

St. Mochulla's NS



Covid-19 Response Plan

December 2021

Introduction

A revision of our COVID-19 Response Plan is necessary to ensure that it is in compliance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19 and the "Work Safely Protocol" which has been developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). The "Work Safely Protocol" is a revised version of the "Return to Work Safely Protocol" and contains many of the elements and features of the original guidance but is updated to reflect the latest advice issued by Government and National Health Emergency Team (NPHET) to reduce the spread of COVID-19 in the workplace. Each workplace is required to have a COVID-19 Response Plan.

This COVID-19 Response Plan for St. Mochulla's N.S. is a working document that initially was used for the reopening of St. Mochulla's N.S. in August 2020. Due to the latest "COVID-19 Response Plan for the safe and sustainable operation of Primary and Special Schools" Document (V3 February 2021) this response plan is being reviewed again. This plan is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of COVID-19 in St. Mochulla's N.S. It is important that any proposals and recommendations in relation to the resumption of school-based teaching and learning and the reopening of school facilities comply with national protocols and minimise the risk to students, staff and others. As the advice issued continues to evolve, the protocols and the measures used by the Board of Management and staff may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and developmental needs of the children in the school.

In line with the "Work Safely Protocol", the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents. The assistance and cooperation of all staff, pupils, parents/ guardians, contractors and visitors is critical to

the success of the plan. This Response Plan will support the sustainable re-opening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

Note: The plan is a live working document and it should be reviewed on an ongoing basis and amended to take into account new guidance.

St. Mochulla's COVID-19 Policy Statement

St. Mochulla'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 and updated 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
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- 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
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- 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.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Brian Culloo

Date: September 2021

Informing the school and Dealing with a Suspected Case of COVID-19

In the event of a suspected case of Covid-19 in the household or where any member of the household is attending for a Covid test, the school must be informed immediately. As per HSE Guidelines, all family members must restrict their movements and children from that household must remain out of school pending the result of the test.

Staff or pupils must not attend school if displaying any [symptoms of COVID-19](#). The following outlines how a school should deal with a suspected case that may arise in a school setting.

The designated isolation area within the school building will be the room inside the front door of the school. If there are two suspected cases the halla will be used.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- 7.1. if the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- 7.2. isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- 7.3. if it is not possible to maintain a distance of 2 metres a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin
- 7.4. provide a mask for the person presenting with symptoms if one is available. If the person is an adult, he or she should wear the mask if in a common area with other people or while exiting the premise
- 7.5. assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home
- 7.6. facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects.
- 7.7. advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- 7.8. if the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- 7.9. if they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- 7.10. carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- 7.11. clean and disinfect the area in accordance with Section 7.6.

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.

The Department's updated V3 response plan recommends that school staff should download the HSE COVID-19 Tracker App to assist Public Health for contact tracing purposes both in and out of the school setting.

3. Roles and Responsibilities

It is important to realise that the re-opening of our school is a whole school-community effort. Each and every individual must play their part. We all have an obligation to do what we can to ensure the safety of our school community. There are roles for the Board of Management, Middle Management, Teachers, Special Needs Assistants, Administrative Staff, Cleaning Staff, Parents' Association, parents and pupils.

3.1 Principal and Board of Management

It is the Board of Management's responsibility to implement this plan.

3.2 Principal

It is the Principal's responsibility to oversee the re-opening process as the day-to-day Manager of the school. Delegation of tasks and co-operation of all stakeholders are a necessity to ensure our school is fully ready for re-opening.

The Principal will be able to visit each classroom as necessary. He will sanitise before and after entering each room, wear a mask and maintain social distance.

3.3 Staff

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- adhere to the School COVID-19 Response Plan and the control measures outlined
- complete the [Return to Work \(RTW\) form](#) before they return to work
- must inform the principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- must complete [COVID-19 Induction Training](#) and any other training required prior to their return to school
- must be aware of, and adhere to, good hygiene and respiratory etiquette practices

- coordinate and work with their colleagues to ensure that physical distancing is maintained
- make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing
- self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19
- not return to or attend school if they have [symptoms of COVID-19](#) under any circumstances
- if they develop any [symptoms of COVID-19](#) whilst within the school facility, they should adhere to the procedure outlined in this policy
- keep informed of the updated advice of the public health authorities and comply with same.
- **not return to school if they live with someone who has symptoms of the virus**
- **not return to school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow any public health advice given in the event of a case or outbreak in their school.**
- **Undergo any COVID-19 testing that maybe required as part of mass or serial testing as advised by Public Health**
- **Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school**

3.4 Lead Worker Representative (LWR) and Deputy Lead Worker

This section should be read in conjunction with:

- the COVID-19 Return to Work Safely Protocol
- the Guidance and FAQs for Public Service Employers during COVID-19
- COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website)
- [Lead Worker Representative \(Appendix 3 to the Department of Education's Roadmap for the Safe and Sustainable Re-Opening of Schools\)](#)

A Lead Worker Representative and a Deputy Lead Worker Representative will be appointed in addition to the LWR.

