

COVID-19 Response Plan - March 2021

COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools. Working Document – updated March 1st 2021

General:

The **Covid-19 Response Plan** details the policies and practices necessary for a school to meet the Government’s ‘Return to Work Safely Protocol’, the Department of Education plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment.

The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

Schools must have a **COVID-19 policy** in place prior to the reopening of schools for the 2020/21 school year.

Document guideline:	Guideline - action required:		
4) Planning and Preparing for Return to School	<p>Before reopening schools for the 2020/21 school year (and any subsequent reopening’s) Scoil Chormaic CNS will have the following processes in place;</p> <ul style="list-style-type: none"> ● Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates; ● Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required; ● Training material provided to staff by DDLETB (Course here) ● Provide staff with access to the Return to Work (RTW) form. ● Identify a Lead Worker representative (details at Section 4.3); ● Displayed posters and other signage to prevent introduction and spread of COVID-19 (details at 		

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	<p>Section 4.4);</p> <ul style="list-style-type: none"> ● Made the necessary changes to the school or classroom layout if necessary, to support the redesign of classrooms to support physical distancing ● Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment; ● Updated the health and safety risk assessment ● Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school ● Reviewed the school buildings to check the following: <ul style="list-style-type: none"> - Does the water system need flushing at outlets following low usage to prevent Legionella disease; - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again; - Have bin collections and other essential services resumed. 	
<p>4.1) Induction Training</p>	<p>All staff will undertake and complete Covid-19 Induction Training from DDLETB prior to returning to the school building. The link to this training will be sent via email by the school principal (Course here).</p> <p>Ahead of return to school in March 2021, these videos will be re-shared with staff to review before returning to work (Gov.ie courses here).</p> <p>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.</p> <p>If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BOM/ETB.</p> <p>A staff meeting took place in the school on August 25th, 2020. During this meeting, the Covid-19 Response Plan was presented to staff by school management.</p> <p>A Staff meeting took place via Microsoft Teams on February 25th, 2021. The updated Covid Response plan</p>	

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	<p>was circulated to staff on February 26th 2021 and is available on the school drive.</p>	
<p>4.2) Procedure for Returning to Work (RTW)</p>	<p>A RTW form should be completed and returned to the school before returning to work. The school will request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of staff members absences and closures such as school holidays.</p> <p>The principal will also provide details of the Induction Training for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member’s return to the school facility. (Courses here.)</p> <p>There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at very high risk. This will be updated in line with public health advice.</p> <p>People at very high risk (extremely vulnerable):</p> <p>The list of people in very high-risk groups include people who:</p> <ul style="list-style-type: none"> ● 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 leukemia, 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, 	

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	<p>homozygous sickle cell)</p> <ul style="list-style-type: none"> ● 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. <p>If a staff member is in the very high-risk category they should go to their GP/Consultant and then Medmark to obtain a letter for the school principal. Medmark make the final decision regarding return to school (see Circular 45/2020).</p> <p>The school principal will contact the parents of very high-risk pupils to ascertain whether they will be returning to school or engaging in school from home. In the event that a pupil cannot return to the building their learning will be facilitated at home through work packs and support from a designated teacher via Seesaw.</p> <p>For the return to school 22nd February until 15th March 2021 refer to Appendix 3 for the interim high risk groups and relevant arrangements.</p>	
4.3) Lead Worker Representative	<p>The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. 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.</p> <p>One Lead Worker Representative and one Assistant Lead Worker Representative will be appointed in Scoil Chormaic CNS. This team should comprise of one teaching staff member and one non-teaching staff member (Sonja King & Fiona O'Reilly).</p> <p>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</p> <p>Once the LWR and Assistant LWR have been appointed they will be informed of the relevant training.</p>	
4.4) Signage	Signage outlining the signs and symptoms of COVID19 and to support good hand and respiratory hygiene	

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	<p>will be displayed throughout the building.</p> <p>Handwashing signs, use of hand sanitiser and coughing & sneezing etiquette posters have been displayed in each classroom. If teachers wish to display more posters they should do so.</p> <p>Signage reminding pupils and staff to maintain social distance and walk on the left has been implemented.</p> <p>gov.ie/backtoschool for signs.</p>	
<p>4.5) Making Changes to School Layout</p>	<p><u>Mainstream Classrooms:</u></p> <p>Infants – 2nd class:</p> <ul style="list-style-type: none"> - Class is referred to as a ‘bubble’ - Within the bubble, the pupils are divided into pods. The pupils sit in these pods and there should be at least 1m distance between pods. Interactions between pods should be limited in the classroom. - Teachers from Infants – 2nd Classes should strongly consider the use of the classroom layouts that facilitate social distancing of 1m between pupils in pods. - Teacher desk should be 2m from pupil desks - Pupils will remain in these pods until after the October Midterm Break <p>3rd Class – 6th Class</p> <ul style="list-style-type: none"> - Class is referred to as a ‘bubble’ - Within the bubble, the pupils are divided into pods. The pupils sit in these pods and there should be at least 1m distance between pods and 1m distance between pupils in pods. (Please see layout from Aide Workers). Pods should not mix within the classroom. - There are two classroom layouts that facilitate 1m social distancing between pods and between pupils within pods. One of these layouts should be used in all classes from 3rd – 6th Class. - If a teacher has a different layout that meets DES requirements of 1m distance between pods and pupils within pods, it may be used. This should be overseen by school management. - Teachers desk should be 2m from pupil desks - Pupils will remain in these pods until after each termly break. <p><u>Special Classrooms:</u></p>	

