



## **Greenlanes National School**

### **COVID-19 Response Plan**

#### **Introduction:**

The following document outlines the control measures Greenlanes National School has put in place to mitigate the risk of infection and transmission of COVID-19. It is important that staff, pupils, parents and the wider school community adhere to these control measures to help mitigate the risk of infection from COVID-19. The priority for Greenlanes is to ensure the health and safety of staff and pupils while promoting the educational and development needs of the children in the school.

This document has been created by a working group led by Ms. Atkin, Principal, in line with the following guidance documents and best practice.

#### **The Department of Business, Enterprise and Innovation and the Department of Health**

- Return to Work Safely Protocol
- COVID-19 Specific National Protocol for Employers and Workers

#### **The Department of Education and Skills**

- Roadmap for The Full Return To School
- Covid-19 Response Plan for the Safe and Sustainable Reopening of Primary and Special schools

The document has been ratified by the Board of Management and communicated to staff, parents/guardians and the wider school community. The control measures herein form part of a live working document. Updates to this document will be advised to staff and parents/guardians via email and through the school website.

#### **Responsibility**

The Board of Management have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe systems of work and provide suitable training and PPE measures.

Staff should note that they have a legal obligation under Section 13 of the Safety Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The Board of Management, staff, pupils, parents, and guardians have a collective responsibility to ensure the safety of themselves and others in the implementation of these measures. The assistance and co-operation of all is critical to the success of this plan.

Every effort is made to ensure the accuracy of the information provided in this document.

Ratified by the Board of Management

Signed by the Chairperson



Reverend Lesley Robinson

August 11th, 2020

Signed by the Principal



Cathy Atkin

August 11th 2020

**This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.**

*All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures.*

### **COVID- 19 Policy Statement**

Greenlanes National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID19 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 and Skills.
- Keep a contact log to help with contact tracing.
- Ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills.
- 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 and Skills 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 contacting the Lead Worker Representative(s) Ruby Boyce and Paula Chaney.

Signed:



Date: August 2020

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## **Greenlanes National School Control Measures to Prevent the Spread of COVID-19 in the School Environment**

### **1. Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. The priority for Greenlanes is to assure the health and safety of staff and pupils while promoting the educational and development needs of the children in the school.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

#### **Re-opening School Buildings**

Before re-opening, the school will ensure the following;

##### General

- Water systems in the main school have been flushed by maintenance following the maintenance water flushing programme to prevent Legionella disease.
- Water systems that have not been in use (low usage buildings) — SES water has serviced water tanks and systems in line with cleaning/sanitising processes.
- All machinery has been serviced.
- Mechanical ventilation has been checked to ensure it is fit for purpose
- Waste has been managed and waste management system put in place.

##### Building Adaptations

- Enlarged parking area added to facilitate extra bikes and scooters
- Building works to facilitate extra entrance/exit doors
- Adaptation to facilitate an extra staff room area
- All unnecessary clutter has been removed to facilitate ongoing cleaning of the school

##### Hygiene & PPE

- Signage has been placed throughout the building relating the COVID 19 hygiene protocols, symptoms and appropriate responses (details below).
- Hand sanitisers, soap and alcohol wipes for cleaning are available in all entrance areas, classrooms, offices and bathrooms
- Cleaning protocols have been agreed (details below)
- Ordering protocols of PPE for staff and hygiene material (e.g. hand sanitisers, etc.) have been established including safe disposal of PPE and associated waste.

##### Social Distancing

- A schedule for morning/afternoon drop-off/pick-up put in place and communicated to parents/guardians and childcare providers.
- Social distancing markings arranged and in place to assist with drop off and pick up
- Rota for lunch breaks and outdoors exercise put in place

- Classrooms seating has been arranged to allow one metre between pods for the children to socialise within (Section 4 Maintaining physical distance in the classroom).

### **Signage**

Signage is in place outlining the following;

- Signage in all classroom/office areas indicating sanitising stations.
- Maximum occupancy signage on doors of all office/work room areas.
- Instructional signage regarding visitors to school on all access doors.
- Instructional signage on handwashing etiquette in all toilet areas.
- Sanitising locations in all rooms and corridors.
- No visitor access signs on doorways.
- Main door sign indicating protocols for visitors/parents
- Posters with the signs and symptoms of COVID-19
- Signage promoting good hand hygiene and respiratory hygiene displayed in toilet areas and in the corridors.
- Maximum room occupancy signs for all meeting rooms/office areas displayed on doors.

