Charleville N.S.



KEEP IT SIMPLE.

IF YOU ARE UNSURE, ASK AND DO WHAT YOU THINK IS BEST FOR ALL OF US.

The purpose of this document is to provide clear and helpful guidance for the safe

re-opening of Charleville N.s. through prevention, early detection and control of COVID-19 within our school.

It provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.

This document focuses on the practical steps which can be taken in our school to minimise the risk of the introduction of infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time.

The document is a work in progress that involves all stakeholders as we work towards the safe return to school on August 26th.

**SET/ Learning Support**

Learning Support teaching will be limited for the 1st Month to ensure that classes are running correctly and to deal with any concerns or issues that may arise at the start of school. This time will also be used by class teachers to identify pupils most in need of support. In keeping with our Special Education policy, Learning Support will be provided by a blended approach of in-class support and withdrawal.

**SNA Role**

Ms Duncan will be based in the Infant Classroom

Mrs Crowe will be based between the 5th and 6th Classroom and the 3rd and 4th Classroom

**PPE**

Visors will be worn daily by staff, however, they may also/instead wear a mask if in close contact with pupils. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves, face masks and plastic aprons if necessary.

PPE equipment needed will be purchased via Department procurement or sourced locally through local cleaning suppliers.

**Staff Training & Induction Training**

All staff of Charleville N.S. will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff will have full knowledge and understanding of the following:

* Latest up to-date advice and guidance on public health
* Covid-19 symptoms
* What to do if a staff member or pupil develops symptoms of Covid-19 while at school
* Outline of the Covid-19 response plan

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.

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 Lead Worker Representative or the Principal, who are supported in this role by the BOM/PTA.

**Teacher Absence and Substitution**

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents.

**Lead Worker Representative**

Charleville N.S. has appointed a Lead Worker Representative (LWR) - Jim Smyth - in school along with a Deputy LWR - Gloria Mollison.

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.

Duties for the LWR will include the following:

* Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of staff
* Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
* Keep up to date with the latest COVID-19 public health advice;
* Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
* Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
* In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
* Conduct regular reviews of safety measures;

**Designated Colours**.

Each class will be assigned a colour. This colour will indicate where students should go in the morning prior to school, during breaks and at the end of school. Class Dojo will be used as an incentive for class colours (Blue Team, Red Team etc.) to gain points for washing hands, entering school, following rules, etc. (awards will include certs, homework passes and extra P. E or fun activity)

Colour-coded trails will be painted to show students where they should go. The colour system will benefit junior classes especially our infants.

**Junior and Senior Infants - Yellow**

**1st & 2nd - Red**

**3rd& 4th - Blue**

**5th & 6th - Green**

**School Day & Entering School**

**Each class will have their own route into school upon arriving to school and during breaks (follow your class colour)**

* School starts at 9.10 a.m.

3rd & 4th Class and 5th & 6th Class may arrive from 9.00 a.m.

3rd & 4th enter via front door

5th & 6th enter through staff carpark and the fire door outside their classroom door.

Infants, 1st & 2nd Class should arrive at 9:10 a.m.

Infants should enter via the staff carpark and their classroom fire door.

1st & 2nd Class should enter via front gate and in through their fire door.

* Pupils will sanitize their hands as they enter the classroom.
* Jackets to be hung inside in the classroom on seats or on coat hangers inside the classroom. Some classes have chosen to keep coats in schoolbags.
* Once in the classroom, students can ask to use the bathroom one by one if they need to.
* Teachers will remind students of procedures for prevention every morning prior to starting lessons.

**-The importance of good respiratory measures:**

1. Avoid touching the face, eyes, nose and mouth
2. Cover coughs and sneezes with an elbow or a tissue
3. Dispose of tissues in a bin

**-Hand hygiene will be needed (either hand washing or sanitization)**

1. On arrival at school
2. Before eating or drinking
3. After using the toilet
4. After playing outdoors
5. When their hands are physically dirty
6. When they cough or sneeze.

* Senior students may have their own hand-sanitizing gel. Junior classes will be helped by staff/ teacher/SNA to follow hand hygiene.
* All rooms will be fitted with sanitizer, soap, paper towels. We hope that each class will have warm water available for washing hands. In so far as possible, it is requested that children from will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.
* It is further requested that all items have the child’s name on them for ease of identification.
* Under no circumstances will students share equipment e.g. pencils, markers, paint brushes etc. If possible we would ask that students have their own paintbrush for Art (staff will have spare). It is also important that parents/carers check regularly that all students have appropriate stationery supplies. Shared Equipment
* By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities 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.
* **Roll will take place each day at 10am**
* **Please inform school of any changes to your drop-off time**

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

* If the school is notified that a person in your child’s class has a confirmed case of Covid-19
* HSE will contact the school and appropriate HSE guidance will be followed

