

Knockanean National School Reopening Plan

Parent Information



School Reopening Thursday August 26th 2021

Updated: Dec 1st 2021

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1. Introduction:

As a school community we have successfully navigated our way through what has been a most challenging past school year since September 2020. As we plan for another school year, we need to be aware that there will still be challenges ahead.

Our school will continue to operate under new norms. As a school community we will have to continue with the revised practices and procedures many of which are detailed in this policy. The Health, Safety and Well-being of all members of our school community is of paramount importance to us all.

Procedures have been put in place in line with HSE and Department of Education and Skills advice and guidance. All members of the school community, irrespective of circumstance, are expected to adhere fully to the procedures put in place in an attempt to minimize the risk posed by Covid-19. It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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. Breaches of procedure by any individual will not be tolerated. Covid-19 poses a serious risk to us all. It is one thing opening the school, but the real challenge is to keep it open....

2. Aims:

Through the implementation of the practices and procedures as outlined in this policy our school community aims to:

- Do everything practical to avoid the introduction of COVID-19 into our school.
- Reduce the likelihood of the spread of Covid-19, insofar as possible, within our school if introduced.
- Detail for all members of our school community how our school will reopen for all students and what the operation of our school will look like so as to be sustainable in a COVID-19 context.
- Balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning.

3. Covid 19 Policy Statement:

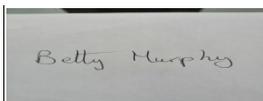
Knockanean N.S. is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this 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 on-going basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the **Lead Worker Representative**, Madge Rainsford, who will be supported in line with the agreement between the Department and education partners. The **Deputy Lead Worker Representative** is Mary Hanrahan.

Signed on behalf of the Board of Management by



Chairperson Date: 20/8/2021

4. Know the symptoms of Covid-19

In order to prevent the spread of COVID-19 it is important to know and recognise the common symptoms. They are:

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

Less common symptoms:

- ✓ sore throat
- ✓ headache
- ✓ aches and pains
- ✓ diarrhoea
- ✓ a rash on skin, or discolouration of fingers or toes
- ✓ red or irritated eyes

5. Minimising the Risk of Introduction of COVID-19 into our school

As a school community we must do everything practical to avoid the introduction of COVID-19 into our school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, teacher-teacher and teacher-student and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of the Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors, as far as possible, within the school environment. These control measures shall continue to be reviewed and updated as required on an on-going basis.

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Travel from abroad: if any pupil has travelled outside the country, they must adhere to the government guidelines at the time of our reopening. A Return to School Declaration form must be filled in prior to their return.

Practices and procedures.

5.1 Promoting awareness:

- All members of our school community will actively promote awareness of COVID-19 symptoms.
- Signage informing members of the school community of the symptoms of Covid-19 and the need for social distancing are displayed at all access points to the school.
- All members of the school community will embed in pupils the need for appropriate respiratory hygiene and hand hygiene.
- Staff members /contract cleaners employed by the BOM will thoroughly clean and disinfect their work area before and after use each day.

5.2 Attendance at school:

- Members of the school community who display symptoms of Covid-19 **MUST NOT ATTEND or VISIT OUR SCHOOL** and should immediately phone their doctor and follow HSE guidance on self-isolation;
- Members of the school community **MUST NOT ATTEND OR VISIT OUR SCHOOL** if they have been identified by the HSE as a contact for person with COVID-19 and must follow the HSE advice on restriction of movement;
- Staff and pupils that develop symptoms at school must promptly bring this fact to the attention of the Principal, Deputy Principal, as appropriate.
- Staff and pupils must know the protocol for managing a suspected case of COVID-19 in school as detailed in Section 8 of the DES Guidelines.
- Everyone entering the school building must perform hand hygiene using hand sanitiser provided at each entrance.
- **Visits to the school by all persons other than staff and pupils will be by appointment only.** Appointments must be arranged in advance through the school office, by phone on 065 6840088 or by e mail at cnocanein@gmail.com . **The only entry to the school for adults is through the door beside Madge's office where you must ring the bell for access.**

