



## Mary, Mother of Hope JNS

### Return to School Logistics Plan – August 2021

#### Underlying Principles

- ✓ The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- ✓ In keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day.
- ✓ It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within Class Bubbles.
- ✓ 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 it's spread.
- ✓ As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.
- ✓ Plans and policies will be updated in line with current HSE, DES & NPHE advice

#### General Details

- ✓ All children will return to school unless they have been advised by a medical professional that it is unsafe to do so
- ✓ The school day will start at 8.50 for all children and finish at 1.30 for Junior and Senior Infants and 2.30 for First and Second classes.
- ✓ The children, their teachers and SNAs will work in Class Bubbles. 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 groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.
- ✓ Large school gatherings will be replaced with class visits or virtual gatherings

- ✓ While we will all be delighted to see each other again hand - shakes and hugging will not be allowed.
- ✓ Where practical, all internal doors will be left open to minimise hand contact with common touch surfaces. External doors will be left open where it is practical and safe to do so.
- ✓ To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened fully while children are taking breaks in the playground and after school.
- ✓ Air quality in the building will be monitored throughout the day
- ✓ The school day will include 2 breaks to be taken outside (1 x 15 mins and 1 x 25 mins). Children should have appropriate footwear and coats at school each day. Other outdoor lessons and breaks including the Daily Mile are encouraged
- ✓ Hand sanitiser will be available at all entry points and in all class and SET rooms, offices and staff rooms. Soap and paper towels will be available in all classrooms and bathrooms
- ✓ Disinfectant spray and wipes are available in all rooms to wipe down common touch surfaces after use.
- ✓ Pupils and Staff will be reminded regularly of the importance of good hygiene practices, cough and sneezing etiquette. Posters will be on display throughout the building
- ✓ Signage reminding adults of the need to socially distance will also be on display throughout the building.
- ✓ Contact tracing registers will be kept in case of a COVID –19 case or suspected case occurring in our school community
- ✓ Enhanced cleaning regimes are in place and will be reviewed on an ongoing basis

#### **Return to School Forms and Training**

- ✓ Parents are requested to view most recent Public Health/DES videos regarding signs and symptoms of COVID 19 before their child returns to school. Parents are also requested to complete a return to school form for their child after each absence.
- ✓ Parents are required to adhere to all public health guidelines applicable to their family in relation to international travel
- ✓ Staff are required to adhere to all public health guidelines in relation to international travel, to have completed COVID 19 Induction Training and a RTW form.

#### **Arrival at school**

- ✓ Every child should be brought to school as close to 8.50 as possible
- ✓ Children are encouraged to walk, cycle or scoot to school



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- ✓ DES School transport providers are asked to be at school at before 8.40
- ✓ Children in 2<sup>nd</sup> Class and after the first week those in 1st class are asked to walk in from the main gate or from Mick's Way without their parents/guardians/older siblings. They should go straight to their line in the yard in front of the school. School staff will supervise from 8.40.
- ✓ Children from Junior and Senior Infants should be brought to the gates at the entrance to the Junior School campus and staff of the school will direct them to their line from there.
- ✓ No one other than staff members should enter the Junior School Yard.
- ✓ **Face masks must be worn by all adults on the school campus. Face masks should be worn correctly covering both mouth and nose.**
- ✓ In all cases parents/guardians should drop their children and go so as to avoid groups gathering on the campus. Regular reminders will issue. **As per public health guidelines there will be no congregating allowed on school campus even for short periods. Parents must adhere to this rule.**
- ✓ The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- ✓ No one other than staff members should enter the building unless by prior arrangement
- ✓ Messages for teachers can be sent via the school app, by email to [info@hopejns.ie](mailto:info@hopejns.ie) or by phoning the school office on 01 6405655.

#### End of School Day

- ✓ All children will be brought to their line at 1.30/2.30
- ✓ Children in 1<sup>st</sup>/2<sup>nd</sup> Class, for whom we have received written permission will be allowed leave the campus at 2.30 without an accompanying adult/older sibling
- ✓ Adults or older siblings who are collecting children from school at the end of the day, should not spend any extra time on the campus either before or after collection. They should wait opposite the school building close to the area where the child's line is located. They should follow the guidance of staff, stand well back from the lines and maintain social distance from each other. Teachers will release the children one by one to the person who is there to collect them.

### **Key to Entrances & Exits**

- ✓ Junior infants will enter and exit through the main door of the school.
- ✓ Senior Infants will enter and exit through the rear entrance of the school
- ✓ First Class will enter and exit through the fire doors at the front of the school to the left of the main entrance
- ✓ Second Class will enter and exit through the fire doors at the front of the school to the right of the hall
- ✓ Mrs Cullen's Class will enter through the garden.