In St. Mochulla's NS, the LWR appointed is:

Lead Worker Representative

Lorraine O Loughlin

The duties of the LWR include but are not limited to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts
- 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
- In conjunction with school management, 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
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area
- Following any incident, assess with the school management any follow up action that is required
- Consult with colleagues on matters relating to COVID-19 in the workplace
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

The role of Deputy Lead Worker will be to

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

Worker Representatives will receive induction and training and information on the role and the measures that have been put in place to help prevent the spread of the virus.

3.5 Parents

The support and assistance of parents is key to the safe reopening of our school. We would ask that parents:

- Wear a mask when on the school grounds
- Ensure that there is no congregating around the school gates at drop off or pick up times
- Co-operate with school policy in dealing with a suspected case of Covid -19 including informing the school in the event of any member of the household attending for a Covid test.
- Wear a mask and follow social distancing when collecting or dropping off your child(ren)
- Encourage your child to follow the school's COVID Control Measures
- Ensure that your child's property is clearly labelled (lunch boxes, drink bottles, clothes, pencils etc)

4. Planning and Preparing for the Return to School

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return-to-work forms, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

4.1 Keeping Up-to-Date with the Latest Advice

The Principal, Lead Worker Representative (LWR) and Deputy LWR will keep up to date with the latest advice from the Government and Department of Education and ensure that this advice is made available in a timely manner to all staff and pupils and to adjust plans and procedures in line with that advice.

4.2 Provision of Information

The school will make the full COVID-19 Response Plan, and any updates, available to staff. The plan will provide staff with the information and guidance on the measures that have been put in place to prevent the introduction of the virus, help prevent its spread and what is expected of them.

Class teachers will be responsible for providing pupils with the necessary information to pupils, including guidance and details of the school's expectations of them, in an age appropriate manner.

Relevant information for parents will be provided by means of letters, newsletters and text message. Parents will be expected to reinforce the school's policies and practices with their children.

4.3 Raising Concerns

Staff should raise issues or concerns through the Lead Worker Representative.

Parents should raise issues or concerns by contacting the relevant class teacher in the first instance. Depending on the nature of the issue or concern, the assistance and/ or involvement of school management may be required.

4.4 Induction & Training

Training and induction will take place for all staff.

The Department of Education's online training materials will be used for the purpose of inducting/ training staff. It will be supplemented with additional details specific to this school.

An induction video will be shared with pupils and their families in advance of re-opening.

4.5 Building & Equipment

Before re-opening schools in the new school year schools have been reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease?

Toilets have been flushed regularly and taps have been left running over the past number of weeks.

- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again?

Yes, and our heating system has been serviced over the summer.

- Have bin collections and other essential services resumed?

Bin collections continued over the summer.

4.6 Returning to Work (RTW) Form

All staff will be required to complete an updated Return to Work Health Questionnaire and Declaration Form before returning to school.

Any staff member who has an underlying health condition or living with anyone with an underlying medical condition or pregnant should seek the advice of their G.P. before returning to work. Advice from Medmark Occupational Healthcare may also be necessary.

Before commencing work, the following must also sign a Return to Work Health Questionnaire and Declaration Form:

- Student Teachers
- Students on Work Experience
- Substitute Teachers
- Substitute SNAs
- TY Students on Work Experience

4.7 High Risk Pupils and Staff

Staff

There are some school staff who may be 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.

People at very high risk (extremely vulnerable):

The list of people in very high risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant.

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

Pupils

There may be some pupils for whom the return to school may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”.

The Department of Education states that the overall responsibility for ensuring that such pupils receive appropriate support to engage adequately with learning remains with the school in which they are enrolled. Regular and ongoing communication between school and home will be essential to support the pupil’s engagement with their learning and their continuous connection with their classmates and school community.

Additional supports will be provided for these pupils from within the staffing resources of the school. It may also be possible to utilise support from teachers who are assessed as ‘very high risk’ and who are available to work from home. Schools will have discretion to manage and redistribute their support resources in order to best meet the learning needs of their pupils, including pupils at ‘very high risk’ to COVID-19.

Under the direction of the school principal teachers should:

- Liaise with the relevant class teacher and Special Education Teacher (SET) where relevant regarding curricular content and classwork
- Access relevant learning resources including those produced by the class teacher as well as other externally produced resources such as those on Scoilnet
- Provide the pupil with individualised support for his/her learning; this may include devising of an individual support plan for the pupil in cooperation with the class teacher and, where relevant, the SET
- Increase the pupil’s autonomy, motivation and agency and wellbeing
- Improve the pupil’s capacity to become a self-directed learner
- Support the development of the pupil’s digital competence where necessary
- Avail of the communication / learning platform used by the pupil’s school to ensure ongoing contact between the pupil and his/her school and to facilitate some engagement with his/her class teacher and classmates.