### **Cleaning**

Greenlanes National School has a daily cleaning schedule in place. A comprehensive cleaning/sanitising programme has been devised and will be in operation from the start of the school year. The following measures will be put in place when school resumes, however staff are also asked to do their utmost to ensure that their own workspaces and communal areas are kept as clean and tidy as possible.

- Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchen areas.
- Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.
- 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
- Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with shower facilities and areas. This shall be reviewed in line with government guidance.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plates etc).
- Cleaning staff will empty bins regularly.
- Cleaning staff will disinfect all high touch surfaces and pupils' table-tops after school each day.

### **Access to the School Building and Contact Log**

Access to the school facility will be in line with agreed school procedures:

- Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.
- A detailed sign in/sign out log of visitors entering the school facilities will be maintained.

- The school will maintain a log of staff and pupils contacts for one month.
- It is strongly suggested that all staff/parents and visitors to the school have downloaded the COVID Tracker App to assist with contact tracing as suggested by the HSE and Department of Health.
- 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, pupils, contractors and visitors at the workplace.

### **Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment has been conducted identifying the risk areas and activities. Control measures have been put in place to mitigate the risk of COVID-19 in Greenlanes National School.

### **First Aid/Emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Greenlanes National School. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the Principal or nearest first aider giving details of location and type of medical incident.

## **2. Procedure for Returning to Work (RTW) – Staff**

### **Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of COVID-19 and is not self-isolating or cocooning or awaiting the results of a COVID-19 test.

On receipt of the completed form the Principal will provide:

- details of the Induction Training for completion by staff prior to the return to the workplace and
- details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

### **People at Extremely High Risk**

There are some school staff who may be unable to return to school. Current public health guidelines have identified groups who are defined as being at extremely high risk. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

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

- are over 70 years of age - even if you're 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 you have a 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

### **Use of Personal Protective Equipment (PPE)**

All staff will be provided with a face covering for use in class and in areas with limited social distancing capabilities such as corridors, stairways, etc.

**Staff are required to wear a face covering, unless medically exempt, if a distance of 2 metres between themselves and another person cannot be maintained. This will also apply to SETs and SNAs when working with small groups or individual children.**

Pupils will not be required to wear face coverings at any time.

Staff whose role may include performing intimate care or where a suspected case of COVID-19 is identified while the school is in operation will be provided with PPE kit to include, face shield, face covering, gloves, apron, hazardous waste bag.

Cleaning staff will be required to wear a face covering and gloves. A disposable gown is available should the cleaning staff wish to use one.

#### Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use 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.

Cleaning staff however will be required to wear disposable gloves. These should be replaced as required and disposed of in a safe manner.

#### Wearing of Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

#### **Staff Induction Training**

The school will provide COVID-19 Induction Training to all staff prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

***Department of Education takes responsibility for providing Induction training***

### **Lead Worker Representative**

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. A Lead Worker Representative will be appointed to assist in the implementation of this Response Plan.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that COVID-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- 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 with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

***If a staff member has any concerns or observations in relation to the COVID-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the Lead Worker Representative(s) who will engage with the Principal/BOM.***

Name(s) of Lead Worker Representative	Contact Details
Ruby Boyce	ruby.boyce@greenlanes.ie
Paula Chaney	paula.chaney@greenlanes.ie

### **3. Returning to School – Pupils**

#### **Maintaining physical distance in the classroom**

##### Class Bubble

Pupils and their teacher will form a “Class Bubble” (i.e. a class grouping which stays apart from other classes as much as possible) to reduce the risk of spread of infection. To the greatest extent possible, pupils and teaching staff will try to remain in the same Class Bubble as much as possible, accepting that this is not practicable at all times. Staff members who move from class bubble to class bubble will be limited as much as possible.

##### Pods

Within a Class Bubble, pupils will be divided into Pods containing 4, 5 or 6 pupils with each pod one metre from the next. Pupils will be assigned to specific Pods by their teacher using a seating plan. The objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible. Sharing educational material between Pods will be avoided/minimised where possible.

The aim of this system within the school is that each 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.