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- Each visitor to the school will be required to complete a Contract Tracing Log irrespective of the duration of the visit.
- Each visitor to the school will be required to wear a face covering irrespective of the duration of the visit.
- All pupils must complete a Return to School Declaration Form before returning
- Physical distancing of 2m should be maintained between staff and all visitors to the school.
- Physical distancing of 2m should be maintained between all adults when on school grounds.
- **The only exceptions to the above are:**
 - ✓ **On Thursday Aug 26th and Friday Aug 27th 2021 Junior infant starting time will be moved to 9.30 a.m. in order to allow two parents accompany pupils to school if they so wish. Parents may enter the yard but must meet the teacher at the door of the classroom**
 - ✓ **In the case of pupils with additional educational needs to an extent that the school advises the pupil be accompanied, ONE parent/designated person can accompany pupils in these instances for assembly and dismissal. Parents/designated persons MUST practice physical distancing of 2m.**

5.3 Respiratory Hygiene

All members of our school community **MUST** practice and actively promote good respiratory hygiene at home and at school as this will help protect people around us from viruses such as flu and Covid-19.

Good respiratory hygiene entails:

- Covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze.
- Disposing of the used tissue immediately and safely into a nearby bin.
- Pedal bins have been purchased for all rooms/toilets. These bins will be emptied at regular intervals throughout the day.

5.4 Hand Hygiene

All members of our school community MUST practice and actively promote effective hand hygiene at home and at school.

- Staff and pupils must understand why hand hygiene is important as well as when and how to wash their hands.
- Hand sanitisers are installed, with appropriate signage, at each entry point, at the entrance to each classroom and at appropriate locations throughout the school.
- Posters are displayed at each hand washing station throughout the school showing effective hand washing technique.
- HSE guidelines on handwashing are available at:

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

- All persons entering the school building must perform hand hygiene using hand sanitisers provided.

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

Frequency of Hand Hygiene

Pupils and staff MUST 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.

5.5 Physical Distancing

- Maintaining physical distancing in the school environment is one of the key control measures to minimize the risk of the introduction and spread of COVID-19.
- Physical distancing will be usefully applied in our school allowing for some flexibility when needed. It will be applied in a practical way that recognises that the learning

environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing in our school will look different across the various ages and stages of learning.

- It is recognised that it is not always possible for staff to maintain physical distance from pupils and it is not 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.
- However, 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.
- **All adult visitors to the school, as scheduled by appointment, MUST maintain a 2m distance from school staff.**
- Our school community is committed to the two principles of physical distancing, namely, increasing separation and decreasing interaction, as a means of minimising the risk of the introduction of Covid-19 to our school.

5.6 Increasing Separation

In order to minimise contact between pupils, insofar as possible, the school will operate the following procedures for arrival, dismissal, movement through the school and break times.

Arrival: pupils will enter the school grounds by themselves and go straight to their classrooms via the following doors:

- Shona's class through the emergency door to the front of her classroom
- Amy's class through the emergency door to the front of her classroom
- Sinead's class through the emergency door beside Madge's office
- Michele's 2nd class through the main front door
- Niamh's class through the emergency door to rear of her classroom next to the shed
- Aileen/Tina's class through the emergency door to the rear of their class beside the bike shed via the garden
- Edel's class through the left door of new building
- Joe's class through the left door of new building
- Ciara's class through the right door of new building
- Anne/Saoirse's class through the right door of new building
- Jamie's class through the main door of his prefab

Arrival Times:

In order to minimise congestion and pupils arriving together we are asking your cooperation in the following

8.40 a.m. – 8.50 a.m. 3rd – 6th pupils be dropped at school

8.50 a.m. – 9.00 a.m. Infants – 2nd pupils be dropped at the school

- When pupils are dropped at the designated time they must proceed unaccompanied (apart from exceptions listed above) to their classroom.
- Designated areas have been marked for each class (Bubble) on both yards for morning arrival. On dry mornings pupils can stay in their area until the bell rings.
- If you have pupils in both groups, please drop at the earlier time

