



# COVID-19 RESPONSE PLAN

LOGISTICS PLAN FOR THE SAFE AND SUSTAINABLE REOPENING OF NAVAN EDUCATE TOGETHER NS – UPDATED NOVEMBER 2020

## UNDERLYING PRINCIPLES

- 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.
- 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.
- As well as co-operation, the flexibility and goodwill of all will be required 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 4 groups with each group having different starting times, break times, lunch times and finishing times.
- The day will include one 10-minute break and one 20-minute break.
- Hand sanitiser will be available at all entry points and in all class and support rooms.

## GROUPS

The DES Guidelines recognise that a common sense approach is needed in our Primary schools. To that end, every effort will be made to limit interactions between class groups and to limit the sharing of common facilities. The children and their teachers will work in Class Bubbles. Each class will be its own bubble. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class members mix only with their own class from arrival at school in the morning until the children go home at the end of the day. The school will be split into four groups. Each class will be its own bubble.

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
<ul style="list-style-type: none"> <li>• Red Rainbow Room</li> <li>• Orange Rainbow Room</li> <li>• Yellow Rainbow Room</li> </ul>	<ul style="list-style-type: none"> <li>• Junior Infants</li> <li>• Senior Infants</li> </ul>	<ul style="list-style-type: none"> <li>• First Class</li> <li>• Second Class</li> <li>• Third Class</li> </ul>	<ul style="list-style-type: none"> <li>• Fourth Class</li> <li>• Fifth Class</li> <li>• Sixth Class</li> </ul>

## DESIGNATED ENTRY AND EXIT POINTS AND STAIRS

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>	<u>Group D</u>
Main Entrance and stairwell door next to main entrance	Main Entrance and stairwell door next to main entrance	Side gate next to courts, Doors next to staffroom and Stairs 3	Stairwell door and Stairs 1 (next to Preschool Entrance)

### **STAFFING**

- Class teachers will be with their class bubble
- Other staff members will be assigned to certain bubbles and/or groups.
- We have four Special Education Teachers (SETs)
  - One SET will be assigned to Junior Infants **and Group C**
  - One SET will be assigned to Senior Infants **and First Class**
  - One SET will be assigned to Group C
  - One SET will be assigned to Group D
- We have 2 Special Needs Assistants (SNAs) in the Mainstream
  - One SNA will be assigned to Group B **and Group D**
  - One SNA will be assigned to Group C
- Rainbow Room teachers and SNAs will remain within Group A

### **ARRIVAL AT SCHOOL**

- In order to minimise numbers congregating on school grounds we are implementing a drop and go system. No parking will be allowed.
- In order to minimise congestion we will be staggering arrival times. Each group is to arrive within the 10 minutes allocated to them.
  - Group D: 8.40 – 8.50am
  - Group C: 8.50 – 9.00am
  - Group B: 9.00 – 9.10am
  - Group A: 9.10am
- Siblings will arrive with the eldest child (e.g. If siblings are in Group D and Group B they will arrive at the allocated time for Group D)
- Class teachers will be in their classrooms from 8.40am.
- Children will go directly to their classrooms on arrival using the designated entry point and stairs
- All Special Education Teachers (SETs), Special Needs Assistants (SNAs) and the Principal will be available outside and inside the building to direct the children as they arrive. **This has been reduced and is now on a rota system. Includes teachers from the Rainbow Rooms.**
- Under no circumstances are parents to linger on school grounds. Please leave immediately.
- No adults, other than staff members, should enter the school building.
- Should a matter of urgency arise for parents, they must phone the office and make an appointment for access. Once inside the school building they must hand sanitise, maintain the required social distance and follow the directions of the Principal/staff member.
- Children who avail of the Breakfast Club service will enter through the doors at the end of the corridor next to Preschool. Children will be sent to their classrooms at the allotted time keeping within Class Bubbles. They will use their designated stairs.
- All parents are requested to be on time. If a situation arises that means there will be late arrivals, the Principal will be on hand to direct the children.
- Children who arrive on the school bus will disperse in Class Bubbles and will be directed by staff members to their allocated entry points.
- **THE ARRIVAL TO SCHOOL PROCEDURES WILL BE IN PLACE WHATEVER THE WEATHER SO PLEASE ENSURE THE CHILDREN COME TO SCHOOL WITH SUITABLE CLOTHING.**