In classes where Maths support takes place outside of the classroom, this will be done in class pods.

It is recognised that younger children are unlikely to maintain physical distancing. However children will be continuously advised by the Class Teacher to remain with those in their pod during the day. The Class Teacher will aim to maintain a two metre distance from children as much as possible.

Teachers for more senior classes will aim to maintain a distance of two metres between themselves and the pupils. Pupils in these classes should try to maintain a one metre distance from anyone outside of their pod.

Social distance measures must be adhered to at all times. Sharing of books/pens between pupils must be avoided at all times.

##### Face coverings

Staff will be required to wear a face covering in class, unless medically exempt, if a two metre distance between the staff member and pupils(s) cannot be achieved.

Pupils will not be required to wear any face covering.

### Hand sanitising

Classrooms are equipped with a hand sanitising unit, a waste bin for any hazardous material (tissues), sanitising spray and paper roll.

Pupils and Staff **must** use hand sanitiser when entering/returning to the classroom

### Classroom housekeeping

- Desks should be cleaned with spray and paper roll after eating.
- Rooms need to remain clutter-free – pupils should avoid collections of articles which cause clutter.
- Doors and windows and walls should not be covered with art at this time.
- Where possible, ventilation in the room will be enhanced with open windows and exit doors.

### **Supporting Pupils with Special Educational Needs (SEN)**

It is recognised that pupils with SEN will require particular support at the time of transition back to school including supporting their well-being, reducing potential anxiety and planning learning experiences that take account of the effect of school closures on their progress.

### **Intimate Hygiene Care for Pupils with Special Needs**

Staff responsible for intimate hygiene care of pupils with specific care needs will be allocated PPE (face shield/mask, gloves, plastic apron, hazardous material waste bags).

All hazardous waste involved in intimate care must be bagged in a hazardous material waste bag and tied securely.

Maintenance staff must be informed and bag removed immediately.

Hazardous waste bags will be disposed of according to waste management protocols.

Removal of gloves will necessitate thorough washing of hands.

Hygiene products in wheelchair access bathrooms will be stored in a secure sealed manner.

### **Pupils in High Risk Groups**

We ask parents that if your child has been identified as being in the high risk group (as detailed on page 4) you inform the school by email and advise the school of any additional measures that have been recommended by your medical team prior to starting back to school.

### **Pupil Responsibilities**

As a pupil at Greenlanes National School, you have a responsibility to help keep yourself safe and reduce the risk of infection from COVID-19 whilst attending school. We ask that our pupils be mindful of one another and respect each other.

Pupils will receive training on the new safety measures to include;

- Hand hygiene and respiratory hygiene.
- Safe movement between classes.

- Lunch and break time procedures.
- Care and respect for classmates and the wider school community.
- What to do if they develop symptoms while at school.

Pupils are requested to wash their hands regularly and properly throughout the day.

This includes;

- ✓ before eating
- ✓ after using the toilet
- ✓ if you sneeze or cough
- ✓ when you come in from the playground

Hand sanitisers are located at all entrances, classrooms, bathrooms, corridors and circulation areas. We ask that pupils make good use of these facilities when entering school in the morning, returning to the classroom from the toilet area, when returning to the classroom from outside break time etc. However, we remind pupils and staff that hand sanitisers are not to be used throughout the day as a substitute for hand washing.

**Pupils must always:**

- Wash your hands properly and often. Sanitise after washing when needed.
- Cover your mouth and nose with a tissue or into your elbow when you cough and sneeze.
- Put used tissues into one of the designated bins and wash your hands.
- Stick together with your friends in your POD.
- Each POD please stay a one metre distance from the other PODS in your BUBBLE.
- Bring a pencil case with a rubber, sharpener, pencils, red and green pens (Senior classes), ruler, colours and make sure you spray it with dry spray disinfectant every night. Put your name on your pens, pencils and pencil case.
- Bring your own personal lunchbox and water bottle to school with your name on them. They should be washed with washing up liquid every night. As they are too easily mixed up, generic supermarket bottles are not permitted. Each must be clearly labelled with the pupil's name. Any bottles/lunch boxes remaining in the school at the end of the day will be disposed of that day.
- Your school bag should be dry sprayed every night after being emptied out and any rubbish/left over food etc. discarded.

