

Parteen National School

Kilquane, Parteen, County Clare, V94 EY64.

✉ office@parteenschool.ie
☎ (061) 340457



Response Plan for the Reopening of Parteen National School during Covid-19 Pandemic 2021/2022

DES Roadmap

<https://www.gov.ie/en/publication/aObff-reopening-our-primary-and-special-schools/>

This Policy Document notes measures to reduce the risk of Covid-19 coming into our school community. The DES Document must be read in full.

COVID-19 Policy Statement

Parteen N.S. is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all staff and pupils of essential hygiene and respiratory etiquette
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school

- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice
- All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

We have:

- agreed with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- ensured staff engaged with the induction / familiarisation briefing provided by the Department of Education
- conducted a risk assessment as per previous response plans

Health and Safety Officer - Saranne O' Rourke

Lead Worker Representative - Olivia Parkinson

Relevant training for Staff

[gov.ie](http://www.gov.ie) - [Training for reopening schools \(www.gov.ie\)](http://www.gov.ie)

Readiness for return to work

All staff members complete Return to Work forms as per DES requirements and the DES Training. All staff have updated their sub information sheets and have submitted 3 days work/activities to the principal.

Pupil Collection and Drop Off

All adults are asked to wear a face mask when collecting their children and dropping off their children. All adults are asked not to congregate. If an adult is unable to wear a face mask for medical reasons they are asked to inform the school principal via phone or email.

Wash your Hands

All members of the school community must watch this video on hand washing.

<https://youtu.be/IsgLivAD2FE>

Symptoms of Covid-19

No member of the school community can come to school if they display any Covid-19

Symptoms, available here: <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

In summary, common symptoms of coronavirus include:

- [a fever \(high temperature - 38 degrees Celsius or above\)](#)
- [a 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

Isolation Guide

Please follow the HSE Guide to isolation for children between 3 months and 13 years.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/educationguidance/Isolation%20quick%20guide%20under%2013s.pdf>

Close Contacts

The school will follow the relevant current guidance on close contacts.

[https://www.npc.ie/images/uploads/downloads/Public Health Risk Assessment for Special Schools and Classes.pdf](https://www.npc.ie/images/uploads/downloads/Public_Health_Risk_Assessment_for_Special_Schools_and_Classes.pdf)

Isolation area while awaiting collection

This is located between the glass double doors in the unused corridor in the Junior Building near the sensory room exit. (Entrance 3) The child will be supervised by the class teacher or SET teacher. Nobody else may enter this area while a child is awaiting collection. It will be sanitised by cleaning staff after the child leaves. In the event of there being a second suspected case, the child will wait on a chair outside their classroom door. This chair will be sanitised after use.

Hand Hygiene

Pupils and staff should sanitise their hands

- on exiting their vehicle
- on arrival at school
- before eating or drinking
- after using the toilet
- after playing outdoors
- when their hands are physically dirty
- when they cough or sneeze
- Anyone moving between rooms must sanitise before they leave a room and return to their room e.g. children going to support, principal moving between rooms, SNAs, support teachers etc

Ideally, the automatic hand sanitiser should be used on entry to the building. However, depending on the wait time, staff may bring in the class to sanitise at the door.

Respiratory Hygiene

All members of the school community will practise respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then disposal of the used tissue immediately and safely into a nearby bin.

Temperature Checks

Parents should check their child's temperature before school each day and not send them to school if they have a high temperature. Following HIQA recommendation that temperature screening should not be carried out in schools, teachers will now only take a child's temperature if they are concerned that a child looks or feels unwell.

Equipment

Each staff member labels their own stock of surgical grade masks, their visor, disinfectant wipes and a bottle of Brill Blue disinfectant. All staff have their personal hand sanitizer to bring with them as needed. Wall hung sanitisers are in all classrooms, school entry points and corridors. Automatic sanitisers are located at each entry point. Perspex screens are on all work stations and on staffroom tables.

Staff should practise mask hygiene: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Daily practices:

Staff must disinfect personal items e.g. keys, phone, bag etc. when they come to work. Staff must disinfect their work station at the start and end of each day. There will be no handshaking or hugging in the school. Staff and pupils should avoid sharing personal items.