### **END OF SCHOOL DAY**

- In order to minimise numbers congregating on school grounds we are implementing a pick up and go system. No parking will be allowed.
- In order to minimise congestion we will be staggering going home times. Each Group is to be collected within the 10 minutes allocated to them.

- Group A: 1.40pm
- Group B: 1.40pm
- Group D (except siblings): 2.20 – 2.30pm
- Group C (except siblings): 2.30 – 2.40pm
- Families with siblings in Group C and D: 2.40 – 2.50pm
- Under no circumstances are parents to linger on school grounds. Please leave immediately.
- No adults, other than staff members, should enter the school building.
- Should a matter of urgency arise for parents, they must phone the office and make an appointment for access. Once inside the school building they must hand sanitise, maintain the required social distance and follow the directions of the Principal/staff member.
- The children who avail of the Afterschool Club service will access through designated points, remaining in their Class Bubbles. Infants will be brought to the Afterschool Club by the SNA allocated to that Group. **Infants will be collected from main entrance (outside) by a member of the Afterschool staff.**
- All parents are requested to be on time. If a situation arises that results in a late collection, we ask that the school be informed in advance where possible.
- Children who travel home on the School Bus will be accompanied to the bus by a staff member at 2.35pm
- THE END OF SCHOOL DAY PROCEDURES WILL BE IN PLACE WHATEVER THE WEATHER SO PLEASE ENSURE THE CHILDREN COME TO SCHOOL WITH SUITABLE CLOTHING.

#### **COLLECTING DURING SCHOOL TIME**

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

- Inform the school in advance where possible
- When the adult arrives at the school, they should phone the office to alert the office that they have arrived (046 90 60305)
- The child will be brought from their class to the adult by a member of staff via designated routes
- The adult who is collecting will be asked to sign the child out
- No adult should enter the school building, unless invited to do so

#### **BREAK TIMES (outside)**

- Groups will have staggered breaks and Class Bubbles will be allocated a designated play area.
- The Court will be divided into two areas and the junior yard will be available. The Rainbow Rooms will remain in their yard.
  - Group A: Times to remain as last year
  - Group B: 10.20 – 10.30, 12.00 – 12.20
  - Group C: 10.40 – 10.50, 12.30 – 12.50
  - Group D: 11.00 – 11.10, 1.00 – 1.20
- Groups will use their designated entry and exit points to access the yard.
  - Group A will use the doors from the Rainbow Rooms
  - Group B will use the doors next to the Principals office
  - Group C will use the doors next to the staffroom
  - Group D will use the door in the hall next to the kitchen.
- Yard supervision will be organised based on the staff allocated to the Groups.
- SNAs and the Secretary will be available for First Aid during break times. Each will have their own supplies and recommended PPE. **First aid will be administered in the foyer of the school.**
- Toilets will not be in use during break times in order to minimise use of shared facilities. **An exception to this will be a child with SEN.**

- There will be no balls, skipping ropes, use of mud kitchens or any other shared equipment. This will be reviewed on an ongoing basis. **Resources/equipment available allocated to each class bubble. Playground area scheduled to allow all classes to use it throughout the year. Touch points on playground cleaned between uses.**

#### **BREAK TIMES (inside)**

- Parents are requested that all items in lunchboxes can be managed independently by the children (i.e. own spoon, able to open cartons, packets, able to peel fruit, etc.)
- Fresh Today menu to be altered to reduce the need for opening packets or peeling fruit.
- On rainy days when the children are unable to get outside the usual wet break system will apply, each class will remain in their bubble and be supervised by the two staff members on yard duty.