**Leaving School/Finishing Times**

* Classes will prepare for leaving school at 2.40 p.m. This will include tidying up, homework organisation etc.
* Pupils leaving by bus may leave at 2:40p.m.
* Junior Infants will finish at 12:30pm each day until Friday 2nd October 2020.
* Senior Infants will finish at 2p.m.
* Classes will prepare for leaving school at 2.40 p.m. This will include tidying up, homework organisation etc.
* School 1st to 6th Class will finish at 2:50 p.m..
* 5th and 6th will exit via the staff car park gate.
* 1st and 2nd,will exit via their fire door and wait in their class bubble at fire door until collected.
* 3rd & 4th will exit via the main front door and the front gate. They will also wait at the front door with their class bubble until collected.
* Pupils leaving by bus may leave at 2:40p.m.
* This will help with congestion at 2:50p.m. at the school gate.
* Classes will depart the school building one at a time through their designated door. If the weather is poor then they will remain in class until there is someone to collect them.
* If your child forgets something eg. lunchbox please phone school and arrangements will be made for you to leave the forgotten item at our designated drop off point.
* **If there is a change in collection please notify the school via phone/email/text.**
* If an adult has to collect a child during the course of the school day, the following arrangements will apply
* When the adult arrives at the school, they should phone the office to alert the office that they have arrived
* The child will be brought from their class to the adult by a member of staff
* No adult should enter the school building, unless invited to do so
* We ask that parents/ guardians can only access the school by appointment via email or by call.
* Upon entering you must sign in at the entrance to the school.
* SCHOOL PHONE WILL BE ACTIVE FROM 9.00AM TO 3.00PM
* If you need to urgently speak or collect please call in advance and wait for school to confirm entry to the school.
* No parent /Guardian should approach classroom or enter the school grounds without prior consent (sorry about this but until we have a system in place and know our limits then this has to be in place)
* **Please have a plan in place for collecting students that may fall ill while at school. If a child falls ill and you are at work we will need to be able to contact that nominated person/people (if this contact number is not up to date please up-date immediately once school re-opens)**
* **All Visitors and delivery personnel who arrive to the school, will complete**

**the School Contact Tracing Log and minimise their duration and access to the school**

**Where to go if you're symptomatic**

In order to prevent the spread of COVID-19 it is important to know and recognise the

symptoms. They are:

* High temperature
* Cough
* Shortness of breath or breathing difficulties
* Loss of smell, of taste or distortion of taste

**Dealing with a suspected case of Covid-19**

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

• Parents/guardians will be contacted immediately

• The child will be accompanied to the designated isolation area via the isolation route 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 mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises

In Charleville N. S we have set up a section in the school hall for students that may be feeling unwell or may portray symptoms of Covid 19.

These areas will be called base 1 and base 2.

Pupils displaying symptoms during the school day will remain supervised in base 1 or 2 while staff make necessary arrangements for Covid protocol. (e.g call parents, nominated contact 2, doctors, HSE, etc)

Our SNAs and secretary will also help monitor students and to make necessary contact with parents/ guardians/ designated members while the student remains in the school.

These areas will also be cleaned and sanitized prior and after students enter the base.

• An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home

• 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 and to wear a disposable mask if able.

• 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.

**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 for a period of 14 days if destination was not on Green List**

**• Children who are generally unwell**

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

If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) suggested activities to support the child’s learning at home will be shared with parents.

**PE**

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

**School Cleaning and Classroom Cleaning**

The Department of Education have provided additional funding to schools to support the

enhanced cleaning required to minimise the risks of COVID-19. .

The school has purchased additional cleaning and hygiene equipment/supplies.

A Contact Tracing Log will be used for all visitors to the school.

The specific advice in relation to school cleaning is set out in the HPSC advice and will

be covered in the induction training.

This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19.

Charleville N. S will take particular care of the hygiene arrangements for hand

washing and toilet facilities.

In summary, the school setting should be cleaned at least once per day.

Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

* All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
* Under no circumstances should these cleaning materials be removed from the building.
* Staff should thoroughly clean and disinfect their work area before and after use each day.
* There should be regular collection of used waste disposal bags from offices and other areas within the school facility.
* Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) or these will be washed at high temperature in the dishwasher.
* Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 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.
* Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.
* Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

**Well Being**

We have signed up for a pilot Schools Programme tailored for returning to school in the context of Covid-19 and designed to build resilience and emotional wellbeing for 5th and 6th Class with A Lust for Life.

Charleville also engages with the Weaving Wellbeing programme to promote Wellbeing in our pupils.

Mindfulness has always been practiced on Fridays. This practice will be increased to address wellbeing at this time.

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.

The importance of wellbeing and self-care has never been so important as we look out for one another as best as we can. We are all in this together!

**Uniforms**

We would ask that you purchase extra trousers, skirts, shorts, jumpers, polo shirts, shirts for school use.

The school colours are blue top and navy trousers / skirt with a light blue polo shirt.

**Please monitor your child's clothing and please ensure that it is changed and washed regularly or as you see fit.**

All items must be named with initials or name on label.

At break times, students must keep uniform on. During warm weather students must not pile jumpers together.

All items to be kept separately on the ground or put back in class once the teacher on duty has given permission to do so.

**We Need You**

The LWR Jim Smyth and Deputy LWR Gloria Mollison in school will work with the Board of Management , our Caretaker Alan O’Brien and the PTA to help delegate issues that may arise (Covid Team):

PLEASE NOTE THAT THIS PLAN IS SUBJECT TO CHANGE PRIOR TO RETURN TO SCHOOL. ANY CHANGES WILL BE NOTIFIED TO YOU VIA SCHOOL WEBSITE OR EMAIL.

Thank you, Stay Safe

Gloria and Staff