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	<ul style="list-style-type: none"> - Spraoi is one bubble - Teacher desk should be 2m from pupil desks <p><u>SET Rooms:</u></p> <ul style="list-style-type: none"> - Pupils can be withdrawn for additional support. - No more than 3 pupils in a SET room at one time. If withdrawing 3 pupils, they must be from the same Bubble. 2 pupils can be withdrawn from different Bubbles and 2m social distance must be maintained where pupils are not from the same bubble. - Teacher should maintain social distancing from the pupils 	
<p>4.6) Health and Safety Risk Assessment</p>	<p>COVID-19 represents a hazard in the context of health and safety in the school environment. A Risk Assessment will be carried out by the Management Team prior to pupils and staff returning to the building.</p> <p>Existing risk assessment to be reviewed to consider any new risks that arise due to the school's COVID-19 Response Plan.</p>	
<p>4.7) Access to School and Contact Log</p>	<p><u>Visitors to the school:</u> Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The school will maintain a log of staff, pupil and visitor contacts.</p> <p>No personal post can be sent to the school at this time.</p> <p><u>Staff sign in:</u> Staff are required to sign in each morning as per Fire Safety requirements. A table will be placed inside the main entrance with a sign in book and hand sanitiser. Please sanitise hands before and after use. Staff members must use their own pen, a pen is not to be left at the sign in book.</p> <p><u>Collection of Children during the School Day:</u> This should be avoided as much as is possible. If an adult has to collect a child during the course of the school day, the following arrangements will apply</p> <ul style="list-style-type: none"> ● The parent should have informed the class teacher via Dojo that the child will be collected early and 	

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	<p>stated the time that the child will be picked up. When the parent arrives to the school the pupil will be called to the office via the intercom. The pupil should be ready to leave in their classroom at the designated collection time so as not to create delays or have parents waiting at the front office for an extended time. If a pupil is due to be collected during break time, the pupil should wait in the Den to be called.</p> <ul style="list-style-type: none"> ● Where a parent needs to collect a child unexpectedly, when the adult arrives at the school, they should phone the office to alert the office that they have arrived and wait outside the reception area. An announcement will be made by the office staff. The child will be brought from their class to the adult by a member of staff or the pupil can walk down with an accompanying pupil. ● 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. ● The class teacher will mark the pupil as leaving early on Aladdin. 	
<p>5) Control Measures - To prevent Introduction and Spread of COVID-19 in Schools</p>	<p>How to Minimise the Risk of Introduction of COVID-19 into Schools:</p> <ul style="list-style-type: none"> ● Promote awareness of COVID-19 symptoms ● Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation; ● Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement; ● Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly (see Section 8); ● Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (see Section 8); ● Everyone entering the school building needs to perform hand hygiene with a hand sanitiser; ● Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point; ● Physical distancing (of 2m) should be maintained between staff and visitors where possible. <p>The school will:</p> <ul style="list-style-type: none"> ● Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or 	

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	<p>symptoms of COVID-19, other symptoms of illness and general feeling of being unwell and contact their family doctor to arrange a test</p> <ul style="list-style-type: none"> ● Advise 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 and pupils and their families are advised to consult and follow latest Government advice in relation to foreign travel. ● Advise staff and pupils to co-operate 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. <p>Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly.</p> <p>Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school.</p>	
<p>5.1) Know the Symptoms of COVID-19</p>	<p>In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are: ✓ High temperature (38 degrees Celsius and above) ✓ Cough ✓ Shortness of breath or breathing difficulties ✓ Loss of smell, of taste or distortion of taste.</p> <p>Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.</p> <p>If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a COVID-19 test. Other people in your household will need to restrict their movements (stay at home).</p> <p>COVID-19 Tracker App COVID Tracker app is a free and easy-to-use mobile phone app that you can download from Apple's</p>	

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	AppStore of the GooglePlay store.		
5.2) Respiratory Hygiene	Make sure you, and the people around you, follow good respiratory hygiene.		
5.3) Hand Hygiene	<p>Hand Hygiene will be promoted in the school in the following ways:</p> <ul style="list-style-type: none"> ● Pupils will be taught why hand hygiene is important as well as when and how to wash their hands during SPHE lessons ● Posters showing hand washing techniques will be displayed throughout the building and at hand washing points ● Hand sanitiser dispensers have been provided at entry and exit points of the school building and each classroom, SET room, bathrooms, staff rom and PE hall and other high traffic points in the school building ● Frequency of pupils and staff performing Hand Hygiene: <ul style="list-style-type: none"> When entering and exiting vehicles - Use hand sanitiser upon arrival at school - Wash hands before eating - Use hand sanitiser after the playground/PE (as per guidelines hands should be washed if visibly dirty) - Wash hands after using the toilet or when hands are physically dirty - Wash hands after coughing or sneezing ● Paper towel and soap dispensers will be checked daily by the school caretaker after the school day has ended. ● Where sanitiser, paper towels and any other supplies are required during the day the staff member should email for replacement supplies ● Pupils will have access to both bathrooms in the classroom. <p>There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.</p> <p>Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).</p>		