#### **MAINSTREAM CLASSROOMS**

- Each class will be its own bubble and will not mix with other classes.
- Wall mounted hand sanitiser located in each classroom.
- Children will have assigned seating and chairs will be labelled with the child's name.
- All excess furniture will be removed from the classroom where possible to provide extra space.
- Teachers will restrict movement of pupils around the classroom where possible.
- The use of shared resources will be restricted as much as possible. If shared resources are used, they will be cleaned between use and children will wash/sanitise hands before and after use.
- Children to use their own individual resources where possible. All items to be clearly labelled and stored individually for access by that child only. **Individual books/resources to be stored in individual magazine files and drawers.** Pencil case and its contents will remain in school.
- Teachers will have a few individual sets of resources to loan children who may be without. These sets are to be allocated to that child and not shared.
- Use of visors/face coverings available for all staff. **Face masks are mandatory for staff (unless specific medical condition inhibits wearing of one). Storage in sealable bags.**
- **PPE equipment will be available for intimate care with guidelines on correct use and disposal displayed.**
- **Posters outlining correct handwashing procedures displayed at every handwashing station.**
- **Voice amplifiers available for class teachers to help project voice through mask.**
- **Guidelines and procedures for dealing with a suspected case of COVID-19 displayed in each room.**
- Teachers to sanitise hands regularly when correcting/marking books and copies. Each teacher will have a 'Seen by Teacher' stamper and a Self-Assessment stamper. Children in the older classes may correct their own work under teacher supervision.
- For the month of September, we will not be issuing homework using school books. This is to minimise the risk of transmitting the virus between home and school. School books will remain in school. Homework may be set that does not require the use of the school books e.g. carrying out acts of kindness, physical exercise, motor skills activities, etc. These will be communicated to parents. This will be reviewed in October. **Homework to be assigned using the Aladdin App and Seesaw. Homework books to stay at home. Readers to be sent home on a Tuesday and returned to school on a Friday, then kept in a storage box for 72 hours before books can be recirculated.**

### **RAINBOW ROOMS**

- The three Rainbow Rooms will be one Group. They will remain in their own class bubbles where possible. Exceptions to this will be break times outside and wet breaks inside.
- Wall mounted hand sanitiser located in room and in the Aistear room and OT room.
- Children will have their own set of resources and equipment where possible. They will be clearly labelled with the child's name and stored individually.
- Where resources, equipment and areas need to be shared, regular cleaning before and after use will take place.
- Visors, face coverings and other recommended PPE will be available for staff. **Face masks are mandatory for staff (unless specific medical condition inhibits wearing of one). Storage in sealable bags.**
- **PPE equipment will be available for intimate care with guidelines on correct use and disposal displayed.**
- **Posters outlining correct handwashing procedures displayed at every handwashing station.**
- **Guidelines and procedures for dealing with a suspected case of COVID-19 displayed in each room.**
- In order to minimise mixing of Class Bubbles, there will be no integration into the Mainstream Classes. This will be reviewed on an ongoing basis. **This is currently under review with the hope of implementing some form of integration as soon as possible.**

### **SPECIAL EDUCATION TEACHING**

- Special Education Teachers (SETs) will be assigned to specific bubbles or groups (see above)
- In keeping with our Special Educational Needs Policy, we will continue to provide a blended approach of in-class support and withdrawal.
- Where a SET is working alongside a class teacher in a classroom, both teachers will be mindful of maintaining social distance from one another.
- In the case of withdrawal of children to the SET room, groups of children will be from the same Class Bubble.
- All children will sanitise hands on entering and exiting the SET room.
- All excess furniture will be removed from the classroom where possible to provide extra space.
- The use of shared resources will be restricted as much as possible. If shared resources are used, they will be cleaned between use and children will wash/sanitise hands before and after use.
- Children will have individual resources where possible, stored in zip wallets and all items clearly labelled with name of child. These resources are not to be shared.
- Perspex screen will be available along with visors and face coverings for staff. **Face masks are mandatory for staff (unless specific medical condition inhibits wearing of one). Storage in sealable bags.**
- The Perspex screen, tables, chairs, door handles and shared resources will be cleaned between groups.
- **PPE equipment will be available for intimate care with guidelines on correct use and disposal displayed.**
- **Posters outlining correct handwashing procedures displayed at every handwashing station.**
- **Guidelines and procedures for dealing with a suspected case of COVID-19 displayed in each room – specific for SETs.**

