



Covid-19 Logistics Plan 2021/22

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.
- It is 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. This plan has been formulated to achieve that aim.
- It is not possible to **eliminate** the risk of infection. However, with the co-operation of all members of our school community, it is possible to **minimise** the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Assumptions

- All children return to school and classes operate within a group system
- Parents will complete and return the **Return to School Declaration** form prior to their child returning to school.
- Children who are unwell will not attend school – if unsure, parents should err on the side of caution
- Parents or other adults are required to wear face coverings while on school grounds unless there is a valid reason for not wearing one
- Parents or other adults may not enter the school building – communication with staff members will be conducted via phone/email, unless in exceptional circumstances.
- Each class groupings will be assigned a separate area at yard times to ensure bubbles are segregated.
- Hand sanitiser will be available at all entry points and in all classrooms and SET room.

Dates for Reopening

SCHOOL WILL RE-OPEN FOR ALL CHILDREN ON THURSDAY, AUGUST 26th 2021

- Junior Infants will start at 9:15 am on their first day of school. Thereafter they will start at the same time as all other classes.
- Junior Infants will finish at 12:00 pm until Thursday 9th September. Thereafter they will finish at 1:40pm.
- The calendar for the upcoming year is posted on our school website and was also distributed via email to parents in June 2021

Junior Infant Pupils:

	Start Time	Finish Time
Thursday 26th August	9:15 am	12:00 pm
Friday 27th – 9th August	8:45 am – 9:00 am	12:00 pm
Friday 10th August	8:45 am – 9:00 am	1:40 pm

Key Entrance and Exit Points:

Class	Entrance	Time	Exit	Time
Junior & Senior Infants	Front Doors	8:45 – 9:00 am	Front Doors	1:40 pm
First & Second Class	Class Door	8:45 – 9:00 am	Front Gate	2:35 pm
Third & Fourth Class	Rear Doors	8:45 – 9:00 am	Rear Doors	2:40 pm*
Fifth & Sixth Class	Front Doors	8:45 – 9:00 am	Front Doors	2:40 pm*

**Class teachers will stagger the dismissal of the class groupings*

Staggered Drop Off and Collection Times

In order to help ensure social distancing and to limit the possibility of pupils from different bubbles (i.e. classes) interacting with each other, staggered drop off and pick up times will be necessary. We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school, without prior appointment / permission. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 8:45am. Anyone arriving before this time should wait in their car. Pupils should only enter the school grounds after 8:45am as outlined below and go straight to their classroom. It is not possible to ensure social

distancing if pupils arrive before this time in the morning. Special arrangements will be put in place for our Junior/Senior Infants and their caregivers/parents at the beginning of the school year. Working together we hope to be able to progress the reopening in as safe a manner as possible for all.

It is imperative that the public health guidance is adhered to at all times.

We ask parents/guardians to:

- Please drop and go in the morning and afternoon pick-up times.
- Please do not arrive to school before the allotted times in the morning or afternoon.
- Please do not enter the school yard.
- Maintain a social distance of 2m at the school gate and car park area.
- Please wear a mask whilst in the vicinity of the school.
- Children must proceed directly to their car at home time and we ask that there is no playtime allowed at this time.
- Please complete the **Return to School Declaration** form prior to your child returning to school after a school break or absence.

Morning:

- Parents are asked to 'drop and go' in the car park or main front gate area between 8.45 am and 9.00 am.
- Children will go directly to their classrooms on arrival. Staff members (including SET staff, SNAs and the Principal) will be available to receive the children and to guide pupils to their classrooms.

Afternoon:

➤ **Junior & Senior Infants:**

1.40 pm Ms Swinburne will bring Infants to the school gate. Parents are asked to 'pick up and go'.

➤ **All Other Classes:**

2.35 pm Children from Ms O'Mara's class will be released first at the front gate.

2.40 pm Staggered dismissal of pupils in Mrs Light's and Ms Breen's classes. Third and Fourth will exit via the rear double doors and will be walked to the front of the school. Ms Breen's class will exit from the front double doors at the main entrance.

Break Times

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Children can mix within their class groupings whilst outside, however, they cannot mix

with other class groupings / bubbles. We have the yard sectioned off in assigned areas, facilitating each class bubble having their own separate space.

We will have one daily break and lunch time:

- Break Time: 11.00 – 11.10
- Lunch Time: 12.30 – 01:00

Yard Supervision:

A yard time supervision rota has been organised and distributed to all staff, whereby two staff members will be on duty for each break/lunch time. Timetables will be emailed to all staff and displayed in the staff room.

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:

- In advance of any adult arriving at the school, they should email their child's class teacher or phone the school office to inform them.
- The child will be brought from their class to the front hall.
- 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.

Changes to Classroom and School Layout and to School Routines

The DE guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groupings and to limit the sharing of common facilities.

The children and their teachers 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.

Junior Infants to Second Class

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 their class bubble.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in pods within their class bubbles. As far as possible, each pod will be at least 1 metre distance from the next pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Pods:

Teaching staff will record the names of pupils seated at each pod and provide an up to date copy of both the pods and their classroom layout to the principal.

Special Education Teachers (SET)/Special Needs Assistants

Staff members (particularly Special Education Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed 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 as far as possible, within the confines of a bubble.

- 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 pupils or small groups attending.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways, unless taking on/off coats.

Children will be encouraged to use the toilet before they go outside for break as there will be limited access to the building during break time. If a child does need to use the toilet, they will be asked to use their own class toilets.