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	Alcohol-based sanitiser must not be stored or used near heat or naked flame.		
5.4 a.) Ventilation	<p>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. at the beginning of the school day, 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.</p> <p>In summary (but not exhaustive) it states:</p> <ul style="list-style-type: none"> · Have windows open as fully as possible when classrooms are <u>not in use</u> (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day. · Have windows partially open when classrooms are in use. · Windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. · In colder weather any local chilling effect can be offset by partially opening the windows nearest and above the radiators. · Open windows 15 minutes before children arrive to school (before occupancy). · Open windows at least 15 minutes at break times. · If there is condensation on the glass in your windows, then they haven’t been open enough. · Keep classroom doors open. · Keep staffroom windows open. · Windows in stairwells and corridors may be opened. · Keep windows in the PE hall partially opened. · The Department does not consider it necessary for schools to install such air quality monitors. 		
5.4 b.) Physical Distancing	<p>Physical distancing will look different across the various ages and stages of learning. It is recognised that it is not always possible for staff to maintain physical distance from pupils. However, 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</p>		

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<p>Staff, school, pupils and classrooms</p>	<p>beside/crouching down.</p> <p><u>Bubbles & Pods:</u></p> <ul style="list-style-type: none">● All Classes will be structured 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.● There should be at least 1m distance between individual Pods within the classroom.● In 3rd – 6th Classes there should also be 1m distance between pupils within pods. Two classroom layouts have been provided by the Aide Workers.● Teachers in Infants – 2nd Classes should strongly consider the use of a layout that facilitates 1m social distancing between pupils in pods as well as between pods.● Objective is to limit contact and sharing of common facilities between different Bubbles and Pods as much as possible; avoiding all contact may not always be possible.● Pods will remain unchanged until after each termly break. Teachers should consider the placement of pupils in pods carefully as Pods will not be changed until after each termly break. <p><u>Classroom considerations:</u></p> <p>Infants – 2nd Classes:</p> <ul style="list-style-type: none">● All pupils should have their own stationary. Pencil cases may be brought between home and school; however, items cannot be shared between pupils.● Pupils who do not have stationary can be given a zip lock bag with the necessary items from the school purchased supply.● Avoid the use of items that are not easily cleaned e.g. soft toys. <p>3rd – 6th Classes:</p> <ul style="list-style-type: none">● All pupils should have their own stationary. Pencil cases may be brought between home and school; however, items cannot be shared between pupils.● Pupils who do not have stationary can be given a zip lock bag with the necessary items from the school purchased supply.● Avoid the use of items that are not easily cleaned e.g. soft toys.● Resources should be cleaned between use by pods.● Coats should be kept on the back of chairs to reduce crowding in the cloakroom area.	
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Storage of books:

- Infants – 2nd classes: Books should be stored on bookshelf in pod groups. Each Pod should be designated a shelf.
- 3rd – 6th Classes will require individual baskets for their desks for storage of books. Parents will be informed. These baskets should be stored under desks.

Homework:

- Homework books will be kept at home and no books should be sent from home to school and vice versa. Homework will not be given until the last week of September.
- On subsequent school closures homework will not be given for the first week of return to school.

Maths Homework:

- Books kept at home, teachers will post the answers and the work will be corrected by the pupil and parent. Pupils will send a picture of the completed work on Seesaw at the end of the week.

Literacy Homework:

- Teachers can send literacy homework via Seesaw or the pupils can send a picture via Seesaw at the end of the week.

Reading:

- PM readers will not be used in classes 3rd – 6th for the first half term. This will be reviewed. Focus should instead be on Whole Class reading (picture books, novels, printed material), development of reading comprehension strategies, teacher read aloud, reading comprehensions.
- Online reading can be given for homework or reading material can be uploaded to Seesaw.
- PM readers can be used in classes Infants – 2nd, however they should not be sent home.

Correction of Work:

- Self-correction should be used when possible.
- If correcting work during a lesson (going around to pupils), the teacher should wear a mask.
- If correcting work at the end of the day, books should be stored in Pod piles until the correction takes place. Staff member should sanitise hands in between correction of Pod piles of books.
- Use of copies on a rotation bases (e.g. Week 1 & Week 2). After use of copy for a week, the copies are isolated before correction.

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- With regards to sharing of personal items, teachers should use a method of correcting that they feel comfortable with, which also provides pupils with feedback on their work.

Communication with home:

- All class teachers will be required to use the messenger feature of Class Dojo this year to facilitate communication between school and home.
- This will reduce notes being sent home and notes being sent into school.
- Parents will be asked to communicate with staff through Class Dojo as parents will not have the opportunity to speak with staff in the playground after school.
- Elements of the Covid-19 Response Plan will be shared with parents on the school website, as will the Covid-19 School Policy. Parents will receive communication from the school regarding the return to school on August 17th.