“If required all staff must be at school by 8.40 a.m. to help with the smooth return to school for all our pupils, whether rostered for duty or not. This extra time will be taken out of Croke Park Hours”

All classes from 1st – 6th will finish at 2.40p.m. The class teacher will accompany the class to the front yard where we have designated areas for each class. These are clearly marked at a distance of 1m apart. If a pupil walks, cycles or sees his/her parents they will proceed straight out of the school grounds. If no parent is there to collect, pupils will wait **in their family group** until their parents arrive. (This will be re taught to the pupils on the first day back)

Please do not delay at this busy time for traffic in the evening, collect your child and depart promptly

Starting/finishing times:

9.00 a.m – 2.40 p.m. (1st – 6th)

9.00a.m. – 1.40 p.m. (Junior/ Senior Infants)

Please Note: 9.30 a.m start for Incoming Junior Infants on Thurs Aug 26th and Fri Aug 27th and a 12.30 p.m. finish for Junior Infants until September 9th

Parental responsibilities on arrival and collection:

- **Parents must arrive on time for dropping off and collecting their child.**

- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- Any parent who is in a high risk category should not drop off or collect children in order to protect themselves. (This of course is at the discretion of the individual parent/carer/grandparent's discretion)
- **Parents must not congregate in groups or stand around chatting.**
- Parents must ensure their child remains at their side at all times and that their child does not interact with other children.
- Under no circumstances are parents to linger outside the wall after the child has been handed over but are to leave immediately.
- The junior and senior infants will go home at the normal time exiting through different doors.
- At arrival and departure times of children, social distancing is to be maintained by children and parents.
- Under no circumstances are parents and carers to gather in groups while waiting for the bell to sound
- When collecting pupils parents/carers must wear a face covering
- Parents/visitors who enter the school grounds must wear a face covering

6.0 Changes to Classroom and School Layout and to School Routines

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

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Junior Infants to Second Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a

physical distance within their Class Bubble. However we have still divided these classes into smaller groups of 4 for added protection (Pods)

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with 4 pupils per Pod where possible. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

Pods: Class teachers will assign the pupils to the particular Pods. These Pods can be changed at Christmas and Easter as there is a natural break of 14 days.

Facemasks/coverings: From Wed Dec 1st 2021 Pupils from third class and up in primary schools are required to wear a face mask/covering. The exemptions to this are set out below.
Exemptions

A medical certificate to certify that a person falls into a category listed below must be provided to the school on behalf of, any person (pupil) who claims that they are covered by the exemptions below:

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

Schools will be best placed to identify those children whose complex needs are such that the wearing of face covering may not be possible for them, and to discuss this with parents as required. In such circumstances a school may not require medical certification to provide an exemption to the wearing of face coverings. In other circumstances where a medical certificate is not provided that person (staff or pupil) will be refused entry to the school. Guidance issued by the Department of Education and Skills to schools on Nov 30th 2021 will be implemented in full

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Support Teachers and SNAs) can rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble (class)

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Corridors and Stairwells

- Adults briefly passing each other in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.
- We will observe our usual practice of keeping to the left when on the stairs and in the corridors.
- No pupil is allowed in the corridors of the building unless accompanied by a teacher or SNA.

Additional Measures to Limit Interactions

- Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.
- While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Ventilation : To ensure that classrooms are well ventilated, windows will be kept open throughout the day and will be opened fully while children are taking breaks in the playground.

CO2 monitors: The Department of Education is procuring a number of portable monitors that will be distributed to schools in August and September – between 2 and 20 at primary level. The monitors are portable, simple to use, and will give a digital reading. The provision of portable CO2 monitors provides schools with the flexibility to focus their use to those rooms where most beneficial to inform strategies for optimising ventilation in the school.

Signage: Three social distancing signs have been erected in the grounds, at the main gate and at the entrances to both buildings. We have also put social distancing signs on the corridors and outside both offices and staffroom

Packages delivered to school: Only school related orders /packages will be allowed delivered to the school.