4.8 Display Signage

COVID-19 posters and signs will be displayed in suitable locations highlighting the signs and symptoms of COVID-19 and reminders of the control measures.

The Department has provided printed posters to schools, with age appropriate key health messages – hand washing, sneeze and cough etiquette etc. These posters are on display in prominent areas around the school as the school entrance, corridors, staffroom area, classrooms and toilets.

4.9 Updated Safety Statement & Risk Assessment

St. Mochulla’s National School’s Safety Statement and Risk Assessments will be regularly reviewed and updated in line with Department advice to take account of any controls to help prevent the spread of COVID-19.

4.10 Access to the School

Strict restrictions will be applied to visitors accessing the school. Details will be displayed on posters and signage at the entrance to the building.

Visits to the school during the school day must be by prior arrangement only.

Physical distancing of 2 metres should be maintained with visitors where possible.

In relation to drop off of forgotten items (for example books, lunch boxes) a designated drop off point that does not require interactions with staff will be arranged.

Parents visiting for meetings with teachers will be by appointment only and will be facilitated in a way that observes social distancing requirement.

All visitors to St. Mochulla's must wear a mask.

4.11 Contact Log

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained.

5. Control Measures

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities.

5.1 Uniforms, lunch boxes etc.

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is not practical for most families. However, children's uniforms must be clean and washed regularly as a child may have coughed or sneezed into their sleeve as per coughing protocols. In order to facilitate cleaning of uniforms PE clothes may be worn on two days of the week. However the priority is that children wear clean clothes (laundered at 60 degrees) to school.

5.2 Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. As part of the induction/ training, all staff and pupils will be informed of the symptoms of COVID-19 which are:

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

Further details are available from the HSE [here](#)¹.

Posters outlining the symptoms will be located around the building.

5.3 Respiratory Hygiene

Respiratory hygiene will be included in the induction training prior to return to school.

Everyone is expected to follow, encourage and promote good respiratory hygiene:

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a bin

¹ <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Posters outlining the proper respiratory hygiene will be located around the building.

5.4 Hand Hygiene

Pupils and staff should perform hand hygiene:

- 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.
- When entering and exiting vehicles.

Correct handwashing and hand sanitizing technique to be communicated to staff and pupils to form part of the induction training.

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands. Correct handwashing technique - washing hands for at least 20 seconds with soap and water and drying thoroughly with paper towels remains the HSE and HSA recommendation in relation to hand hygiene.

Follow the [HSE guidelines on handwashing](#).²

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Handwashing facilities for pupils are available in each classroom.

Hand sanitizing stations will be placed at entrance and exit points. Hand sanitizer in line with WHO recommendations should contain 60% ethanol or 70% isopropanol.

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic.

5.5 Physical Distancing

According to the Department of Education, physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times. It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not

² <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>.

appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

5.5.1 Physical Distancing within the classroom

Physical distancing is recommended to reduce the spread of infection in the workplace. To maintain physical distancing in the classroom, our classrooms have been reconfigured to maximise physical distancing. Any spare or surplus furniture in a classroom has to be removed. Where possible, staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. The teacher's desk will be at least 1m and where possible 2m away from pupils' desks. It may be necessary for Special Needs Assistants to sit beside their pupils.

Staff and pupils should avoid sharing of personal items.

As per Department advice, in the first four years of primary education (Junior Infants, Senior Infants, 1st class, 2nd class), physical distancing is not required. However, as far as is possible, they will in 'pods' and 1m distance will be maintained between pods.

For 3rd – 6th class, each class will now be known as a 'Bubble'. Each 'Bubble' or class grouping will stay apart from other classes as much as possible. Within each class or 'Bubble', pupils will further be divided into groups or 'Pods'. There will be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

The aim of this system within our school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times. Constitution of 'Pods' will be reviewed at Christmas and Easter.

Interaction on arrival and departure and in hallways and other shared areas will be limited. Social physical contact (hand to hand greetings, hugs) are discouraged.

5.5.3 Physical Distancing in Corridors

Briefly passing someone in a corridor is very unlikely to contribute significantly to the spread of infection. People/pupils cannot have physical contact and must avoid informal group discussions.

Physical Distancing Outside the Classroom

Morning Arrival at School

In order to avoid large numbers of pupils entering or exiting the school at the same time we will have staggered drop off and collection times.

Morning drop off and evening pick-up procedures.

Because each class will be treated as individual bubbles and in an effort to minimise contact between bubbles, parents are advised of the following procedures for drop of times in the morning and collection times in the evening.