Break Times & Playground:

- Classes will play in half a basketball court in their class bubbles (with the exception of 2nd class who will play as one bubble in the back-play space). This will be reviewed at the first ISLT meeting.
- There will be two 20-minute breaks throughout the day.
- 4 playground spaces will be used: Basketball Court 1, Basketball Court 2, Basketball Court 3 and the Back-Playground Space. The Basketball Courts will be cordoned off using cones and tape.
- There will be at least one supervising staff member in each playground space and one in the Den.
- There will be no playground equipment available for pupils. Pupils should not bring their own toys to the playground.
- Pupils should be encouraged to maintain social distance from pupils outside of their class/pod.
- The Den will be in use for First Aid. There will be no access to the toilets in the Den for pupils. Pupils should use the toilet before they go to the playground and this should be part of the daily routine before break times.
- When pupils line up after break time, they will be asked to maintain some distance between them and the pupil in front of them, however 1m social distance is not mandatory.

Arrival & Dismissal:

- Daily Arrival

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- Pupils arrive to school between 8:45 and 9:15. Pupils with surnames A-N arrive between 8:45am and 9:00am and pupils O-Z arrive between 9:00am and 9:15am.
- Pupils enter the school building via designated entrance and proceed directly to classroom.
- Morning Supervision will take place between 8:45 and 9:00. At 9:00 all teachers should arrive to their classrooms.

- Daily Dismissal
- Junior and Senior Infants from playground at 1:40
- 1st & 2nd classes from playground at 2:20
- 3rd & 4th classes from playground at 2:30
- 5th & 6th classes from playground at 2:40
- Pupils from 3rd – 6th classes may walk home from school unaccompanied with written consent. This will be obtained via Class Dojo
- Infant pupils who are not collected on time at 1:40 should be brought to the Foyer
- Pupils 1st – 6th classes who are not collected on time should be brought to the hall by their class teacher. ISLT support for late collection will begin at 3pm.

- Wet Dismissal
- In the event of Wet Dismissal pupils will be dismissed from the hall/foyer
- Junior & Senior Infants from the hall
- 1st & 2nd Classes from the hall
- 3rd Class & 4th Class from the hall (Ms. Glackin's class from the Front Door)
- 5th & 6th Class from the hall (Ms. McManus from the Front Door)

- Parents will be asked to avoid coming onto the campus where possible. When it is necessary, parents are required to wear masks, observe social distancing and not congregate on school grounds. If parents need to contact a teacher the usual methods of dojo, journal, email should be used. A request for a phone call may be arranged. Pupils who are able to should be allowed to walk onto the campus unaccompanied from the pedestrian gate in the mornings.

Staffroom:

- Physical distancing should be maintained in the staffroom

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- The tables will be laid out to facilitate this
- Staff should bring their own cutlery to school and this cutlery should be brought home daily
- Personal staff cutlery cannot be stored in the school building
- Staff should sanitise their hands before and after use of shared appliances: toaster, fridge, microwave etc.
- Staff members will have no access to the staffroom outside of their designated break times
- Staff are asked to stick rigidly to the times indicated on the staffroom/break rota. Staff need to be in the playground on time to collect their class to allow supervising staff to get their break on time and to ensure a smooth transition between breaks. It is envisaged that staff will be leaving the staffroom as soon as the bell goes.
- Additional areas to have lunch in include meeting room 1 on the ground floor, meeting room two on the first floor and a coffee dock in the servery; this is take away only
- The additional areas will be stocked with tea, coffee, sugar, kettle, microwave,
- Staff may have their breaks in their rooms or cars, however in the interest of well being it is better for staff to use one of the rooms provided.

Staff:

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- All staff are asked to wear face coverings when not in their classroom (corridors, photocopying room, staffroom etc.)
- Meetings of more than five staff members should take place on line using Microsoft teams.
- Staff should not shake hands with other staff members/visitors to the school.
- Staff should vacate the building by 4:30pm daily to allow for cleaning to take place. Cleaning will begin at 3pm. Should a cleaner come to a room while a staff member is working in the room, the staff member should maintain social distance from the cleaner.

SET Team:

To the greatest extent possible, pupils and teaching staff should consistently be in the same class bubbles,

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although this will not be possible at all times the SET team will be organised in the following way to limit movement as much as possible.

- Two members of the SET team will work with Junior Infants
- Two members of the SET team will work with Senior Infants
- Two members of the SET team will work with Spraoi
- The distribution of remaining staff on the SET team among class levels from 1st – 6th class will be based on need. SET team staff will work with the same year level consistently
- SET will focus largely on in class support this year and it is envisioned that a SET teacher will spend a longer period of time in one classroom per day with some essential withdrawal
- The use of shared cluster arrangements between schools is not prohibited and shared SET posts will continue as normal

Secretarial Office:

- Perspex screen will be installed at office window and a screen will be placed in front of secretary's desk
- Mobile screen will be available for part-time receptionist
- The office opening times will remain 8:30 – 3:30.
- No pupils should be sent to the office with messages
- If a parent needs to be contacted, the class teacher should contact the parent using either the phone in Meeting Room 1 (sanitise before and after use) or their personal phone.
- We will no longer phone home for forgotten lunches. This will be communicated to parents.
- Only Sarah and Maureen will use the PA system. If an announcement needs to be made it should be emailed to the office in advance or the staff member should do the following
- Knock on the office door and step back to the marked line on the floor
- Sarah or Maureen will answer the door and take the message for the announcement
- Staff cannot enter the office. If staff need something from the office the designated time is 2:45 - 3:20. Knock, step back and wait for office staff to answer and ask for the required item e.g. SET file/envelopes. Requests can also be emailed in advance.