Lunches

- Parents must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.
- Please make sure your child is self-sufficient ie. they can open/peel any lunch/drink you pack for them. Please pay particular attention to any drinks that require a straw.
- Please make sure they have enough drinks to last them throughout the day as we will not be in a position to refill drinks bottles.
- Children will eat their lunches at their desks. No food will be allowed onto the yard.

Break times: (These are subject to change closer to the time)

- In order to avoid overcrowding on the yard break times will be staggered.
- The classes will be divided into Group A (Junior Infants – 2nd class) Group B (3rd – 6th)
- Break Times:
 - ✓ Group A break times: Sos 11.00 – 11.10 Lón 12.20 – 12.50
 - ✓ Group B break times: Sos 11.20 – 11.30 Lón 1.00 – 1.30
- Yards: (These are subject to change closer to the time)
 - ✓ A (Front Yard): Junior Infants (Shona), Junior/Senior Infants (Sinéad), Senior Infants (Niamh)
 - ✓ A (Back Yard): 1st Class (Amy), 2nd Class (Michele English), 2nd Class (Aileen/Tina)
 - ✓ B (Front Yard): 3rd Class (Edel), 4th Class (Anne/Saoirse)
 - ✓ B (Back Yard): 6th Class (Ciara), 5th Class (Jamie), 4th Class (Joe)
- No footballs/basketballs/hurleys etc are allowed in school and no ball games will be allowed before, during or after school until we get a chance to discuss games and to speak to them on our return.
- SET teachers assigned to Group A will take their breaks with Group A and will resume teaching with group A.
- SET teachers assigned to Group B will take their breaks with Group B and will resume teaching with group B.
- When bell goes after break pupils will not line up. Instead they will remain in their place on the yard (freeze) and wait to be called by their teacher. They will then enter their classroom whilst maintaining social distancing.

Books, Copies, Pencils, Hand sanitisers etc.

- Children should use their own books, pens, pencils, etc. and must not be shared with other pupils.
- Pupils should have a separate pencil case for use at home that won't be brought into school and another one for school that won't be brought home.
- Pupils may bring in their own handsanitiser if they so wish.

Uniforms/Tracksuits

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.

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

Office

- We request that parents use epayments as much as possible to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.
- All visitors to the school must fill in a Contact Tracing Log
- Pupils must not be sent to Madge's or Jim's office to deliver messages.
- As far as possible, staff members should minimise their entry to the office area

Photocopying.

Any staff member who uses the photocopier must clean it down after use with the wipes provided.

ICT

A timetable will be drawn up for the use of common devices. Devices must be cleaned after use and before they are returned for charging

Postbox: A post box will be installed at the entrance to minimise the amount of people entering the building

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as dancing, coaching for games; music club, homework club, etc. will eventually be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time. These activities are suspended for the moment and will be reviewed as the term progresses depending on Department of Education guidelines.

Substitute Teachers and SNAs

The sequence for covering all teacher absences will be in accordance with DES circular 0045/2020, DES circular 42/2021 and any updated information issued by the Department of Education. A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form

before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. Teachers will organise lessons that require very little if any equipment. Staff members and pupils will be encouraged to take additional breaks outside during the school day. While these breaks are taking place all windows in the classroom should be opened to allow for ventilation. All PE equipment if used must be sanitised after use.

Wet Days: teachers must provide activities for pupils to engage in during break times

Toilets during break: teachers must ensure the pupils go to the toilet before break time and before they go out onto the yard.

Desks: All desks must be left free of any books/ belongings/materials every evening to enable the cleaners to carry out a thorough cleaning.

Staffroom

- All staff members must maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work.
- Staff meetings for the most part will be held remotely or in small groups if deemed necessary
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.
- Due to staggered break times a max of 7 people at any time will be in the staffroom

Teaching and Learning

The Department of Education and Skills last year published Curriculum guidelines for us to follow.

Homework: The collective professional judgement of teachers at the time will determine what format homework will take. This will then be deemed school policy.

