



## **Corpus Christ Primary School Covid-19 Response Plan for Re-opening in September 2020 in conjunction with DES Guidelines**

Corpus Christi Primary School 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 in conjunction with DES guidelines and staff responses and suggestions. 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 coming into the school and the consequent risk of spreading it. As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

### **Parents/ Guardians**

Parents will drop children at the designated drop off points in the morning. These designated points will be communicated to parents before the school reopens.

Parents will drop children at the correct drop off points in the morning.

Parents are not allowed beyond reception without an appointment.

When a parent wants to contact a staff member they must ring the office to request an appointment or a phone call from the person they wish to talk to.

If an appointment is arranged those meeting are expected to maintain a distance of 2 metres and wear a face covering.

The teacher's school email will be shared with parents for ease of contact.

Teachers have the option to call or email parents regularly and check in to off set and minimise parents need to call into the school.

### **Parents/Guardians must keep children at home**

- if their child has been diagnosed with Covid-19
- if their child is displaying Covid 19 symptoms
- if their child has a suspected case of Covid-19 and the outcome of the test is pending
- if their child has been in close contact with a person who has been diagnosed with Covid-19
- if their child has been in close contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- if their child has underlying health conditions and has been directed by a medical professional not to attend school
- if their child has returned home from abroad, until the child has self isolated for a period of 14 days after returning
- if their child is feeling unwell

### **Procedure for a child displaying symptoms of Covid-19**

If a child displays symptoms of Covid-19 at school, parents/ guardians will be contacted immediately and asked to collect them.

The child will be brought to and will be waiting in the designated Isolation Area. While waiting the child will be supervised by a member of staff who will wear a mask and remain at least 2metres away from the symptomatic child at all times. A mask will be provided for the child. The child will be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and dispose of the tissue in the waste bag provided.

Parents will be advised to collect their child as soon as possible. Once the parent presents at reception. The child will be handed over to the care of the parent. Parent will be advised to contact their GP as soon as possible and follow HSE guidelines. The isolation area will be sanitised and disinfected using the disinfectant fogger machine once the child leaves.

Staff/parents/guardians who have come in close contact with a diagnosed case will be informed. Public health advice will be sought and followed.

### **Collection of a child during the school day**

If a child has to be collected during the day they come to reception. The child will be come from their classroom. The parent/guardian will sign the child out. Due to the current pandemic situation parent/guardians will not be allowed beyond reception.

### **Personal Equipment**

In so far as is possible we would ask parents/guardians that children should have their own pens, pencils, colours etc. in a pencil case to avoid sharing of equipment.

### **Lunches**

Children who do not avail of school lunches should bring their lunch to school to avoid parents/guardians having to come to school during the day. Parents are asked to remind children not to share their food and drink with other children.

## **Drop Off Points/Entering and Leaving School**

### **Infant classes**

Infant Classes are dropped to the door (red) just beyond their classrooms. The Deputy Principal will be at the door and a teacher will be on the corridor to ensure children go to the correct class. Enter grounds through the entrance near the car park.

Junior Infants exit from door (red) down from their classroom.

Senior Infants exit from door (blue) above their classroom.

### **1st and 2nd**

Children from 1st and 2nd are dropped to the door beyond halla (blue) and they go to their class. A teacher will be supervising on the corridor. Enter grounds through car park entrance. Enter school through entrance down from the halla.

First Class exit through door (red) down from Junior Infants

Second Class exit through door (blue) beyond halla up from Senior Infants

Stay on yard until they see their parents and then leave school through car park entrance.

### **3rd to 6th**

Children from 3rd to 6th are dropped at the gate and walk to their classrooms. Enter grounds through main entrance or the church. Enter school through doors beyond staff room (orange). Principal will be supervising.

Children exit through same door and exit school in same way they entered.

Exit times will be slightly staggered to allow for ease of exit.

### **Hygiene**

Staff and Children wash their hands when they arrive in their classroom and regularly throughout the day.

Sanitisers are placed throughout the school and refilled regularly.

Soap in classrooms will be refilled regularly.