Morning drop off.

- There will be no children on the school grounds before 9am.
- On entrance to school grounds, children shall proceed directly to their classrooms where they will be met by their teacher and instructed to hand sanitise.
- From 9am to 9:10am, Junior and senior Infants, first and second classes will access the school.
- Junior and senior infants should use the right side pedestrian gate, (as you are facing the school building).
- First and second should use the left hand pedestrian gate, as you are facing the school building)
- From 9:10 to 9:20 third, fourth, fifth and sixth classes will access the school.
- Third and fourth classes should use the right side pedestrian gate, (as you are facing the school building).
- Fifth and sixth classes should use the left side pedestrian gate, (as you are facing the school building).
- Children will be informed when they can enter the school grounds and they must proceed directly to their class rooms. There will be no congregating in the school yard. Siblings should wait outside the school until their designated time.

Compliance in this regard is essential if we are to minimise risk.

Leaving school in the evening.

- At home time, junior and senior infants will leave school as normal at 1:50 (apart from the first two weeks when Juniors will leave at 12).
- First and second class will leave the school grounds at 2:40.
- Third, fourth, fifth and sixth classes will leave the school at 2:50.
- Teachers will escort their classes to the school gate. Please be available to collect your child promptly at that time.

We are fortunate in St. Mochulla's that each class has it's own separate classroom entrance.

Sos and Lunch Breaks.

In order to minimise contact between bubbles, sos and lunch breaks will be staggered.

There will be two separate break times for sos and lunch.

Junior Yard

Sos 1: 10:40- 10:50

- Junior Infants
- First Class (Ms. Daly and Ms. Fogarty)

Sos 2: 10:55 – 11:05

- Senior Infants
- First Class (Ms. O Keeffe and Ms. O Neill)

Lón 1: 12:15 – 12:45

- Junior Infants
- First Class (Ms. Daly and Ms. Fogarty)

Lón 2: 12:50 – 12:20

- Senior Infants
- First Class (Ms. O Keeffe and Ms. O Neill)

Senior Yard

Sos 1: 10:40- 10:50

- 2nd, 3rd and 4th classes

Sos 2: 10:55 – 11:05

- 5th, 5th/6th and 6th classes

Lón 1: 12:15 – 12:45

- 2nd, 3rd and 4th classes

Lón 2: 12:50 – 12:20

- 5th, 5th/6th and 6th classes

5.5.4 Shared Resources

- Equipment sharing will be minimised and shared equipment will be cleaned between use by different people.
- Where practical each pupil should have dedicated schoolbooks.
- Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses.
- Children should be encouraged to perform hand hygiene after using any shared item.
- Where possible students should be encouraged to have their own individual art and equipment supplies.
- Library books which are used in the classroom or school library should be left for 72 hrs or cleaned before being used by a pupil outside the child's pod.
- Shared electronics such as tablets, touch screens, keyboards should be cleaned between use. Follow the manufacturer's instructions for all cleaning and disinfection products used on electronic devices.
- Musical instruments should not be shared.
- Children should be encouraged to perform hand hygiene before and after P.E./ sports activities.
- All toys should be cleaned weekly in accordance with the cleaning arrangements set out in this plan. This will remove dust and dirt that can harbour germs.
- Toys that are visibly dirty or contaminated with blood or body fluids should be taken out of use immediately for cleaning or disposal.
- When purchasing toys choose ones that are easy to clean and disinfect (when necessary).
- If cloth or soft toys are used they should be machine washable.
- Jigsaws, puzzles and toys that young pupils or those with Special Educational Needs may be inclined to put in their mouths should be capable of being washed and disinfected.
- All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.
- Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be followed.
- At this time, soft modelling materials and play dough where used should be for individual use only.

5.5.5 Use of Personal Protective Equipment (PPE)

PPE use cannot take the place of other preventative measures.

Face Coverings

The HSE's Health Protection Surveillance Centre (HSPC) has confirmed that all recommendations published in the public health advice by the Minister at the beginning of July including physical distancing guidelines as set out in the recently published roadmap still apply in all schools, with the exception of the recommendations on face coverings which has been updated to reflect the latest research and expertise.

It is now recommended that primary school staff wear face coverings, in accordance with the [HSE's advice on face coverings](#)³, when a physical distance of 2 metres cannot be maintained.

³ <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

The wearing of a visor in addition to a facial covering will be provided where there is a concern that there will be prolonged close contact and that exposure to fluid/respiratory droplets is likely.

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- has trouble breathing
- is unconscious or incapacitated
- is unable to remove it without help
- has special needs and who may feel upset or very uncomfortable wearing the face covering

It is essential that those wearing a cloth face covering understand:

- The purpose is not to protect themselves but to reduce onward transmission and the benefit is reliant on ensuring the mask is worn appropriately see guidance on mask wearing.
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school setting by pupils or teachers is not appropriate but may be necessary for intimate care needs or first aid. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene. Washing or use of hand sanitiser on gloved hands is not appropriate.