Visors/ masks

Medical grade facemasks and visors are available for all staff. A facemask is compulsory throughout the school day. The following are exceptions:

- Break time inside the staffrooms as staff are eating
- P.E.: A teacher must bring their face covering with them but when giving instructions at a significant distance e.g. 5m, they may remove facemask. Mask hygiene must be practised.

- If you are on your own in your own room, working at your own desk with your own item. For example, if you are in your own room at your own desk working on your own computer or your own notes, it is okay to remove your mask but if you are correcting copies or handling any item that will be used/ touched by another staff member you must keep the face covering on. Workstation must be sanitised before and after use.

Signage

Signage is displayed through-out the school building reminding the school community about Covid-19 prevention etiquette. Permanent signage to direct people e.g. delivery persons, to the front of the school is in place. No congregating signs are displayed at the school gates.

Standard feet markings and other child friendly markings are in place on yard and 'walk to the left' system has been marked out in the corridors.

Deliveries

All deliveries must be left at the front door. (Entrance 1 as per signs) Delivery personnel may not enter the building. Staff are asked to only order school items for delivery to the school.

Bin lids

All bin lids have been removed.

Doors

All internal classroom doors, where practical, to be left open, to minimise touching of common areas. Door stops have been purchased for use as teachers viewed necessary.

Ventilation

Open windows (fully) before school, after school and during breaks.

Turn on heating (when required) and partially open windows above the radiators so as to offset any local chilling effect that occurs because windows are open!

It is better to partially open several windows than to open one window fully.

[practical-steps-for-the-deployment-of-good-ventilation-practices-in-schools.pdf](#)

CO2

Most classrooms have been fitted with CO2 monitors supplied by the Department of Education. The school have ordered a number of additional units to ensure that all

classrooms and areas where large numbers gather will also have CO2 monitors. Clear instructions were provided to each staff member on what to do if the levels in the room become unsafe.

Physical distancing amongst the school population.

Class level

Each class will remain separate throughout the school day as much as possible. We use the term 'class' instead of bubble as we are all more familiar with the term 'class'.

In JI-2nd, children will be separated from each other in-so-far as possible.

In 3rd-6th, children will be placed in 'pods'. We will use the term 'groups' as we are all more familiar with this term.

Groups should be of mixed-ability. Children attending support should not be spread through all groups. Pods can be regrouped after Christmas and Easter only.

Each group will be separated by 1m and remain in their groups throughout the day indoors, in-so-far as possible. See full guides to physical distancing here:

Children will not be sent around the school on messages.

Staff level

For small break, the junior end of the school must use the staffroom and the senior end should use the new staffroom as there is not enough time between the breaks to have the one room sanitised. **At big break, if you leave your seat to go on yard, you must Brill Blue the seat and desk.** Facemask etiquette should be practised when taking face coverings on and off: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Gatherings of staff before or after school should not take place.

Support Teachers and students

Support teacher timetables have been streamlined into working with a smaller amount of classes. When children are picked up from their room, the children must sanitise and

they must sanitise again before returning to class. Support teachers may use the repurposed halla. Again, all surfaces and hands must be sanitised after use.

Mata sa Rang / Literacy Lift-Off / Graded Reading

Mata sa Rang and Literacy-Lift-Off run in the Junior half of the school. This year, these initiatives will be timetabled for the same class for 6 weeks. Big Cats reading runs in the Senior school.

The groups will be divided between the support teachers and the class teacher. The class teacher will remain in class with a group and the support teachers will take their groups to the hall/ support room. Each teacher will complete all the typical 'stations' with each group i.e. one teacher works in a room with one group of pupils. Resources will be sanitised by each teacher after use. Resources/ books will not be sent home.

Shared equipment:

Ipads and laptops

These have been divided out among all classes. IT audit was conducted in Term 1 with follow up purchasing in progress.

PE Equipment

This has been boxed/ organised into categories. Staff have taken boxes to their rooms and some are in the hall. Staff must apply Brill Blue after use. Staff must inform each other what they have in their rooms.

Sensory Room

Each teacher/ SNA should spray Brill Blue on the fixed equipment before use. All fixed equipment should also be sprayed with Brill Blue after use by adult attending with the child.