### **TOILETS**

- Children's toilets are located inside each classroom.
- Sinks inside the cubicles will have warm water and hand soap dispensers.

- Pedal bins and paper towel dispensers will be inside the cubicles.
- Children will hand sanitise before and after use.
- Toilet door handles will be wiped throughout the day.
- Lessons on hand hygiene and use of toilets will be taught.
- **Posters outlining correct handwashing procedures displayed at every handwashing station.**
- There will be no use of shared toilets around the school for the children (i.e. toilets next to the hall) **An exception to this will be a child with SEN.**
- Extra toilets will be made available for staff in order to reduce the need for shared use. Staff will be allocated a designated toilet to use.

#### **STAFF ROOM**

- All staff members should maintain physical distance when they are not engaged in teaching.
- Staff breaks will be staggered in order to minimise the number of adults in the room at any one time.
- The staffroom layout will be reconfigured to maximise space and any additional furniture will be removed.
- **Capacity limited to 8 persons, distance of 2m maintained.**
- Staff members will bring their own cups, cutlery, Delph, etc. and avoid sharing utensils. **Staff will bring in their own supplies, e.g. tea, coffee, sugar, milk, etc.**
- Staff will be responsible for cleaning down their own area after use, including chairs.
- A wall mounted hand sanitiser dispenser will be located in the staffroom and staff will practice hand hygiene on entering and exiting the room.
- Shared appliances and refreshments will be spread around the room where possible and designated to particular groups of staff. **Dishwasher not in use.**
- Staff meetings will be held remotely, or in small groups, or in large spaces (e.g. the hall) to facilitate physical distancing.
- **COVID-19 information noticeboard in staffroom.**
- **Information outlining Staff Self Care during COVID-19 – Spectrum Life Wellbeing Together Programme.**

#### **OFFICE**

- A Perspex screen will be fitted in the office **behind the glass screen.**
- Parents and visitors will only be permitted into the building, foyer and reception area by prior appointment.
- A contactless payment system is in the process of being set up. Details to follow. Parents and Guardians are asked to co-operate with this new system where possible. **Payment system set up and being used.**
- Children will not be sent to the office to deliver messages.
- A second photocopier and printer will be located upstairs in the library.
- Office equipment will be wiped down after each use. **Only the telephone nearest to filing cabinets to be used by staff to make calls. Secretary and Principal can use cordless phone.**

#### **MOVEMENT AROUND THE SCHOOL**

- All non-essential movement around the school will be kept to a minimum.
- Each group is assigned a designated set of stairs to use.
- Each group is assigned a designated entry and exit point for the yard and for arrival/going home.
- One-way systems may be in place for shared areas (i.e. the hall)
- We will observe our usual practice of keeping to the right.

- Wall mounted hand sanitiser dispensers are located in each stairwell and all entry and exit points.

#### **CORRIDORS, STAIRWELLS, DOORS AND WINDOWS**

- We will observe our usual practice of keeping to the right when on the stairs and corridors.
- For safety, children will be encouraged to hold the banisters when on the stairs. A wall mounted hand sanitiser dispenser will be located in each stairwell for use after touching the banister.
- Where practical, all internal doors will be left open to minimise contact with common surfaces.
- To ensure that classrooms are well ventilated, windows will be kept open as often as possible.

