

*St Kevin's School
Pearse Street
Sallynoggin
Co. Dublin*



*Tel: 01-2854309
Fax: 01-2854304
Roll No: 19979K*

*St. Kevin's N.S. 'Return to School' Logistics Plan
September 2020*

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Introduction

This Policy was formulated by St. Kevin's NS in tandem with the 'Reopening Our Schools: The Roadmap for the Full Return to School' (July 2020) and is based on public health advice from the HSE's Health Protection Surveillance Centre. As Evidence regarding Covid-19 evolves, this policy will be periodically updated and is subject to change.

The Policy was discussed and further developed by the teaching staff of St. Kevin's NS and discussed, accepted and ratified by the Board of Management of St. Kevin's NS

Underlying Principles

- i. The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.*
- ii. Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.*
- iii. It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.*
- iv. As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.*

Assumptions

- i. All children return to school and classes operate within a bubble system*
- ii. The school is split into 3 groups with each group having different starting times, break times, lunch times and finishing times.*
- iii. Groups will be constituted of two Junior Infant classes, two Senior Infant classes, and one of each class from 1st to 6th Class*
- iv. The day will include 2 breaks*
- v. Within each class from 3rd to 6th, the children will be further divided into pods, endeavouring to maintain a minimum distance of 1 metre being maintained between pods*
- vi. Hand sanitiser will be available at all entry points and in all class and support rooms*



Important Requests

- i. We ask that pupils have a pencil case just for school – pencils, sharpener, eraser and ruler
- ii. We ask that each pupils bring his/her own hand towel to school, to remain in his/her bag after use
- iii. We ask that each pupil bring his/her own hand sanitiser to school
- iv. We ask that no parents enter the classrooms or school building without prior appointment
- v. We ask that parents wear masks on the yard at drop and collection times
- vi. There will be no Homework assigned for the Month of September
- vii. This plan is subject to on-going revision
- viii. Please also see COvid-19 Risk Assessment Plan Policy

Timetables

<i>Timetable for Group A Junior Infants, Senior Infants, 1st Class, 2nd Class</i>	<i>Timetable for Group B 3rd Class, 4th Class, 5th Class, 6th Class</i>	<i>Timetable for Group C TBC (if needed)</i>
8.50 – School start	9.10 – School start	9.30 – School start
10.50 – Break time	11.05 – Break time	10.50 – Break time
11.00 – Class resumes	11.25 – Class resumes	11.10 – Class resumes
12.30 – Lunch time	1.05 – Lunch time	1.00 – Lunch time
1.00 – Class resumes	1.25 – Class resumes	1.20 – Class resumes
1.30 – Infant classes finish	2.50 – 3 rd - 6 th Classes finish	2.10 – Infant classes finish
2.30 – 1 st – 2 nd Classes finish		3.10 – 1 st – 6 th Classes finish

Arrival at school

- i. Each group should aim to arrive at the school in the 20 minutes immediately preceding their start time
- ii. **Group A – 8.30 – 8.50**
- iii. **Group B – 8.50 – 9.10**
- iv. **Group C – 9.10 – 9.30 (if needed)**
- v. We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- vi. Each class should line up at their designated point/classroom door with social distancing observed.
- vii. The class teacher will invite the children to enter the building at the appropriate time.
- viii. No adults, other than staff members, should enter the building.
- ix. Messages for teachers can be sent by email or by phoning the school office.



End of School Day

- i. Adults, who are collecting their children from school at the end of the day, should now wait where the child's class lines up in the morning.
- ii. When the school day for that class is over the following arrangements will apply –
 - a. Jun Inf. to 2nd Class - the class teacher will bring the children to their designated entrance/exit point and will release the children into the care of the adult who is there to collect them (Junior Infants and Second Class may be collected by parents waiting at the 'Dare to Know' wall in the Senior Yard. Senior Infants and First Class can be collected from the grass verge in the Junior Yard).
 - b. 3rd – 6th Class – the class teacher will allow each pod to leave the classroom separately in order to minimise contact

Collection of Children during the School Day

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- i. When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived
- ii. The child will be brought from their class to the adult by a member of staff
- iii. The adult who is collecting will be asked to sign the child out
- iv. No adult should enter the school building, unless invited to do so

Physical Distancing

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.