Art/Music/ Library books

Where practical, each child shall use an individual set of art supplies. Music instruments can be shared. Library books will be kept in school. Children can sing in well ventilated rooms.

Playground

This is used at break times and sanitised by our cleaner after each break. Every class will also be given a 'day' to bring children out to play in it. The teacher must bring Brill Blue and sanitise the playground afterwards.

First Aid

This will be administered as normal. Facemask must be worn. Gloves should be worn. Serious incidents will be recorded.

Principal Duties

The Principal, as leader and day-to-day manager of the school, must be able to speak with each staff member and visit each class as necessary to fulfil her duties. Like with other staff, she will sanitise before and after entering each room, wear a facemask and/or visor and maintain social distance. As she will therefore be in contact with all staff members and all class groups, as well as professional visitors and parents/guardians by appointment, she will keep meetings with individuals as short as possible, while fulfilling duties and responsibilities. Any meetings he must have with anyone for longer than 15 minutes will be conducted in a large room e.g. staffroom with a social distance of 4m to avoid possibility of close contact.

Secretary Duties

To minimise contact while fulfilling duties, staff, as noted, are not permitted into the office and visitors will be minimised and must wait outside until Catherine is ready. Staff are asked to email Catherine with requests or use the Aladdin Noticeboard. Only Catherine may use the intercom.

Only Catherine may use the school phone. The Principal uses the office phone. The Deputy Principal uses the school mobile. Staff will be given expenses to use their own phone for school calls should they incur extra charges.

Substitutes

Circular 45/2020 covers the system for booking substitutes. All staff are asked to contact the school principal as per normal procedures as soon as possible to allow for as much time to book a substitute as possible. When a substitute cannot be sought as per the panel and normal school procedures, support teachers will be allocated to cover the class as follows

JI Judy	Olivia	3 rd Eimear	Aislinn
JI Sheila	Laura	3 rd Mary-Ruth	Mairead
SI Lauren /Anita	Olivia	4 th Damien	Saranne
1 st Leah	Laura /Karen	4 th Lisa	Saranne
2 nd Fidelma	Sile	5 th Siobhan	Sile/Saranne
2 nd Mairead / Aoife	Sile	6 th Patrick	Steph
		6 th Ruth / Aoife	Steph

A substitute teacher will be booked to provide extra support to that support teacher on a day a substitute is available to make up for the lost time with the children, as per the circular.

Substitutes will be asked to fill out the Return to Work Form and Contact Tracing Form. They may use the Brill Blue and Disinfectant wipes on the work station of the person they are replacing. **It is very important that staff leave the Brill Blue box of masks and disinfectant wipes on their work station and have their name on it.**

EPV Days. The DES has provided substitute cover for one day for each teacher. The BOM will allow for staff to take three to five EPV days this year, as the support team have agreed to cover the classes of mainstream teachers as per the emergency substitute list above.

Cleaning Schedule

A cleaner is present each day from 10.15am - 1.15pm. They will clean common touch areas, all toilets, both staff rooms and hall furniture each day. Staff room will be sanitised by the cleaner after each break. The playground will be sanitised after each break. The playground and all desks and chairs will be sanitised each evening.

Teachers who are on yard and go to the staffroom to have a short break will be asked to use the disinfectant wipes and/ or Brill Blue to sanitise anything they touch. SNAs will be asked to apply Brill Blue to their seat and use a disinfectant wipe to clean any items they use.

The cleaner working during the day will also top up sanitisers, empty bins.

School cleaning will continue from 2.30pm-6pm with our existing cleaners.

Cleaning rosters will be signed by cleaning staff each day. Cleaning guidelines have been given to cleaners.

Parent information:

Please view Public Health videos and animations below:

[gov.ie](http://www.gov.ie) - [Information for students, parents and families \(www.gov.ie\)](http://www.gov.ie)

Please read the guidelines on close contacts:

[A Parents' Guide to Close Contacts in School.pdf \(hpsc.ie\)](http://hpsc.ie)

[Protecting your child from COVID-19 - HSE.ie](http://hse.ie)

Staggered Drop off times.

Please adhere to the following drop-off times.