#### **WHOLE SCHOOL SHARED RESOURCES**

- A block booking system will be put in place for use of shared resources amongst the whole school (e.g. maths resources, science resources, ICT devices, etc.)
- Where possible, each child is to use the same resource/device during their block booking.
- Hands will be sanitised before and after use.
- All shared resources to be cleaned and returned to the storeroom, ready for the next block booking.
- A period of 72 hours will be allotted between block bookings where possible.

#### **AISTEAR**

- The Aistear room will not be used for Aistear in the first term. Resources will be divided between the classes that do Aistear and it will take place in the classrooms. This will be reviewed on an ongoing basis.
- Children will stay at the same stations and not rotate in order to reduce the amount of shared resources.
- Resources and equipment will be cleaned after use and between groups.
- Children will hand sanitise before and after each Aistear session.

#### **O.T ROOM**

- Timetable in place to facilitate all groups
- All to sanitise hands before and after OT sessions
- OT equipment to be cleaned down after every session
- Toilets are only to be used by the children in the Rainbow Rooms
- Posters outlining correct handwashing procedure at every handwashing station

#### **USE OF HALL and PE**

- There will be no whole school assemblies for the first term. This will be reviewed on an ongoing basis.
- PE lessons will take place outside, weather permitting, and include as little use of shared equipment as possible.
- PE equipment will be divided between the four groups.
- All external coaches will be cancelled until further notice. This will be reviewed. External coaches in on a staggered basis. All have COVID-19 Plans or follow our guidelines.
- All outside users of the Hall during out of school hours have a comprehensive COVID-19 Policy in place.
- Timetable in place for all classes using the hall. Specific entrance and exit doors to be used by each class.

### **BREAKFAST AND AFTERSCHOOL CLUB**

- Children using the Breakfast and Afterschool Club service will be kept in their Class Bubbles where possible.
- The Breakfast and Afterschool Club will be able to avail of extra spare classroom space if needed. This will not be existing classrooms.
- All excess furniture will be removed from the room(s) to maximise space.
- Cups, bowls, plates, cutlery, etc. will be labelled with the child's name and stored individually in zip-lock wallets. These will not be shared with others. **Cutlery, delph, cups etc. will be washed in the dishwasher on a 60-degree wash setting. Gloves to be used by staff when touching any cutlery, delph, cups etc. Children do not need to use the same items each time.**
- The designated entry and exit point will be the doors at the end of the corridor next to the Preschool.
- A wall mounted hand sanitiser dispenser will be located in the rooms and by the entrance/exit points.
- **Posters outlining correct handwashing procedure at every hand washing station**
- **Guidelines & procedures on dealing with suspected case of Covid-19 within the club**
- **Guidelines on correct use and disposal of PPE by Staff displayed in room**
- **Face masks are mandatory for staff (unless specific medical condition inhibits wearing of one). Storage in sealable bags.**
- **Resources to be labelled, allocated per pod and to be rotated as per schedule of activities**

### **WHOLE SCHOOL CLEANING BY CLEANERS**

- Extra hours have been given for cleaning the school.
- All cleaning by cleaners to be carried out after the children have left the building in order to minimise contact.
- One cleaner will be assigned to Group A and B classrooms and areas and downstairs shared areas. The other cleaner will be assigned to Group C and D classrooms and areas and upstairs shared areas.
- Extra cleaning supplies and equipment purchased to reduce the need for sharing.
- Cleaning sheets will be displayed in all areas of the school, to be signed and dated by staff and cleaners.
- All relevant and recommended PPE will be made available for the cleaners.
- **Fogging to be undertaken twice a week.**
- Induction Training will be undertaken by both cleaners.
- The Return to the Workplace forms have been completed by both cleaners.
- **Guidelines on correct use and disposal of PPE.**

### **RESPONSIBILITIES OF PARENTS**

- Parents must ensure that the school has up to date contact details. If any details change it is the responsibility of the parents to inform the school immediately.
- We request that parents ensure that all of the child's books and equipment are labelled with the child's name. Any books, equipment or resources that the school supply will be labelled.
- As far as is possible, please ensure the items in your child's lunch box can be managed independently.
- For younger children, please practise tying shoelaces and fastening coats.
- All children need to be aware of the new procedures around the school and practice good hand and respiratory hygiene. We ask parents to assist us in preparing the children in this regard.
- We ask parents to co-operate fully with our return to school procedures.