Other

Acute PPE (safety glasses, masks, tissues, gloves, waste bags) should be available for cases when dealing with a suspected case and face coverings / glasses may be worn when 2m distancing cannot be maintained when attending to children who fall, need first aid, etc.

Cleaning staff should wear aprons while at work. Goggles, visors and gloves will be provided also. These must be worn in accordance with the HSE's advice.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools'. The Guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (eg during break- times or lunch-times and also at the end of each school day and partially open when classrooms are in use.

CO2 Monitors:

The Department of Education has funded the provision of a number of portable CO2 monitors for schools to use if they wish. The use of CO2 monitors can provide a useful general indication that areas/rooms within a building may not be adequately ventilated and can enable occupants to become familiar with the impact that activities, outdoor weather and window openings have on levels of good ventilation within a room. This information can be used to inform strategies for improving ventilation

Antigen testing in schools.

Plans to provide for the use of antigen testing of children who are asymptomatic and part of a classroom pod, where there is a confirmed case of COVID 19 were introduced on Monday last (November 29th).

Face Coverings.

As and from December 1st 2021 face coverings are required for all children from 3rd class to 6th class.

6. Cleaning & Disinfecting

6.1 Cleaning Provision

Frequently touched surfaces in the classroom, will be cleaned by teachers before little break and lunch eg. door handles, sinks and light switches.

- Frequently touched surfaces in the hallways will be cleaned regularly.
- Senior pupils (e.g. 3rd-6th class) can assist by cleaning their own desks/ areas with wipes.
- Any crockery and cutlery in shared kitchen areas should be cleaned with warm water and washing up liquid and dried thoroughly before being stored for re-use.
- A written cleaning schedule for cleaning staff has been developed outlining
 - Item(s) and area(s) to be cleaned
 - The frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and its method of operation

Cleaning schedules will be monitored to ensure that they are adequate and are being followed.

8. Management of Staff Absences

COVID-19 related absences of teachers and SNAs will be managed in line with [Circular 49/ 2020](#)⁴.

Any staff absences, including COVID-19-related absences, must be notified to school management as follows:

- Contact the Principal/ Deputy Principal immediately detailing:
 - The category (and sub-category) of leave being taken
 - The likely duration of the absence
- Following this phone call, upload the category of leave to OLCS.

⁴ https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf

9. Well-Being

9.1 Well-being of Staff

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to people's personal, family and social lives as well as their work arrangements. The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

There are various resources available on the Professional Support Services for Teachers (PDST) website. Inspire Workplace Services (formerly known as Carecall) offer services supporting Teacher mental health. Both the INTO and FÓRSA Trade Unions give excellent advice on well-being and wellness in general. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The EAS is provided by Spectrum Life.

9.2 Pupil Well-being

Each pupil will start or return to school with his/her own experience of the Covid-19 pandemic. The wider physical, mental, emotional and relationship implications of social distancing, lockdown may be significant for some pupils. Consequently, St. Mochulla's N.S. will focus on wellbeing as a foundation for learning.

Other available supports for pupils are:

- Friends for Life Programme
- National Educational Support Service (NEPS) – programme on well-being
- Excellent social story resources are available at: <https://ncse.ie/supporting-transition-from-home-back-to-school>
- Departments of Education and Skills: Please see: <https://www.education.ie/covid19/wellbeing/>

Return to School: SET teachers will support mainstream teachers in providing the necessary supports for any pupils who may experience anxiety on returning to school.

The Five Key Principles for Supporting a Successful Transition:

Pupils' will be supported in their successful transition back to what will be our new normal through the promotion of the following five key principles:

- a sense of safety – so that people feel that they are safe, and that those around them are safe
- a sense of calm – so that people feel relaxed, composed and grounded (regulated)
- a sense of belonging and connectedness – so that people experience having meaningful relationships with others who understand and support them
- a sense of self-efficacy and community-efficacy – so that people believe that they can manage and do what is needed, and so can their school community
- a sense of hope – so that people believe that things will work out well.



Key Goals for the School Community

10. Special Education Needs and Teaching (SET)

Continuum of Support:

Our school will utilise the usual school support structure – the Continuum of Support. This support structure allows schools to provide support for all pupils, using prevention and early intervention to support wellbeing and transition back to school. The Continuum of Support framework also recognises that some pupils - those groups who are at risk or who have emerging needs - will require more targeted support, while others who have complex and enduring needs will require an individualised approach to support, taking a developmental perspective, and adapted to the individual needs of the student. Pupils with the greatest needs within our school will receive SET teaching support.