Other Parental Responsibilities:

- Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot and will not be shared.
- Parents are to ensure that their child knows and uses the protocols around coughing/sneezing/use of tissues/hand sanitisers prior to returning to school.

- Parents must ensure that all **books/writing equipment/lunch boxes/water bottles** are sanitised using alcohol wipes before being placed in the child's schoolbag.
- Water bottles are to be filled at home every morning.
- Pencils to be pared at home and copies ruled.
- Lunches. Make sure your child can open /close their lunch box/drinks bottles. Regarding food please make sure they can open or peel any food that you send in. Please pay particular attention to yogurt cartons, oranges, drinks that needs straws etc. Teachers will not be able to assist anymore in any of these activities. As we will not be in a position to refill water bottles please ensure your child has enough drinks for the day.
- Regarding clothing, please ensure your child can or teach your child to open/close their own coat and tie their own shoes.

Supporting the Learning of Children who Cannot Attend School

If a child is considered "**Very High Risk**" and is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

The school will follow the procedures and protocols outlined in "Continuity in Schooling: Supporting primary pupils who are at very high risk to COVID-19" published by the Department of Education and Skills

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE) Hygiene and Cleaning

- 21 sanitiser dispensers are installed throughout the school e.g. at each entrance ,at the entrance to each classroom and support room, at the entrances to both offices and staffroom
- Emulsifying soap is available in all the toilets.

- Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.
- In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. We have doubled our contract cleaning hours in order to enable this. Particular attention will be focused on frequently touched surfaces – door handles, handrails, 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.
- Waste will be collected regularly from offices and other areas within the school.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)
- All staff will be wearing a face covering as per Department guidelines
- Any staff (Teachers and SNA's) involved in intimate care need to wear PPE

7.0 Illness and Dealing with a Suspected Case of COVID-19

- We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/symptoms.html>
- Staff must not attend school if they display any symptoms.
- A designated isolation area has been created (outside staffroom) and an isolation route to this area has been explained to all staff
- If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:
 - ✓ The pupil will be accompanied to the isolation area. A distance of 2 meters will be maintained. The person accompanying the child must wear a face covering.
 - ✓ If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, parents are asked to make sure that their contact details are kept up to date at all times.
 - ✓ Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.
 - ✓ A face covering will be provided to the staff member/child who is symptomatic.
 - ✓ The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

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- ✓ If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
- ✓ Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
- ✓ If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- ✓ The isolation area and work areas will be thoroughly cleaned in line with the guidelines.
- ✓ 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.
- ✓ It is important to remember than any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal as soon as possible.
- ✓ **Antigen Testing:**
 - From Monday Nov 29th 2021 Parents and guardians are requested to inform their child's school principal immediately if their child has a positive (detected) COVID-19 PCR test result. The school principal will then contact the parents or guardians of the other children in the relevant pod e.g. table within that class and advise them how they can request antigen tests for their child should they wish to. The principal will not share any identifying details of the confirmed case.
 - If two or more positive COVID-19 cases arise in a class, within a seven-day period, outside of a single pod, antigen testing as above can be offered to the full class. The principal will inform parents or guardians of children in the relevant pod by notification on Aladdin that they are able to request antigen tests for their child. The principal will provide the school roll number, for parents to be able to access the antigen tests.
 - All children in the pod can continue to attend school as long as they remain asymptomatic and they do not have a positive COVID-19 antigen or PCR test result.

8.0 Wellness:

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with DES circular 42/2021, DES circular 0049/2020, DES Information Note 005/2021, DES Information Note

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006/2021, Information Note 0010/2021 and DES Information Note 0011/2021 and any other agreed procedures with the Department of Education.

Pupil Wellness:

Increased emphasis will be placed in all classes on SPHE / PE and outdoor activities

Employee Assistance and Wellbeing Programme

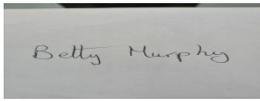
Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

Please Note: This plan will be amended if the Board of Management feels it necessary in order to ensure the continued Health and Safety of all the school community.

Signed on behalf of the Board of Management by



_____ Chairperson Date: __1/12/2021__