8.50-8.55am:	5 th and 6 th
8.55am-9am:	3 rd and 4 th
8:50-9:00:	1 st and 2 nd
9.00-9.05:	JI and SI

Supervisors are in place from 8.50am.

If you have children in several classes, you may pick whatever time suits you.

Parents/ guardians should not come onto yard. The exception is for JI and SI parents where necessary and for parents of children with special education needs. Parents/ guardians must wear face coverings on yard. Parents, if they arrive outside school before the drop off time, should not come to yard with their child, until the actual drop off time.

Parents are asked not to congregate at the school gate. Parents should not stand at the wall talking with children - please just do not come to the yard until the drop off time.

If it is raining, the staggered drop off still applies but all children proceed directly to the classroom when they arrive. Children coming on the bus go to their area when they arrive.

Staggered Collections

Infants:	1.40pm
1 st /2 nd :	2.40pm

Rain collections: if it is raining please have umbrellas ready and classes will still be brought outside.

3 rd /4 th :	2.35pm
5 th /6 th :	2.40pm

Classes will walk out separately and teachers will ensure that there is space from other classes walking out. Children who go on the bus from 1st-4th stay with their teacher until 2.40pm.

Allocated Doors and Early Collection/ drops to school

Each class has an allocated door: <https://parteenschool.ie/wp-content/uploads/2020/08/Map-of-school.pdf>

Door 1: Junior Infants Ms. Ryan and Ms. Meskell, 1st Class and Ms. Coughlan's senior infants.

Door 2: Ms. Francis Senior infants and 2nd

Door 4: 6th, 5th and Ms. Quilty's 4th

Door 5: 3rd and Mr. Collins' 4th

Teachers will ensure classes have space between them when walking in and out.

Appointments

No adults should enter the building other than school staff. The school will follow most up to date guidance on this matter.

Only Catherine can enter the secretary's office. Anyone coming to the school for a prearranged essential meeting must arrange the meeting by email to parteenooffice@gmail.com (or by phone) in advance. Teacher emails must not be used to make appointments- it must be done centrally through the school office so we can manage the process.

The contact tracing log will only be filled out for those entering into the building. There will be a marked area outside for visitors to stand while waiting for Catherine.

Sometimes, professional visitors are necessary e.g. I.T. maintenance, school psychologist etc.

All these essential visitors will be asked to fill out the Covid Questionnaire, Contact Tracing Log and read our school protocol for visitors.

Money

Money will be collected via e-payments.

Lunches

Parents/ guardians must sanitise lunch and drink containers with disinfectant wipes before placing them in the child's bag each day. No sharing of lunches/ drinks among children.

School Books

If and when books go home and back to school, parents/ guardians must sanitise the books before placing them in the child's bag. Where practical, each child must use their own books. Shared books for Graded Reading should be wiped with the disinfectant wipes by the teachers after each session. They are covered by plastic already.

School Supplies

Parents/ guardians are to supply full sets of school supplies to be kept in school. This will ensure there is no borrowing pens/ colours. If a teacher has to lend a school item to a child, the teacher will wipe it with disinfectant wipes before and after use.

Homework

Homework policy published on 19th October 2020.

Uniform

Normal School Uniform Policy applies. However, the school tracksuit may be worn everyday as it may be quicker and easier to wash. We ask that children wear their uniform to school only and parents wash them regularly.

Children not Attending School

Any child who cannot come to school because of being in the very high-risk category of Covid-19, as confirmed by a medical certificate, will be provided with tuition each day and be marked present.

However, we have checked DES documents and children who do not come to school because they are high-risk or they may live with those in the very high risk/ high risk category do not qualify for blended learning and will be marked absent. As a gesture of good will, we will send out topics the class will cover and correct a sample of work submitted through photos at the end of the week. <https://www.tusla.ie/tess/faqs/#3>

Children Wearing Masks/ Visors.

While the DES do not recommend children wearing masks, we respect the wishes of parents. Please teach your child mask hygiene

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Further Closures

Please refer to our remote learning policy.

Local Arrangements

School management have the authority to make local adjustments e.g. locations where children line up, but do not have the authority to make significant adjustments to this plan.

This plan will be reviewed as the need arises.

Deirdre Goode

Acting Chairperson of Board of Management

Date: _____