Pupils who are ‘very high risk’:

St. Mochulla’s N.S. is conscious that there may be some pupils for whom return to school at the end of August may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”. Appropriate educational support for these pupils to engage adequately with learning will be co-ordinated by relevant SET teacher in conjunction with the relevant mainstream teacher.

Well-being:

Pupils with special educational needs (SEN) will require particular support at the time of transition back to school. As they return to school, the quality of the social and emotional aspects of our curriculum will be critical to their successful re-engagement in school life and their learning across the curriculum. Particular attention will need to be given to supporting their wellbeing, reducing potential anxiety and planning learning experiences that take account of the effect of the school closure period on their progress and their engagement in learning. Special education teachers will be assigned to 'meet and greet' pupils with SEN or pupils who experience anxiety when school re-opens on 27-08-2020.

Physical Distancing:

For pupils with special educational needs (SEN), maintaining physical distancing in many instances will not be practical or reasonable to implement.

All SET teachers will diligently sanitise their hands before and after entering a room. Visors will be worn.

Group Withdrawal:

Maximum number of pupils to be withdrawn is 3.

11. Early intervention Programmes

As no social distancing is required from Junior Infants to Rang II inclusive, we would hope to proceed with the following early intervention programmes.

- Aistear
- Literacy Lift Off

Staff will wear face coverings and sanitise their hands. Staff will move between groups/pods and maintain as much physical distance as possible.

12. Curriculum Matters: Teaching & Learning

As a school, we are very aware that the children have been away from school since March 12th. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that home learning presented for all families.

Each child will be in a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for schools, as we work with all the children during the return to school. Initially there will be a focus on Language, Numeracy, SPHE and PE. As advised by the National Educational Psychological Services we will need to “Slow down to catch up”.

Returning to school Curriculum guidance for primary school leaders and teachers is outlined in this link: <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>

Our mainstream and SET teachers will adapt their lesson planning and pedagogy to cater for their pupils’ learning needs.

Teachers will be giving greater time and attention to curricular areas such as:

- Social, Personal and Health Education (SPHE)
- Physical Education (PE)
- Language/Literacy
- Mathematics
- Mandatory aspects of SPHE such as Stay Safe and Relationships and Sexuality Education (RSE) should be taught early in the term.



Appendix 1: Cleaning Protocol

Cleaning notes

Empty bins throughout the school and replace liners

Replenish soap, hand towels and toilet rolls in all toilets

Clean all toilets thoroughly incl. wash floors, disinfect sinks & bowls, shine mirrors etc.

Vacuum all room floors

Ensure that doors are closed when works completed

All tables & desks cleaned and disinfected

All computer whiteboards, flat panel screens and computers disinfected

Dust window sills, white plastic and wall shelves

Spot clean windows and door glass

Wash marks on doors, surfaces etc

All classroom sinks, tiled areas and taps disinfected

The manufacturer's instructions for mixing, using and storing solutions must always be followed.

Using excessive amounts of cleaning agents will not kill more germs or clean better but it will damage work surfaces, make floors slippery and give off unpleasant odours.

Water should be changed when it looks dirty, after cleaning bathrooms and after cleaning the kitchen.

Always clean the least dirty items and surfaces first (for example countertops before floors, sinks before toilets).

Always clean high surfaces first, and then low surfaces.

Separate colour coded cleaning cloths and cleaning equipment should be used for kitchen areas, classrooms and toilets.

Cleaning cloths can either be disposable or reusable. Disposable cloths should be disposed of each day.

After use the cloths and mops should be cleaned thoroughly with warm water and detergent, then disinfected using a low concentration of household bleach rinsed and air dried.

Mop heads/buckets should not be cleaned in a sink that is used for food preparation.

Mop heads should not be left soaking in dirty water.

Buckets should be emptied after use, washed with detergent and warm water and stored dry.

If equipment is stored wet, it allows germs to grow increasing the risk of cross infection.

Waste bins should be emptied on a daily basis.

Cleaning of Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Wash the toy in warm soapy water, using a brush to get into crevices.

Rinse the toy in clean water.

Thoroughly dry the toy.

Some hard-plastic toys may be suitable for cleaning in the dishwasher.

Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.

In some situations, toys/equipment may need to be disinfected following cleaning for example: Toys/equipment that pupils place in their mouths, Toys/equipment that have been soiled with blood or body fluids or toys used where a case of COVID-19 has been identified.

If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

If cloth or soft toys are used they should be machine washable.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be followed.

Toilets

School toilets should be clean and in good repair and monitored regularly.

All toilet areas should have hand washing facilities.

Toilets, wash hand basins and surrounding areas should be cleaned at least daily and whenever there is visible soiling.

The cleaning of toilets, bathroom sinks and sanitary facilities used by pupils and or staff should be carefully performed.