Principal's Office:

- Appointment needed for a meeting in the Principal's office unless it is a Child Protection issue.

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	<p>Appointment should be made by email, text or phone call.</p> <ul style="list-style-type: none"> ● One person in the room at a time. If meeting requires more than one person, a different room will be used e.g. Meeting Room 1. ● Perspex screen is installed in principal's office <p><u>Deputy Principals Office:</u></p> <ul style="list-style-type: none"> ● One person in the room at a time. If meeting requires more than one person, a different room will be used e.g. Meeting Room 1. ● Perspex screen is installed in deputy principal's office <p><u>Photocopying Room:</u></p> <ul style="list-style-type: none"> ● Physical distancing of 2m should be maintained ● Sanitise hands before and after use of the photocopier <p><u>Shared materials:</u></p> <ul style="list-style-type: none"> ● Sharing educational material between Pods should be avoided/minimised where possible. ● Toys/concrete materials used by pupils should be sanitised at the end of the school day/during infant hour. Milton can be used to sanitise toys in infant classes and Milton/sprays can be used for resources in older classes. The cleaning of resources should be a shared endeavor between the class teacher, SET teacher, SNA and pupils in older classes 	
5.5) Use of PPE in Schools	<p>Based on updated advice from the HPSC to the Department of Education, 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.</p> <p>PPE will also need to be used in the following cases:</p> <ul style="list-style-type: none"> ● When assisting with intimate care needs ● 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 on the list of those categorised as people in very high-risk groups, or may be living with those who are in the very high-risk category. 	

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- Administering first aid
- Parent teacher meetings

Face coverings/Face visors/Masks:

- It is not recommended that children attending primary school wear face-coverings.
- In certain situations the use of clear visors should be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties.
- Surgical face masks to EU standard EN 14683 have been provided to SNAs and Special class teachers.
- Additional disposable face coverings are available for staff in case a back-up face covering is needed during the day or where required on an ongoing basis.
- Masks and visors should be donned and doffed and disposed of correctly (as per HPSC videos.)
- Masks should be removed and disposed of if they are wet or damaged.
- Masks should be removed and disposed of if going on a break or visiting the toilet.
- School is providing all staff with the recommended EN 16483 grade masks in term 1
- School is providing all staff with FFP2 masks in term 2 as for budgetary reasons this is more economical

Gloves, visors and aprons:

Gloves and aprons should not be used routinely in the educational setting (as per HPSC guidance).

The use of gloves and a disposable apron is appropriate for cleaning, intimate care settings and when administering first aid.

Hand hygiene should be performed before donning and after removing gloves.

A visor is required to protect the eyes if providing care that involves a risk of splashing of body fluids even if already wearing a surgical mask.

In term 2 Spraoi staff and bus escorts are being provided with masks, visors, disposal aprons and gloves

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	<p>Disposal of PPE: Used PPE can be discarded into domestic waste. PPE used when attending to a person with suspected COVID-19 should be placed in a separate plastic bag before being placed in domestic waste ('double-bagged'). More information on infection prevention and control here: https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/</p> <p>The following PPE will be provided by the school;</p> <ul style="list-style-type: none"> ● Disposable masks ● Reusable masks ● Hand sanitiser ● 1 visor ● 2 spray bottles for classroom ● 2 packets of wipes for classroom ● Zip lock bags ● Plastic Bags ● Gloves <p>PPE will be replenished as required.</p>	
<p>6) Impact of COVID-19 on certain school activities</p>	<p><u>Teaching & Learning:</u></p> <ul style="list-style-type: none"> ● The curriculum has been narrowed to allow for the implementation of procedures for Covid-19 and to provide a focus/starting point for resuming in school learning ● The focus areas are Literacy, Gaeilge, Numeracy, PE and Wellbeing (Aistear Infants – 1st Classes) ● Teachers may wish to integrate some other subject areas into these 5 focus areas e.g. history as part of a Literacy lesson ● A presentation has been created for staff detailing the curriculum changes. This will be shared with staff via email and will be discussed at Croke Park meetings on August 26th ● Standard school planning templates will continue to be used. All focus areas should be planned for and any integration of other subjects can and should be included in plans. If a subject is not being 	

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planned for it should be stated that “as per DES guidelines focus for learning is in the areas of Literacy, Numeracy, Gaeilge, PE and Wellbeing”.

- Cuntais Míósúil should be completed as normal.
- This will continue for Term 2.

Evacuation:

- In the event of the Fire Alarm sounding, the normal evacuation procedures as outlines in the Fire Drill and Evacuation Policy will be followed.
- Fire Drills will take place; however, they will be organised in small groupings of classes.

After School Clubs:

- After School Clubs will not take place for the first term, with the exception of Sacramental Preparation.
- This will continue in Term 2.