A regular supply of handtowels will be provided  
Different areas of the school will be cleaned and disinfected throughout the day.  
Staff have the option to wear face coverings if they wish to do so. Where a distance of 2 metres cannot be maintained by staff, face coverings must be worn  
School cleaned daily once children go home and all classes will be disinfected using the disinfectant fogger machine, once children go home.  
Teachers wipe down surfaces/ spray surfaces as they see fit throughout the day.  
Wipes and sanitisers will be provided.

### **Underlying Conditions and Personal Responsibility**

Staff members with underlying condition may have the option to take Covid Leave. If this is not an option staff are encouraged to discuss their options and seek advice from Union and GP.

Staff member with concerns because of family or personal circumstances may have the option to take Covid Leave. If this is not an option staff are encouraged to discuss their options and seek advice from Union and GP.

Staff members who display Covid 19 symptoms must not come to work.

### **Minimising Visitors**

Visitors entering the school building will be kept to a minimum. All meetings where possible will be by appointment. Visitors must sign in and sanitise upon entry to the school and maintain a 2m distance where possible and at least a 1m distance.

### **Yard**

Children from the same classes (bubbles) stay together in their allocated area of the yard, each group (pod) stays together in a sectioned area within this allocated area. Board games will be provided for children to play with in the yard. Children remain in their allocated area until collected by their teacher. They will then line up maintaining social distance and walk to their classroom. Teachers will wait until one class has moved off the yard before walking with their class.

### **Split Breaks**

#### **Small Breaks:**

##### **Junior Break: Juniors to Second 10.30 to 10.45**

2 Junior Infants in Yard 1

2 Senior Infant and 1 First Mr. Harnett's in total Yard 2

1 First Ms Coughlan's and 2 Second in total Yard 3

For September while Junior Infants are settling – Senior Infants on Yard 1, First on Yard 2 ,  
Second on Yard 3

Junior Infants and Senior infants will go out to the yard through the door below Junior Infants

First and Second Class will go out to the yard through the door above Senior Infants

Children will come in through the same doors.

##### **Senior Break: Third to Sixth 11.00 to 11.15**

2 Thirds on Yard 1

2 Fourths and Mr Hickey's Fifth in total on Yard 2

Ms Prendergast's Fifth and 2 Sixth in total on Yard 3

Third and Fourth class walk down the corridor and go out to the yard through the door below junior infants.

Fifth and Sixth walk down the corridor and go out to the yard through the door above senior Infants.

Children will come in using the same doors.

### **Big Breaks:**

12.15 to 12.35: Juniors to Second

12.45 to 1.05: Third to Sixth

Children eat for 10 minutes before going out.

Children

### **Yard Duty:**

Junior Roster: 8 class teachers, 9 SETs and Autism Class 1 teacher = 18 teachers

3 needed for every break

Senior Roster: 8 class teachers, 8 SETs, Autism Class 2 teacher and MGLD Class teacher = 18 teachers

Principal and HSCL teacher are not on roster.

The staffroom and the kitchen is available for use by teachers during breaks. Some teachers may prefer to take their breaks individually or in smaller groups in their own rooms. Staff are advised to bring their own utensils, disposable cups and utensils will be supplied. A physical distance of at least one metre should be maintained.

### **First Aid**

This will be administered as normal, maintaining social distance will not be possible therefore a mask or visor must be worn. Gloves must be changed afterwards as per normal procedure.

### **Induction Training:**

All staff should familiarise themselves with the Covid-19 Response plan. All staff will undertake and complete Covid19 induction training prior to returning to school. Induction Training for reopening schools in the new school year is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

Details of the training, once it becomes available, will be found at this link:  
[gov.ie/backtoschool](http://gov.ie/backtoschool)

The aim of such training is to ensure that staff 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 Principal, who is supported in this role by the BOM/ETB

Staff must complete a **Return to Work (RTW)** form, which is available online or from the principal, and returned three days before returning to work.

Staff are expected to wear face coverings if a distance of 2 metres cannot be maintained.

There may be some school staff who are 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.