## **ILLNESS AND DEALING WITH A SUSPECTED CASE OF COVID-19**

- 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 who have returned home after travelling abroad and must self-isolate for a period of 14 days
  - Children who are generally unwell
- Staff or children should not attend school if they are displaying any symptoms of COVID-19. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>
- Designated isolation rooms have been set up in the school.

Procedure in place to deal with suspect case of COVID 19.

Disposable masks available for person/pupil with a suspect case of COVID19

Bin with lid to dispose of any tissues etc

PPE – masks to be worn by staff members and to maintain their 2 metres distance

Window open in room

PPE & other material specified in guidelines, in box with lid in isolation room

Checklist for correct PPE

Guidelines on correct usage and disposal of PPE

Post Incident Report Form including route trackers

Walkie Talkies in Isolation Rooms #1 & #2 with responding Walkie Talkie in Principal's office

- If a suspected case of COVID-19 occurs while at school, the staff member or pupil will proceed to an isolation room. They will be accompanied while maintaining distance.
- Parents/Guardians will be contacted immediately if the suspected case is a child.
- A face mask will be provided for the staff member/child presenting with symptoms. This should be worn while in common areas and while exiting the premises.
- The staff member/child should avoid touching people, surfaces and objects and practice good hand and respiratory hygiene.
- If the staff member/child is well enough to go home they should be transported home by a family member as soon as possible and will be advised to contact their GP by phone and inform them of their symptoms.
- If the staff member/child is too unwell to go home or advice is required, 999 or 112 will be contacted and informed that the sick person is a COVID-19 suspect.
- Appropriate cleaning of the isolation room and areas involved will be carried out as soon as possible.
- The Principal and Lead Worker Representative will carry out an assessment of the incident which will form part of any follow-up actions.
- The Principal will inform the HSE in line with correct protocols.
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing programme. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE will be followed and staff and pupil confidentiality is essential at all times.

**TEACHER/SNA ABSENCE AND SUBSTITUTE TEACHER/SNA**

- If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/child.
- A copy of the COVID-19 Response Plan, Policy Statement and this Logistics Plan will be provided to each substitute teacher/SNA.
- Substitute teachers/SNAs will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction Training.

**TEACHING AND LEARNING AND WELLBEING**

- As a staff, we are very aware that the children have been away from school since March 12<sup>th</sup>. We appreciate the time and effort that went into Home Learning and we recognise the challenges that Home Learning presented for all families.
- Each child will be in a different place in relation to his/her learning, and we wish to assure you that staff will take this into consideration when planning for Teaching and Learning during the 2020/2021 school year.
- The Department of Education and Skills have published Curriculum Guidelines for us, and we ask that you trust our experience and professional expertise as we work with all the children during the return to school.
- The wellbeing of the children will be a main priority during the return to school. This is a strange time for all children and they will all, and in particular our children with additional needs, need support in adjusting to this new normal.
- If you would like to contact your child's teacher in relation to Teaching and Learning or Wellbeing, you can do so by email or phone. Contact details will follow.

**SUPPORTING THE LEARNING OF CHILDREN WHO CANNOT ATTEND SCHOOL**

- If a child is not able to attend school for an extended period of time due to underlying health conditions and have been directed by a medical professional not to attend school, a Special Education Teacher and/or the Special Needs Assistant, in collaboration with the Class Teacher, will provide work to support the child's learning at home.