### **Collection of Children during the School Day**

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

- ✓ Prior notice should have been given to the school by phone, email or app message.
- ✓ When the adult arrives at the school, they should either phone the office or enter the reception area through the front door of the school to alert the office that they have arrived
- ✓ Anyone entering the reception lobby should sanitise their hands immediately on arrival
- ✓ The child will be brought from their class to the adult by a member of staff
- ✓ 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

### **Uniform & Personal Equipment**

- ✓ School uniform should be worn everyday and parents are welcome to alternate between the tracksuit and uniform. It is advisable that the uniform is kept for school only and that children change immediately after school rather than wearing the uniform in after-school facilities, shops, during after-school activities, etc.
- ✓ Children should bring all their books and workbooks back to school on the first day
- ✓ Thereafter personal equipment brought to school should be limited to lunch box and bottle
- ✓ All the material they will need in class is available to them in school
- ✓ Lunch boxes and reusable bottles should be of a type that can be easily wiped clean
- ✓ Children should come appropriately dressed for the weather and should be able to independently manage their bag, coat and shoes
- ✓ Children should wear additional layers as rooms will be fully ventilated for much of the day
- ✓ Face masks are not recommended to be worn by children in our school
- ✓ Staff will wear surgical grade masks where a two metre distance cannot be maintained

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including iPads and the equipment used for structured activities, PE and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

### **Yards**

Each class level will have a 15 and 25 minute break on yard. They will stay in their class bubble during this time and Yards will be divided into 4 separate spaces to allow for this to happen.



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Yards will be supervised by class teachers, learning support teachers and SNA's working within those bubbles.

#### Learning Support

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs sanitising routines will be observed.

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

- ✓ Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- ✓ The tables and chairs in SET rooms will be wiped clean in between different groups attending

#### Reception/Office

A perspex screen is in place at reception and in the office. A maximum of one person should enter the office at a time and the drop table at reception and inside the office door should be used rather than entering the office area.

#### PPE

- ✓ Surgical grade masks will be worn by staff in class where a two metre distance from other adults cannot be maintained or when working very closely with a child.
- ✓ Staff attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and masks.
- ✓ Aprons may be appropriate in certain circumstances including intimate care or cleaning an area where a suspected or confirmed case was present.
- ✓ **Routine use of gloves is to be avoided as it does not protect the wearer and may expose others to risk from contaminated gloves.**
- ✓ Staff will be required to wear face coverings in circulation and other areas where they cannot maintain a two metre distance from other adults.

#### Teacher Absence and Substitution

In the current climate, it is not appropriate for the class to be divided into groups and accommodated in other classes. In the event that a Class Teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class from within the school or outside. If a substitute teacher is not available after all options have been exhausted, it may not be possible for the class to attend school. If that is the case, as much notice as possible will be given to parents.

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes 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.

## **PE**

Where possible, PE will take place outdoors. Use of equipment will be limited and confined to the sets that have been distributed to class levels and sanitised between uses. If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day.

## **Extra-curricular Activities**

Facilitating extra-curricular activities is not possible at the moment as it is not recommended that children from different bubbles mix.

## **Dealing with a Suspected Case of COVID -19**

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Teacher/Principal/Deputy Principal as soon as possible.

If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

- ✓ Parents/guardians will be contacted immediately
- ✓ The child will be accompanied to the designated isolation area off the hall by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times. A face covering will be worn by the adult.
- ✓ A face covering will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people.
- ✓ The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- ✓ The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided
- ✓ If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- ✓ If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- ✓ Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

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



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#### Children who should not attend school

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

- ✓ Children who have been diagnosed with Covid-19
- ✓ Children who have been in close contact with a person who has been diagnosed with Covid-19
- ✓ Children who have a suspected case of Covid-19 and the outcome of the test is pending
- ✓ Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- ✓ Children with underlying health conditions who have been directed by a medical professional not to attend school
- ✓ Children who have returned home after travelling abroad and must self-isolate
- ✓ Children who are displaying any symptoms of COVID 19
  - Common symptoms of COVID-19 include:
    - a fever (high temperature - 38 degrees Celsius or above)
    - a new cough - this can be any kind of cough, not just dry
    - shortness of breath or breathing difficulties
    - loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
  - Other uncommon symptoms of Covid-19
    - sore throat
    - headaches
    - diarrhoea
    - runny or stuffy nose
    - nausea or vomiting
- ✓ Children who are generally unwell

#### Staff should not attend school

- ✓ if they display symptoms of COVID 19 as above
- ✓ If they have diagnosed with a confirmed or have a suspected case of COVID 19
- ✓ If they are awaiting the results of a COVID test
- ✓ If they have been in contact with a person with a confirmed or suspected case of COVID 19
- ✓ If they have been advised to self isolate
- ✓ If they have been advised to restrict their movements
- ✓ If they have been advised to cocoon

**Supporting the Learning of Children who cannot attend school**

If a child has been directed by a medical professional not to attend school for an extended period of time, school staff will plan activities to support the child's learning at home and share this with parents.

If a class or group of children is directed to stay at home following the contact tracing process, they will be supported remotely by staff of the school.

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

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.