Physical Distancing will be achieved in two ways: - Increasing Separation. This will be achieved by re-configuring 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. 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.

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.



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>

Dealing with a suspected case of Covid-19

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

- i. Parents/guardians will be contacted immediately*
- ii. The child will be accompanied to the designated isolation area via the isolation route by a member of staff. This area will be the porch of the school hall.*
- iii. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times*
- iv. A mask will be provided for the child presenting with symptoms, if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.*
- v. An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home.*
- vi. The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.*
- vii. The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided*
- viii. If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used.*
- ix. If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.*
- x. Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.*

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed.

Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- i. Children who have been diagnosed with Covid-19*
- ii. Children who have been in close contact with a person who has been diagnosed with Covid-19*
- iii. Children who have a suspected case of Covid-19 and the outcome of the test is pending*
- iv. Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending*



- v. *Children with underlying health conditions who have been directed by a medical professional not to attend school*
- vi. *Children who have returned home after travelling abroad and must self-isolate for a period of 14 days*
- vii. *Children who are generally unwell*

Supporting the Learning of Children who cannot attend school

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

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

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- i. *The parents of all children in the class will be notified*
- ii. *Public health advice will be sought and followed*

Personal Equipment

- i. *In so far as possible, it is requested that children from 1st to 6th Class will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case to avoid the sharing of equipment.*
- ii. *It is further requested that all items have the child's name on them for ease of identification.*
- iii. *For children in Junior and Senior Infants, the school will provide a pouch or container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.*
- iv. *All children should bring a hand towel to school for the drying of hands after handwashing*

Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection

Yards

Each bubble of 10 classes will have access to the yards during their allotted break times as follows –

Junior Yard - Junior Infants (x2), Senior Infants (x2),

Junior Yard - First and Second classes

Junior Yard - Third Class

Senior Yard - Fourth, Fifth and Sixth classes

Yards will be supervised by class teachers, learning support teachers and SNA's working within those bubbles.



Learning Support

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

- i. 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.*
- ii. Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.*
- iii. The tables and chairs in SET rooms will be wiped clean in between different groups attending*

Key facts for Parents

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.

Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing or if you touch - with your hands - surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.

As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from the following links:

HSE-HPSC: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

HSE Hub: <https://www2.hse.ie/coronavirus/>

Department of Health: <https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/>

COVID-19 can be a mild or severe illness. Severe illness is much more common in older people (especially older than 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

The most common symptoms of Covid 19 are:

Cough - this can be any kind of cough, usually dry but not always

Fever - high temperature over 38 degrees Celsius

Shortness of Breath

Breathing Difficulties

Lack of smell.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.



The staff will complete multiple lessons on correct hygiene, lining up, the importance of hand sanitising, staying within their pods/bubbles etc. with the children during the first weeks back in school.

Other Responsibilities for Parents

- i. Parents must ensure that their child has his/her own small labelled sanitary box/bag including hand sanitiser, tissues, wipes and a small dry cloth/towel which are coming to school. These must be replaced when empty. Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot be shared*
- ii. 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.*
- iii. Parents must ensure that all books/writing equipment/lunch boxes/water bottles are sanitised on completion of homework before being placed in the child's schoolbag.*
- iv. Water bottles are to be filled at home every evening.*
- v. Children are to go to the bathroom before they leave home for school daily.*
- vi. Children are to wash their hands before leaving for school*

PPE

While it is not envisaged that PPE will be worn by staff in general, where a social distance cannot be maintained staff will wear PPE. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.

Teacher Absence and Substitution

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

PE

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

Extra-curricular Activities

The possibility of facilitating extra-curricular activities will be explored. However, it would not be recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided in September but at the time of writing our Homework Club, Gaelic Club and Breakfast Club activities are suspended.