Corridors:

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection, as long as they do not have physical contact and avoid informal group discussions. However, we will aim to keep to the left hand side when walking in the corridor.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with commonsurfaces.

The classroom windows and doors will be opened fully in the mornings, at break & lunch times and when pupils finish school. They will also be opened during the day when the pupils are in the class, where practicable.

Pupils will be advised to wear an extra layer of clothing during colder weather conditions.

Windows and doors should be opened when children are singing as a group, or when they are playing musical instruments.

Toilets

The toilets located beside Room 2 will only be used by the children in 5th/6th class. All other classes have toilet facilities in their classrooms. The common toilets in the prefab will no longer be used.

Lunches

We ask parents to make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share

their food or drinks with other children. Children will eat their lunches at their desks, as per our usual practice.

Books, Copies, Pencils, etc.

Each child will be provided with a box to store their books, pencils / pens and general school resources. Children only should only use their own books and supplies as far as possible and should not share with other pupils.

Under no circumstances should personal belongings be brought to school such as toys / teddies. Children should only bring the minimum required to school with them each day unless otherwise instructed by their teacher.

Uniforms/Tracksuits

There is currently no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers. Pupils in Junior and Senior Infants to wear their school tracksuits daily.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

Communication

We ask that all parents download the **Aladdin Connect App** as this will be the primary communication method used going forward.

Office

An online payment system via Aladdin has been set up to minimise the amount of cash that needs to be handled. Parents/guardians are asked to co-operate in helping to keep school staff safe by using the online payments option.

Teaching and Learning

Each family has had different experiences over the year and our initial emphasis will be settling the children back into school and supporting their wellbeing.

The following may be of interest to you:

<https://www.gov.ie/en/publication/af24b-wellbeing-guidance-documents-for-parents-students-and-schools/#parents-primary-schools>

The Department of Education has published curriculum guidelines, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE, outside of face masks. However, for a limited number of staff, PPE may need to be used occasionally due to the nature of

certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Providing first aid
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where a staff member is 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.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

Updated: December 2021

Following Department of Education guidelines issued in December 2021, children in 3rd to 6th class should wear face masks to school. The wearing of face coverings from **3rd to 6th classes** is now required except for the following exemptions:

- Any pupil with difficulty breathing or other relevant medical conditions
- Any pupil who is unable to remove the cloth face-covering or visor without assistance
- Any pupil who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example pupils with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Pupils are permitted to remove their masks when eating, singing, participating in PE and at break/lunch times outside. Teaching staff will also provide “mask breaks” and bring children outside to have a “break” from mask wearing.

Children in Junior Infants to Second class are not required to wear masks or face coverings. However, should your child wish to wear a mask/face covering this will be permissible.

Staff will be provided with masks and requested to wear masks where social distancing cannot be maintained.

Personal Hygiene:

- Hand sanitiser dispensers are available throughout the school e.g. at the main and rear entrance points and at the entrance to each classroom,.
- Hand washing facilities are also available in all classrooms, toilets and in the staff room.
- Teachers will make children aware of the proper hygiene procedures regarding handwashing and etiquette related to sneezing and coughing.
- Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

This HSE video outlines the importance of good hand hygiene:

https://www.youtube.com/watch?time_continue=5&v=5JYhm9oa-DM&feature=emb_logo

Cleaning:

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, tables, chairs, sink and toilet facilities.

Illness, Symptoms and Dealing with a Suspected Case of COVID-19:

While all children will be welcome return to Scoil Naomh Treasa, we would remind parents that, **where children are displaying covid-19 symptoms, they should not be sent to school.**

Children who display such symptoms in school will be isolated and parents asked to collect them from the main entrance.

When to keep your child at home

Keep your child at home if they:

- [have a temperature of 38 degrees Celsius or more](#)
- have any [common symptoms of COVID-19](#) - a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has recently become worse
- are told by the HSE that they are a [close contact of COVID-19](#)
- live with someone who is unwell and may have COVID-19
- have other less common symptoms of COVID-19, such as sore throat, headaches or vomiting
- [have diarrhoea](#)
- [returned from another country in the last 14 days with an adult that needs to self-isolate](#)

If your child is fully vaccinated and does not have symptoms, you do not need to keep them at home.

The following HSE link will outline the symptoms in more detail:

<https://www2.hse.ie/conditions/covid19/preventing-the-spread/keep-your-child-home/>

Staff must not attend school if they display any symptoms. In this instance, every possible attempt will be made to source a substitute teacher. If a substitute teacher cannot be sourced, the Special Education Teacher will cover the class.

Isolation Area

A designated isolation area has been created in the front hall of the school.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil will be accompanied to the isolation area. A distance of 2 meters should be maintained. The person accompanying the child should wear a face covering.
- If a pupil is a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area or go home if they are well enough to do so.
- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the child is well enough to go home, arrangements will be made for them to be transported home by a family member / care giver, as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms.
- If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is presenting with Covid-19 symptoms.
- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

Final Note

Our aim remains to re-open our school in an orderly and safe manner, while reassuring the children and making them feel comfortable, safe and relaxed with their friends in the new school environment. This will be achieved by all of us working towards this common goal.

In what is an ever changing and evolving situation regarding Covid-19 guidelines and best practice, we as a school we will endeavour to stay informed and up to date with all circulars and recommendations from the Department of Education and implement such in a timely and efficient manner.