Toilets should be cleaned thoroughly using a general-purpose detergent paying particular attention to frequently touched areas such as toilet flush handles, toilet seats, basins and taps, and toilet door handles.

Separate cloths should be used for cleaning the toilet and wash hand basin to reduce the risk of spreading germs from the toilet to the wash hand basin.

Cleaning staff should inspect the toilets and hand washing facilities at regular intervals to ensure; The toilets and wash hand basins are in good working order (for example the locks on toilets are working, toilets are not blocked).

There is a plentiful supply of liquid soap, paper towels and toilet rolls.

Waste bins are not overflowing.

A checklist should be located in the toilets which is dated and signed at regular intervals

Appendix 1: Return to Work Form

St. Mochulla's N.S. Return to Work Form

Pre-Return to School Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to school.

Name: _____

Name of Principal: _____

Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Are you awaiting the results of a Covid-19 Test.		
5.	Have you been advised by a doctor to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from Covid-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

Appendix 2: Relevant Information Websites:

The following websites provide further information on COVID-19 and on government advice and recommendations regarding the re-opening of schools:

- <https://www.education.ie/en/covid-19/>
- <https://www2.hse.ie/coronavirus/>
- <https://www.gov.ie/en/campaigns/a128d-back-to-school/?referrer=http://www.gov.ie/backtoschool/>
- <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>

Appendix 3: Guidelines for Parents on The Safe Reopening of St. Mochulla's.

Dear Parents/Guardians,

We hope you are keeping safe and well during these very uncertain times.

The purpose of this document is to give you guidance on how we intend to safely reopen St. Mochulla's on the 1st of March 2021. It is our priority that our school will reopen as safely as possible for all pupils and staff and that we as a school community do all in our power to keep the COVID-19 virus out side of our school and our community and to minimise risk of infection. We are confident that this can be achieved and we would hope that you will support us in the safe reopening of St. Mochulla's by adhering to the guidelines set out in this document. There will be changes to some of our established structures and procedures in order to achieve our aim of keeping our school a COVID free environment.

This document has been prepared in consultation with school staff and the Board of Management. All of us here in St. Mochulla's are committed to making the transition back into school as smooth as possible for everyone. When we return to school, our priority will be the wellbeing of the entire school community.

For our school to open and remain open safely, the support of, and strict compliance to these guidelines is essential. Please note that this document is a live and fluid document which is subject to continuing review and change. You will be informed of any changes.

I am confident that you as parents will help us to maintain a safe environment for the children and staff of St. Mochulla's National School. It is essential that we all play our part in ensuring this.

Thank you in advance for your co-operation and continued support.

Yours sincerely,

Brian Culloo

Bubbles and Pods

In an attempt to reduce the risk of infection, pupils and their teachers will be restructured into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles, to the extent that this is practical.

RE: Physical Distancing and Safe School Attendance

We are currently working on upgrading our procedures and routines within the school to ensure that there is as much Physical Distancing as is possible in our building. We will apply physical distancing in a practical and sensible way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Signage encouraging children to maintain social distance of 2m is on display.

Physical Distancing will be achieved in two ways: -

Increasing Separation. This will be achieved by reconfiguring the classrooms to maximise physical distancing. Each class will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into pods. A pod is a group of children (normally 6) who will sit together and who will stay in their pod while in the bubble, or classroom.

Decreasing Interaction. This will be achieved by decreasing the potential for children from different bubbles to interact. There will be marked routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different mid-morning and lunch-time access to the playground. We will make these routines enjoyable activities for the children, emphasising safety at all times.

Children who have travelled from countries not on the Green List should not attend school during the 14-day self-isolation period

Further information on COVID-19 symptoms in children is available at: -

<https://www2.hse.ie/conditions/coronavirus/if-your-child-has-symptoms.html>

Morning drop off and evening pick-up procedures.

Because each class will be treated as individual bubbles and in an effort to minimise contact between bubbles, parents are advised of the following procedures for drop of times in the morning and collection times in the evening.

Morning drop off.

- There will be no children on the school grounds before 9am.
- On entrance to school grounds, children shall proceed directly to their classrooms where they will be met by their teacher and instructed to hand sanitise.
- From 9am to 9:10am, Junior and senior Infants, first and second classes will access the school.
- Junior and senior infants should use the right side pedestrian gate, (as you are facing the school building).
- First and second should use the left hand pedestrian gate, as you are facing the school building)
- From 9:10 to 9:20 third, fourth, fifth and sixth classes will access the school.
- Third and fourth classes should use the right side pedestrian gate, (as you are facing the school building).
- Fifth and sixth classes should use the left side pedestrian gate, (as you are facing the school building).
- Children will be informed when they can enter the school grounds and they must proceed directly to their class rooms. There will be no congregating in the school yard. Siblings should wait outside the school until their designated time.

Compliance in this regard is essential if we are to minimise risk.

