ill while at school. If a child falls ill and you are at work it is important that we have the contact details of the nominated emergency contact. Please update these details using Aladdin.**
- **Isolation Room/Area:**
  - **Isolation Room: First Aid Room opposite Room 2**
  - **In the event of more than one suspected a section of the corridor opposite the school hall has been partitioned off into 3 isolation cubicles**
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- If it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
- A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.

- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents who can call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area, work areas and classrooms 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 should be followed.

***Please note that the staff of Scoil Naomh Eoin are not medical professionals, at all times we act in the best interests of all the children in the school following the advice of the HSE and training provided by the Department of Education.***

#### **Children who should not attend school**

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19.
- Children who have been in close contact with a person who has been diagnosed with Covid-19.
- Children who have a suspected case of Covid-19 and the outcome of the test is pending.
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending.
- Children with underlying health conditions who have been directed by a medical professional not to attend school.
- Children returning from travel outside of Ireland; in such instances parents are advised to consult and follow latest Government advice in relation to foreign travel.
- Children who are generally unwell.
- Children who live with someone who has symptoms of the virus.
- We ask that all absences are explained using Aladdin Connect, **please do not send in notes.**

#### **Impact of a Confirmed Case of Covid-19 in a Class**

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- Public health advice will be sought and followed.
- Any resultant contact tracing will be carried out by Public Health.
- If public health issue communication for the attention of parents in the class/classes affected this information will be issued to the relevant parents/guardians through Aladdin.

### **Hand Hygiene**

Each pupil should have a washbag/pouch (containing their own bottle of sanitiser, soap, small towel/ facecloth for drying hands and a pack of tissues) in their school bag each day.

### **Frequency of Hand Hygiene**

Pupils and staff should perform hand hygiene:

- Before leaving home
- On arrival at school & end of school day.
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- after coughing or sneezing
- when entering and exiting vehicles

**We do have sanitiser, soap and wash hand facilities in each classroom but it would be a huge help if children brought their washbag to minimise common touch surfaces and waste of paper towels in line with our commitment to being a Green School.**

### **Respiratory Hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin. Avoid touching the face, eyes, nose and mouth. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

### **Personal Equipment**

- In so far as possible, it is requested that children from 1<sup>st</sup> to 6<sup>th</sup> Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
- It is further requested that all items have the child's name on them for ease of identification.
- For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.

### **Cleaning**

The school will take particular care of the hygiene arrangements for hand washing and toilet facilities. Each school setting is cleaned at least once per day.

### **Shared Equipment**

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

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

## Yards

All classes will break at the same time, the yard will be sectioned off into zones; each class bubble will be required to remain in their zone for the duration of the break. Due to limited space within zones and to reduce common touch children will not be allowed to bring footballs, toys etc. onto the yard.

Yard divided as follows:

Yard	Classes
Junior Yard (Divided into 4 sections)	Both Junior Infant Classes Both Senior Infant Classes
Middle Yard (Divided into 4 sections)	Both 1 <sup>st</sup> Classes Both 3 <sup>rd</sup> Classes
Senior Yard/Basketball Court (Divided into 4 sections)	Both 4 <sup>th</sup> Classes Both 5 <sup>th</sup> Classes
Teacher Car Park( No parking beyond room 12)Divided into 2 sections	Both 6 <sup>th</sup> Classes
Water tower side of the school, from front gate to Junior yard gate(Divided in 2)	Both 2 <sup>nd</sup> Classes
On dry days the pitch will be allocated to senior classes from 4 <sup>th</sup> -6 <sup>th</sup> on a rotating basis( 2 classes at a time, half pitch each) Grass areas of middle & Junior yard rotated between the 4 classes on that yard( 1 class per yard at any one time)	

Each yard will be supervised by a teacher and SNA's will assist in supervising the children they are assigned to.

**Toilets during break:** Children will be given time before going to yard for each break to eat and use the toilet, a toilet route to toilets will be identified for each yard.

**First Aid:** Each teacher will have a first aid pack with them on yard and will attend to cuts and scrapes on the yard to avoid unnecessary footfall on school corridors.

Ice packs will be given only when absolutely necessary, for minor bumps paper towels will be run under cold water which children can dispose of once they are feeling better. In the event of bumps to the head parents will receive a courtesy call.

## **Special Educational Needs & Learning Support**

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

- Children with the greatest need will be prioritised when allocating available resources.
- 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 of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

## **PPE**

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category
- Administering first aid
- Meetings

## **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 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO<sub>2</sub>) monitors. Links to all aforementioned guidance can be accessed [here](#)

\*CO<sub>2</sub> monitors have been installed in every room to help monitor ventilation.

## **Teacher Absence and Substitution**

In the event that 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, it is not appropriate for the class to be divided into groups and accommodated in other classes. In this instance the class will be taught by a member of our SET teaching staff or the principal. In the unlikely event we do not have enough staff to cover a class it may not be possible for that class to attend school, as much notice as possible would be given to parents.

All substitute teachers/SNAs are required to complete a Covid-19 Health Declaration prior to attending school and are supplied with a copy of the reopening plan.

## **PE**

Where possible, PE should take place outdoors and use minimal equipment.

- Children should sanitise/clean hands before and after.
- Equipment used should be cleaned at the end of each session.
- If the PE hall is being used by class groupings, common touch points should be cleaned at intervals throughout the school day.
- The PE equipment room will be sanitised regularly using a fogging machine.



### **Choir/Music Performance**

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

### **Extra-curricular Activities**

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic.

### **Homework**

In an effort to reduce materials transferring between the school and home setting we will take a blended approach to homework prioritising numeracy and literacy. Limited books (i.e. readers & Maths books) will be brought home where necessary with homework also being assigned through Seesaw.

### **Uniforms**

Children can wear full uniform or school tracksuit to facilitate more regular cleaning. Where there is an event/day which stipulates the wearing of full school uniform parents will be given prior notice.

After the Easter break Children can wear their summer uniform as per previous years.

### **Ratification:**

This plan was ratified by the Board of Management of Scoil Naomh Eoin on 22<sup>nd</sup> June 2021. The plan will be subject to regular review in line with Public Health advice and further updates issued by the Department of Education and Science.

Signed: Deirdre Doyle  
***Chairperson***

Date: 22/06/2021

### **Parents/ Guardians can help by:**

- ***Parents are required to complete a “Return to Educational Facility” declaration for each child before they return to school and after every absence. This declaration can be submitted on Aladdin or parents can request a form from [office@naomheoin.ie](mailto:office@naomheoin.ie)***
- Making sure at least one parent is set up for Aladdin Connect for communication.
- Update emergency contacts and have a plan in place should your child fall ill and need to be collected urgently.
- Make sure to update your child’s GP contact details on Aladdin.

- Strictly adhere to drop off times for each class level, we are not in a position to facilitate early drop off of siblings. We appreciate this may cause inconvenience and we greatly appreciate your cooperation.
- If you need to send a message to class teacher please email [office@naomheoin.ie](mailto:office@naomheoin.ie) or call 0578626217
- Keep up to date with the signs and symptoms of Covid-19.
- Teach your child about good hand and respiratory hygiene.
- If your child is ill please do not send them to school.
- Avoid congregating at the school wall in the mornings/ collection times.
- Access to the building is strictly by appointment only.
- Please make sure to provide your child with all they need for school each day including washbag/pouch ( soap, sanitiser, small towel or facecloth for drying hands and a pack of tissues)
- Please explain all absences through Aladdin.

We thank you for your continued support and understanding. We want to make sure that all children can return to school safely and we take the necessary precautions to keep our school open.