**Pupils must never**

- Touch your eyes, nose or mouth if your hands haven't been washed recently.
- Share 'high touch' objects such as pens, pencils, bottles, food, drinks.
- Congregate in groups outside of your POD.

## **Parents & Guardians**

Our school COVID-19 Response Plan including comprehensive control measures will be displayed on our school website. Parents should familiarise themselves with the Response Plan and Control Measures prior to the start of the school year and the procedures in place should a child develop symptoms at school/at home.

<i>Checklist before your child returns to school</i>	Yes/No
Does your child or a member of your household have symptoms of cough, fever, high temperature, loss of taste in the last 14 days?	
Has your child been diagnosed with confirmed or suspected covid-19 infection in the last 14 days?	
Have you been advised by the HSE that your child is a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?	
Have you been advised by a doctor to self-isolate your child at this time?	
Has your child or a member of your household visited another country not on the Green List, within the past 14 days?	

***IF THE ANSWER IS YES TO ANY OF THE ABOVE QUESTIONS  
PLEASE DO NOT SEND YOUR CHILD TO SCHOOL***

## **Parental Responsibilities**

In order for our school response plan be successful in mitigating the risk of infection from COVID-19, the school relies heavily on the support of our parent body.

In order to reduce pupil stress, we ask your help with the following;

- Ensure that your child has correct school supplies in his/her bag. Pupils will not be permitted to share any belongings.
- Ensure that your child has their lunch in a lunch box with a lid and he/she has a personalised bottle of water/drink. Ensure these are washed out every night.
- Ensure that your child's pencil case and school bag are disinfected with dry spray every night.

## **Pupils who are ill — displaying COVID-19 symptoms during school day**

If a child displays any of the symptoms of COVID-19 during school you will be contacted immediately. **Your child must be collected from school within one hour.** Please ensure that the school has your up-to-date mobile number on file.

### **Pupils who are ill (COVID not suspected)**

If a child is unwell during the school day, he/she may be asked to wait in the front office area and must be picked up promptly.

### **Parental Visits to the School:**

- Meetings with members of staff should be by prior arrangement only.
- You will be required to complete a health declaration form prior to your meeting.
- Parents are asked to attend at the appointed time and not arrive early.
- Hand hygiene should be carried out on arrival.
- A 2m social distance should be adhered to during meetings.
- Outside of meetings, we would request that parents strictly limit their visits to the school to emergency purposes only. Items dropped in for pupils should be left on the front step in a sealed bag indicating the child's full name and class. As there will be no access to the secretary's office please phone the school or email if you wish to make contact.

### **Pupils attending appointments during school time:**

If your child has an unavoidable appointment during the school day, we request the following:

- Email the school office to advise of your time of arrival.
- Telephone the school office when you have arrived.
- The child will be informed and meet you outside the main door.

### **Pupil Belongings**

- Pupils should not share their belongings with another pupil. This includes pens/pencils etc.
- Parents should ensure pupils have correct books/copies and pens for daily use.
- Pupils should use one school bag only. This should be disinfected with dry spray every night.
- Pupils should have a personalised lunch box with a name label and a lid. This should be washed out every night.
- Drinks must be in a labelled personal drink holder — generic bottles are not acceptable as they are too easily mixed up. Bottles should be washed out every night.
- Pupils should have a pencil case and ruler with a name label. This should be disinfected with dry spray every night.

***NB. Parents are mandated to provide all stationary for the pupil. A pencil, sharpener, rubber, colours, pens (seniors need a red pen), a ruler.***

### **Morning/Afternoon drop off and pick up**

The school gates will officially open at 8:15. The following procedures have been put in place to facilitate physical distancing for parents, children and staff at the busy times of morning drop-offs and afternoon pick-ups.

#### **Junior Infants**

For the first two weeks only, Junior Infants can be accompanied by **ONE** parent/guardian to a yellow line close to the entrance of their classroom where they will be met by their teachers. Both Junior Infant classes have their own entrance at the back of the school. (Ms. Cawley: Access Point E, Mr O’Sullivan: Access Point F - Shown on map – See Appendix 1)

2m markings have been placed on the footpath at the side of the school office and around to the Junior Infant classrooms. We ask that parents queue adhering to the 2m physical distancing rule at all times and be patient while each child is dropped off with their teacher.