Sport Activities/PE:

- PE activities with minimal equipment that only the teacher touches with their hands when setting up and tidying away. Teacher should sanitize their hands directly before touching equipment. The equipment used during games should not involve the children touching it with their hands. Suitable games can include using equipment such as hula hoops, ladders, hurdles, footballs all along the ground and adhering to social distancing. This will be reviewed again after Term 2.
- A list of suggested suitable activities has been circulated and staff can continue to add to this.
- Each teacher will also be given their own set of cones for support during PE. They should be stored in the classroom and should not be touched by pupils.

Aistear:

- Aistear will continue in infant classes. Toys used by pods should be washed in Milton/Sprayed after use.
- Soft toys such as teddy bears, should not be used as they cannot be easily cleaned
- Soft toys such as playdough are for individual use only

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	<p><u>Library/Computer Hub:</u></p> <ul style="list-style-type: none"> • This room will not be in use prior to the Easter break of the school year. This will be reviewed. <p><u>Art:</u></p> <ul style="list-style-type: none"> • Art supplies will be distributed to each classroom by the end of September to eliminate the sharing of resources between classes. • Any art lessons that take place should focus on the use of individual materials (drawing, colouring, painting). Pupils may not share materials (pencils, crayons, pastels, chalks etc.). Painting lessons may take place within pods; however, each pupil must use an individual paintbrush and water cup. Paint should be arranged so that pupils do not have to stretch across a table to access. <p><u>Electronics:</u></p> <ul style="list-style-type: none"> • The use of shared electronic devices such as iPads and laptops in mainstream classrooms or SET rooms should be avoided. Exceptions can be made for 5th and 6th class pupils accessing Accelerated Reader only if a wipe-able protective cover is covering keypads and trackpads. <p><u>Musical Equipment/Instruments:</u></p> <ul style="list-style-type: none"> • Shared musical instruments should not be used up to the Easter break of the school year. This will be reviewed. <p><u>Library Policy:</u></p> <ul style="list-style-type: none"> • Pupils can continue to select books from the library. <ul style="list-style-type: none"> - One pupil may select a book at a time - No soft areas in the class library - The pupil should only choose the book they intend to take - Pupils should keep this book until it has been completed - Once completed, the book should be placed in a closed box for 72hours before being placed back into the library 	
7) Hygiene and Cleaning in Schools	The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.	

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The following cleaning procedures will be put into place:

- Each school setting/classroom will be cleaned daily.
 - Floors, tables, chairs and other items should be easily cleanable and cleaned at least daily.
 - Areas that were previously cleaned weekly will now be cleaned daily
 - Cleaning will focus on frequently touched surfaces - door handles, hand rails, chairs/arm rests, tables, communal eating areas, sink and toilet facilities.
 - All bins will be emptied by cleaning staff daily
 - Increased cleaning time and staffing is being provided
 - A cleaner is employed during the school day from 11.45am to 2.45pm when the caretaker is not available, this is for contact points, isolation room and classroom where a pupil is sent home
- Note: ALL lunch waste must be brought home by pupils.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas, however, exceptions shall be made for children with additional toileting needs who may need to access showers for personal cleaning purposes. This shall be reviewed in line with government guidance.

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present

The room should be cleaned as soon as practicably possible.

Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.

The person assigned to cleaning should avoid touching their face while they are cleaning and should wear gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine-type product.

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

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Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused. If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

Cleaning resources:

- Used toys should be placed at the back of the room and cleaned either at the end of the school day (inclusive of infant hour) or throughout the day by the teacher, SET teacher and SNA as a shared endeavour
- Curriculum has been narrowed to provide more time to adapt to new procedures.

Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

When purchasing toys choose ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

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	<p><u>Cleaning Procedure for Toys</u></p> <ul style="list-style-type: none"> ● Wash the toy in warm soapy water, using a brush to get into crevices. ● Rinse the toy in clean water. ● Thoroughly dry the toy. ● Some hard plastic toys may be suitable for cleaning in the dishwasher. ● Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried. ● In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified. ● If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly. <p><u>Art</u> – Where possible pupils should be encouraged to have their own individual art and equipment supplies.</p> <p><u>Electronics</u> – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipe-able covers for electronics to facilitate cleaning.</p> <p><u>Musical Equipment/Instruments</u> – To the greatest extent possible, instruments should not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.</p> <p><u>Library Policy</u> – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.</p> <p><u>Shared Sports Equipment</u> – Minimise equipment sharing and clean shared equipment where possible between uses by different people.</p>	
8) Dealing	Staff or pupils should not attend school if displaying any symptoms of COVID-19. School staff should be	