The advice for this group is available from the HSE. Details of the arrangements for this group will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

### **Course Days, Sick Days, Covid-19 Related Absences:**

Every possible effort will be made to secure a substitute teacher (sub) for any leave that is paid by the Department. In order to minimise disruption to the children's learning and avoid sending a class home, if a sub is not available the SET allocated to that class will teach the class.

EPV days – The first EPV day can now be covered by a sub. Subsequent EPV days are not covered and can only be taken where the effect on the school's operation is minimal and there is no disruption to the teaching of the class and the class is not divided between other classes. If a sub is not available for the first EPV day the SET allocated to the class will teach the class, the SET will also teach the class for other EPV days.

Sick days – if a sub is not available, the SET covers the absence.

In the current circumstances children cannot be split between classes.

If it is not possible for a teacher to take their total EPV leave during 20/21 school year because of the reasons stated above, accumulated untaken EPV leave can be carried over to be taken in 21/22 school year. This carry over is subject to a teacher taking a maximum of 5 EPV days during 21/22 school year. All EPV leave must be approved by the BOM.

Arrangements for the taking of non-substitutable EPV Leave between January and June 2021 will be reviewed by the Department in November 2020.

<https://www.into.ie/app/uploads/2020/08/Information-Note-0008-2020.pdf>

Staff that have symptoms of Covid-19 must not attend school, phone their doctor and follow HSE guidance on self-isolation.

Staff must not attend school if they have been identified by the HSE as a contact for a person with COVID-19 and should follow the HSE advice on restriction of movement.

Staff that develop symptoms at school must bring this to the attention of the Principal promptly.

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education

### **School Bubbles and Pods**

We will continue to use the words **class** (bubble) and **group** (pods), as we are more familiar with these words. Each class (bubble) will remain separate throughout the school day and stay apart from other classes. Within each class there will be groups (pods) each group will stay together and apart from other groups as much as possible.

## **Office**

Children will not be sent around the school or to the office on messages. Teachers will use the Aladdin noticeboard, School emails, WhatsApp etc. for messages. Staff should only enter the office on a needs must basis and must wear a face covering.

## **Curriculum**

Staff should follow the curriculum guidance here:

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools>

The previous teacher will share relevant information with the new class teacher. Children attending support settings will work on targets identified in their end of year review.

Ensure mandatory aspects such as Stay Safe and RSE are taught early in the year.

There are a number of outside areas that can also be used for teaching and learning (weather permitting).

Where possible PE should be taken outdoors and the use of equipment should be confined to equipment that has been distributed to classes.

## **Support Teaching**

Consistent with school policy there will be a mix of whole class, group and individual support bearing in mind the needs of the child while at the same time following social distance guidelines in so far as is possible. Children remain in their classroom as much as is possible and should only be withdrawn on a needs must basis for individual support. The chairs and desks in the SET areas will be wiped clean in between different children attending for support.

SETs – each support teacher will be allocated to one class to ensure, the SET and class teacher will work collaboratively in the best way possible to ensure positive learning outcomes for the children in that class. Both teachers must be mindful of maintaining social distance from one another.

SNAs – will be allocated to a class grouping and will work with teachers in those classes.

## **Shared Equipment**

Where possible pupils should be encouraged to have their own individual supplies. By necessity, some equipment needs to be shared. Disinfectant spray and wipes will be used on equipment that is shared.

Disinfectant wipes will be used to wipe down the photocopier after use by each individual using it.

## **Doors and Windows**

Where practical all internal corridor doors will be kept open. To ensure that classrooms are well ventilated, windows will be open as often as possible and will be opened while children are on the yard.

## **Walking on the corridor**

Everyone walks on the left hand side and maintains social distance is so far as is possible. Chatting and congregating on the corridor is not permitted.

**Supporting the education of children who cannot attend school**

If a child is ill and cannot come to school for an extended period of time, the class teacher and SET will work collaboratively to provide learning activities for the child to complete at home.

**Further Closures and Distant Learning**

If there are further closures, we will review and update if necessary our current Distance Learning Policy.