Once you have dropped off your child safely, we ask that you exit the school grounds immediately. From 14<sup>th</sup> September, we would ask that Junior Infant children are brought to the designated drop off line in the laneway. Members of staff will be on duty to ensure that your child makes their way safely to his/her classroom access points. Parents are also reminded that the back gate is also in use in the mornings.

At pick-up, Junior Infant parents may wait on the pitch at the front of the school. Teachers will bring their classes out to the lines at front of the school and then hand the child into the care of the parent/guardian. We ask that parents practise physical distancing while waiting for the children to exit the building.

Once you have collected your child we ask that you exit the school grounds immediately.

#### **All other classes**

Greenlanes has a Drop and Run policy in place.

Parents are asked to drop your child at the designated drop off line in the laneway. No parent access is permitted beyond this line. Members of staff will be on duty to ensure that your child makes their way safely to his/her classroom access points. Parents are also reminded that the back gate is also in use in the mornings.

Once you have dropped your child off safely, please exit the area as quickly as possible.

Children will walk to the bike rack if cycling or scooting and walk to their designated access door. Children who are not cycling may walk directly to their designated access door.

Please remember NOT to congregate in the laneway.

#### **At pick up times a class-by-class system will be put in place.**

The Principal will call out class by class to line up outside for home-time. Classes, escorted by Class Teachers will line up in pods in their class lines.

Parents may not congregate on the tarmac area while waiting to pick up their child. Parents must stand on the school pitch with two metre distancing and the teacher will send the child to their parents.

**Breaktimes**

Break times will operate exactly the same way.

At the end of break, the bell will ring. Children will line up in pods on the yellow lines one metre apart.

The principal will call each class one by one and they will return to their designated access points.

Teachers will remain in the classrooms to monitor handwashing/sanitising etc.

#### **4. Managing the Risk of Spread of COVID-19**

Managing the risk of spread of COVID-19 in the school environment can be considered as three steps.

1. Minimising the risk of introduction of infection to the school
2. Minimising the risk of spread of the virus within the school if it is introduced
3. Minimising the associated harm if introduction and spread happens

#### **General advice to prevent the spread of the virus**

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

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

The best way to prevent the spread of COVID-19 is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- On entering the school building everyone is required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement only and should be received at a specific contact point.
- Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus. Updated advice from the HSE is available on its website — <https://www2.hse.ie/coronavirus/> Greenlanes National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

- The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn. <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schoolsand-educationalfacilities.pdf>

### **Hand Hygiene and Hand Sanitisers**

- Wash your hands frequently. Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing:
- The school will ensure that all toilets are stocked with anti-bacterial soap, warm water, paper towel and a bin specifically for collecting used tissues.
- All toilets will be cleaned and checked a number of times a day as per the school toilet maintenance protocols.

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). Hand sanitisers are not a substitute for regular hand washing with soap and water. Hand sanitisers are available in the following areas;

- All access points.
- All classrooms — inside the doors.
- All office/workroom areas
- All ancillary rooms
- Computer room
- Staff room
- Atrium

### **Avoid touching eyes, nose and mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### **Physical distancing**

Physical distancing is recommended to reduce the spread of infection in the workplace. In line with Department recommendations there will be at least **1m** distance between each pupil pod in each class.

The biggest rooms will be given to the oldest children and the biggest classes.

- Each class is a bubble and each bubble remains distanced from one another through the day.
- Each bubble has a group of pods.
- Each pod will contain 4/5/6 (maximum) children with a **1m** distance maintained between pods right throughout the day.
- **2m** distance between staff must be maintained at all times throughout the day.
- **In as much as possible a 2m distance should be maintained between staff and pupils.**

## **Respiratory Hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or into your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately in one of the assigned bins. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid19.

## **Dealing with a Suspected Case of COVID-19**

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how Greenlanes National School will deal with a suspected case that may arise during the course of the school day.

***Note: The school reserves the right to decline entry to a student displaying fever/upper respiratory tract infection symptoms.***

**An isolation room has been designated as Room Number 4, beside the main school administration office.** The designated isolation area is behind a closed door and away from other staff and pupils. If a staff member/pupil displays symptoms of COVID-19 while at work/study in Greenlanes National School the following are the procedures which will be implemented.