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<p>with a Suspected Case of COVID-19</p>	<p>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.</p> <p>The following outlines how a school should deal with a suspected case that may arise in a school setting:</p> <p>The designated isolation area in Scoil Chormaic CNS is Room 7 on the Ground Floor.</p> <ul style="list-style-type: none">● The isolation room will be organised into 6 bays where pupils will be asked to sit.● Alan Weston is the nominated member of school management team responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.● Resources in the isolation room will include: disposable masks, tissues, wipes, antibacterial spray, bins, aprons, gloves, visors, hand sanitiser.● Route to isolation room<ul style="list-style-type: none">- From Ground Floor: Walk to isolation room following corridor around in a clockwise direction.- First Floor: Walk to isolation room following corridor around in a clockwise direction and using stairwell 5.● Designated exit from the isolation room is the exit door closest to Room 7 at the bottom of Stairwell 5. <p>A pupil/staff member should be sent to the isolation room if they develop one of the following symptoms:</p> <ul style="list-style-type: none">● A cough of any kind● Shortness of breath/breathing difficulties● Fever of 38 degrees Celsius and above● Loss of sense of smell/taste <p>If a pupil presents with one of the above symptoms, the staff member who identified these symptoms should say the following; “I can see that you are not feeling very well, we are going to phone your parents to come and collect you. I am going to ask another teacher to bring you to wait for them”</p> <p>If a pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:</p> <ul style="list-style-type: none">● The teacher should move the pupil to the back of the classroom or sitting outside the door. The pupil should be given a facemask to wear.	
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- The teacher should ask the neighbouring teacher to monitor their class while they contact the office for a member of the Covid Response Team to be called to their classroom or the teacher can phone a member of the Covid Response Team using their mobile phone.
- The pupil should be accompanied to the isolation room via the isolation route by a member of the Covid Response Team.
- The covid response teams consists of: Deirdre Corcoran, Alan Weston, Sonja King, Donal McElligott and Ronan Garvey.
- The staff member should keep at least 2m away from the symptomatic person where possible and ensure others do the same. The staff member should wear a surgical mask, visor and gloves and the pupil should wear a disposable mask.
- The parents/guardians of the pupil will be contacted immediately.
- If the pupil is very unwell the member of the Covid Response Team should call 999/112 and inform the operator that the child is showing symptoms of Covid -19.
- A Covid-19 Suspected Case Record Form will be completed by the staff member attending to the pupil.
- If a parent/guardian cannot be contacted after 30minutes, they school will contact the pupil's GP or a local GP in the area.
- Protocol for phoning parents/guardians:
 - Phone number 1
 - Phone number 2
 - Phone emergency contact
 - After 30 minutes the pupil's GP or a local GP/HSE will be contacted for advice.
- If the isolation room is full, the pupil will isolate at the back of their classroom.
- If a staff member is contacted by a parent of another child after a pupil has gone home sick to ask if there is a suspected case of Covid 19 they should respond with the following;

“Our school has a detailed Covid-19 response plan which contains procedures to be followed in the event of a pupil going home sick. As part of this plan, we cannot discuss the health a pupil with another parent. In the event of there ever being a case of Covid-19 in the school, the HSE will contact trace any member of the school community who came into contact with the person”

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If a staff member displays symptoms of COVID-19 while at school, the following are the procedures to be implemented:

- The staff member should put on a face mask as soon as possible
- Maintain a 2m distance from pupils and staff
- Alert the neighbouring teacher from a distance or phone the office from your phone (01-8416948). Either the neighbouring teacher or the office should call a member of the Covid Response Team to you.
- Wait for a member of the Covid Response Team to come to you to accompany you with physical distance to the isolation room.
- The staff member will be asked if they feel well enough to travel home. Public transport of any kind should not be used;
- If the staff member cannot immediately go home, they should remain in the isolation room and will be advised to call their GP or the HSE helpline and a family member to come to the school to take them home.
- A Suspected Case Record Form will be completed by the school Principal.

Note: If an announcement is being made from the office to call a member of the Isolation Team it should be announced as follows “**Can Named Isolation Team Member please go to Room X?**” The purpose of the announcement will not be disclosed. There is a rota for the isolation team available to staff.

Cleaning following a suspected case:

- PPE should be disposed of by ‘double bagging’, sealed and put into the bin in the isolation room.
- After the pupil has been sent to the isolation room, teachers and pupils use the cleaning products in the classroom to wipe down their area and a deep clean will take place at the end of the school day.
- The staff member who accompanied the pupil to the isolation room should ensure that the pupil has placed all tissues/wipes into the bin, spray the bay the pupil used and a deep clean will take place at the end of the school day.

Returning to school following a suspected case absence:

- If a pupil or staff member has been absent with or had to go home with symptoms of or a suspected case of Covid-19, a parental/self-declaration letter stating that they can to return to the school must be

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	<p>provided.</p> <ul style="list-style-type: none"> ● Staff provide this letter to the school principal. ● Pupils/Parents should email a copy of this letter to the school. ● 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 and staff and pupil confidentiality is essential at all times. <p>Contacting HSE following a suspected or confirmed case:</p> <ul style="list-style-type: none"> ● After a suspected or confirmed case of Covid-19 in the school, the school will contact the HSE for advice regarding any further action to be taken (whether other members of the school community need to go home, isolate, or closures). ● 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 and staff and pupil confidentiality is essential at all times. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. <p>Overseas Travel:</p> <ul style="list-style-type: none"> ● All travel must be in compliance with Government advice. ● Parents must inform the school that they are completing quarantine if required to do so, and inform the school when the quarantine has been completed. ● The government are currently advising against all non-essential travel and mandatory quarantine measures are in place for all international arrivals. 	
9) Special Educational Needs	<p>For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Similarly, staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.</p>	

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PPE will be provided for all staff and should be worn when working with any pupil where a social distance of 2m cannot be maintained.