Leaving school in the evening.

- At home time, junior and senior infants will leave school as normal at 1:50 (apart from the first two weeks when Juniors will leave at 12).
- First and second class will leave the school grounds at 2:40.
- Third, fourth, fifth and sixth classes will leave the school at 2:50.
- Teachers will escort their classes to the school gate. Please be available to collect your child promptly at that time.

We are fortunate in St. Mochulla's that each class has it's own separate classroom entrance.

Sos and Lunch Breaks.

In order to minimise contact between bubbles, sos and lunch breaks will be staggered.

Hand Hygiene.

Please ensure you child washes their hands before coming to school. At school we will continue to reinforce the guidelines around hand hygiene and coughing etiquette, we would appreciate if you would do likewise at home.

On entering the school building, children must sanitise their hands. Children will also wash their hands and sanitise them at regular intervals throughout the school day, especially after coming in from the yard. Hand sanitising units have been installed in each classroom and at the entrances to each classroom. Soap emulsifying units have been installed in each bathroom. Signage, encouraging pupils to wash their hands well and often has also been erected.

Access to school.

Access to the school (under any circumstances, eg. Collection of child for doctor or dental appointment) will be strictly by appointment only. You must contact the office to make an appointment and wait outside the school grounds until given permission to access the school.

No adults should enter our school building other than school staff

Parents are not allowed enter school grounds.

All meetings must be by appointment and prior approved by Principal.

Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance between staff.

A health questionnaire must be completed.

Contact tracing log must be filled in. This log will be retained in the Secretary's office

Parents/visitors to the school during the day for an approved appointment will be received at a specific contact point, which will be the front foyer door, by the respective teacher/secretary in an effort to minimise cross infections, Parent-Teacher meeting/discussion will take place over phone at an arranged and convenient time.

Where a child has forgotten something essential, eg their lunch, there will be a storage box available at the front of the school where the forgotten item can be placed and redeemed (Please ensure that it is clearly labeled).

In summary, no entry, meetings are by approved appointment only.

Illness.

While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu-like 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 school.

It is extremely important that children displaying any type of sickness should not be sent to school.

School uniform, lunch boxes etc.

Children should wear their school uniform as normal with no tie. It is essential that your child's uniform is kept clean at all times. In order to facilitate cleaning of uniforms PE clothes may be worn on two days of the week. However, the priority is that children wear clean clothes (laundered at 60 degrees) to school.

Coats: Coats will be hung on the back of children's chairs and must be brought home every evening. All items of clothing must be clearly labelled.

Children's lunch boxes and drink bottles must be washed daily. Children are asked to bring home any rubbish and discard at home.

There should be absolutely no sharing of resources eg. Pens, pencils etc among the children. Please ensure that your child has an adequate supply of resources required for their day at school.

In light of increased awareness of all matters hygiene at present, it is recommended that parents sanitise all school related items regularly, including pencil cases, books, copies etc. Plastic coverings on book could help facilitate this.

Homework.

Focus on wellbeing, establishing routines, settling back in and on resuming schoolwork will be priority for the initial period. Homework will gradually be introduced, depending on class level from the week of Sept 8th. This is to allow children to become familiar with new procedures and practices.

Masks/visors

Where a 2m distance from pupils or from other staff cannot be maintained staff are required to wear a face covering. Choice of face covering (mask or visor) can be a personal decision. SNAs will be required to wear both a face mask and a visor when providing personal care to pupils with additional needs. Staff member must clean visor regularly during the day and especially at the end of day. According to Department advice, primary school children will not be required to wear face coverings under any circumstances.

However parents may make the decision to have their child wear a face mask while at school.

Sanitiser

While sanitising stations have been installed throughout the school and children will be required to regularly sanitise during the school day, it would be encouraged that children would also have their own small bottle of sanitiser that they could use throughout the school day.

First Aid.

First Aid will be administered by a member of staff wearing face mask, apron and gloves.

Gloves

According to Department advice, the use of disposable gloves in school by pupils or staff is not generally appropriate but may be necessary for care requirements. Routine use of gloves does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

- High temperature (above 38 degrees)
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, taste or distortion of taste

The following outlines how St. Mochulla's will deal with a suspected case that may arise.

A designated isolation area has been identified within the school building.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

The principal and Lead Worker Representative will be contacted immediately. Mary Corry is the LWR in St. Mochulla's.

If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately;

The person will be accompanied to the isolation area, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

A mask will be provided for the person 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;

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

If the person is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.

If they are too unwell to go home or advice is required, 999 or 112 will be contacted and informed that the sick person is a Covid-19 suspect;

Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

Arrange 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 and staff and pupil confidentiality is essential at all times.

Please remember that our priority is to open our school safely for everyone and ensure that it remains open. We hope that with everyones support and co-operation with these guidelines, this priority can be achieved.