Hand hygiene Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean)

Where an SNA is working with a pupil, the SNA and Class Teacher should identify the level of support needed by the pupil. Some pupils may need an SNA sitting beside them at all times. Other pupils may require SNA support for specific tasks e.g. completing a task/piece of work. The SNA and Class Teacher should identify times (if any) where the SNA does not need to sit next to the pupil. This will also help to develop the pupil's independence skills.

Spraoui:

Equipment:

- Equipment and resources used by pupils needs to be cleaned after use. This will be a shared endeavor by all staff working in Spraoui. Milton has been provided for the cleaning of resources and equipment.

Use of rooms:

- Access to the Sensory Room and Ball Pit Room will be timetabled in 15minutes slots
- Spraoui pupils will have first priority for use of these rooms. Slots will be made available for some pupils in mainstream classes who have significant needs
- If a pupil in Spraoui requires the immediate use of either room and a pupil from mainstream is in the room at that time, the pupil from mainstream will need to return to class.
- It is the responsibility of the staff member accompanying any pupil to either the Sensory Room or the Ball Pit Room to spray and wipe down surfaces after use. In the case of Spraoui pupils, the pupil may need to be brought back to the classroom before this can take place.
- A thorough clean of both rooms will take place after the school day has ended by cleaning staff daily

Integration:

- Integration of pupils from Spraoui into their mainstream classroom will continue to take place. This is

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	<p><u>on pause for at least 1 week after partial re-opening of schools.</u></p>	
<p>10) Staff Duties</p>	<p>The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> ● Adhere to the School COVID-19 Response Plan and the control measures outlined. ● Complete the RTW form before they return to work. ● Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace. ● Must complete COVID-19 Induction Training and any other training required prior to their return to school. ● Must be aware of, and adhere to, good hygiene and respiratory etiquette practices. ● Coordinate and work with their colleagues to ensure that physical distancing is maintained. ● Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing. ● Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19. ● Not return to or attend school if they have symptoms of COVID-19 under any circumstances. ● If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above. ● Keep informed of the updated advice of the public health authorities and comply with same. <p>Staff should not to return to or attend school in the event of the following:</p> <ul style="list-style-type: none"> ● 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. <p>Staff should co-operate 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.</p> <p>Staff should undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health.</p>	

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<p>11) Covid-19 related Absence Management</p>	<p>The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.</p> <p>All staff have been made aware of related circulars and information notes from the Department which have been circulated via email, namely:</p> <p>Circular 0049/2020: Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools.</p> <p>Circular 0050/2020: Coronavirus (COVID-19): Arrangements for staff other than Teachers and SNAs who are employed by ETBs.</p> <p>Information Note 0005/2021 Temporary Changes to the Parental Leave Scheme and Unpaid Leave Scheme and other temporary arrangements for Teachers employed in recognised Primary Schools.</p> <p>Information Note 0006/2021: COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements for Special Needs Assistants employed in recognised Primary Schools.</p> <p>Note: An information note for ancillary staff has not as yet been released by the Department/ETBI as of 25/02/2021.</p>	
<p>12) Employee Assistance and Wellbeing Programme</p>	<p>“The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE’s Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of ‘Wellbeing Together: Folláinne Le Chéile’. The EAS is a self-referral service where employees have access to a dedicated freephone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and</p>	

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	deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is current available on the wellbeing portal'. (Department of Education & Skill, Covid19 Response Plan for the safe and sustainable There is also support available from the PPS service in DDLETB.	
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Plan B: Plan for the continuation of Teaching and Learning in the event of a full or partial closure

In the event of a national or regional lockdown that results in a full or partial closure of the school and we will revert to working from home using Seesaw and Class Dojo.

The following points outline the steps that will be taken to prepare for a future closure;

1. All class teachers will ensure that parents are on Seesaw and Class Dojo. Teachers will begin this process by communicating with home and giving access codes to families who need them. Homework will be given through Seesaw from the beginning of October, this will support teachers in ensuring pupils are signed up and able to use the app prior to a school closure.

School Seesaw accounts have been purchased and set up. Video tutorials on Seesaw or Dojo can be shared with parents to support them in their use of the apps.

2. Staff are asked to prepare a list of children who: a. Have no access to a device at home and many need one from the school, and: b. A list of children who have no device and also have no broadband/WIFI access. A document has been created for teachers to input this information on the Drive.
These pupils may be given access to devices on loan from the school purchased from the grant given to school in September.
3. Teachers should complete any photocopying or preparation of work that they feel may be necessary in advance
4. Workbooks will be going home. Teachers are asked to have a system that allows them to give all of the workbooks to the children in a speedy manner.

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5. If there are teacher resource books that teachers need to copy or copy from, this should also be done in advance.
6. Staff meetings will take place on Microsoft Teams. All staff are asked to make sure they know their password to their DDLETB email address. Anyone with no DDLETB email address should email Alan to get set up. This is important to accessing and using Microsoft Teams.
7. Child protection concerns would continue to be notified to the DP and DDLP when working from home.
8. Aladdin will cease to be marked.