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately.
- If the person with the suspected case is a staff member, an emergency contact person will be contacted immediately.
- The person, whether staff member or pupil, will be accompanied to the isolation room by the Principal who will keep at least 2 metres away from the symptomatic person **at all times**.
- A face covering will be provided for an adult presenting with symptoms. He/she should wear the face covering if in a common area with other people or while exiting the premises.
- The person accompanying the symptomatic person is required to wear a face covering.
- The symptomatic person, whether staff or pupil, **must be collected within one hour** from the school by a parent/guardian/emergency contact person who will meet the person at the main door of the school.
- They should avoid touching surfaces or objects in the isolation room.
- Advice will 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 bin provided.
- Public transport of any kind should not be used.
- 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.
- The Principal will carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- Arrange for appropriate deep 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/pupil confidentiality is essential at all times.

### **Offices**

These areas include —

1. Principal's Office (Maximum occupancy 4 persons)
  2. Administration Office (No access)
- Staff will be required to wear a face covering in circulation/group areas if a distance of two metres staff to staff and staff to pupil cannot be achieved.
  - Adhere to maximum occupancy for these rooms and maintain social distance according to guidelines.
  - Use sanitiser before entering room.
  - Avoid leaving personal items (laptops, books, pens) on tables as others will require the work space.
  - Sanitise desks/phones, laptops and other equipment at the end of every day.
  - Dispose of rubbish in designated bin.
  - Strive to maintain good ventilation with open windows.
  - Avoid sharing of technology.
  - All frequently touched shared surfaces should be cleaned after each use by staff.

### **Staff Room/Atrium Staff Area**

- Adhere to social distancing guidelines whilst using the Staff Room and Atrium Staff Area.
- Adhere to seating capacity at all times
- Staff should have their own cup, plate, cutlery for personal use and store in their own classroom when not in use.
- Clear table after use and disinfect after use.
- Avoid leaving personal items (laptops, books, pens) on tables.
- Wash your cup and food utensils and return them to your own classroom after use. Personal food containers must be brought home at the end of the day.
- Personal food items for example herbal teas, porridge, etc should be stored in your own classroom area and not shared.
- Disinfect kitchen appliances after use.
- Dispose of rubbish in designated bin
- Where possible allow for good ventilation in the room with open windows.
- Unnecessary clutter should be avoided

### **Isolation Room**

Any staff member attending to sick pupil/staff member suspected of having COVID-19 shall wear the following PPE when attending the isolation room;

#### **❖ Face covering (Mask & Visor), Gloves, Plastic Apron**

- All PPE should be disposed of in yellow hazardous waste bag provided and securely tied.

- Bag should be removed immediately and bagged again for disposal by cleaning staff.
- If a child or member of staff is temporarily placed in the isolation room every effort should be made by staff not to enter this room.
- Once pupil/staff member leaves the room the cleaner must sanitise it immediately or as soon as possible.
- The isolation room should be used for purpose only and not used as a first aid/waiting room.
- Only 1 pupil/staff member at a time should be placed in the isolation room. When the room is not being used the door must be kept closed.

### **Toilet Areas**

*A strict intensive cleaning schedule for the toilet areas has been put in place.*

*Please note that children may not congregate in the toilet areas. Class Teachers will keep a log of names and times of toilet use for their class during the day. A maximum occupancy sign will be placed on each toilet block. All children have been given their own key tag. When a child goes to use the toilet he/she will place their key tag on one of the designated hooks outside the toilet area indicating that one of the toilets is in use. If the number of hooks are full, this indicates that the toilets are not free for use and children must wait outside the main toilet block door for a toilet to become available.*

- All toilet areas are inspected and maintained at specific times by cleaning staff.
- Toilet paper is in sealed pull units for protection.
- Congregating in the toilet area should be avoided at all times.
- Anti-bacterial hand soap is available in all bathrooms
- Push taps are fitted in sinks to reduce touching frequency.
- Warm water temperature is maintained.
- Automatic hand dryers are located in all toilet areas.
- Designated bins in all toilets for paper towel waste.
- Paper towel (eco-friendly recycled paper) is located in toilet areas.
- Pupils encouraged to inform cleaning staff/teachers if toilets need attention.

### **General Circulation Areas/ Stairways/Atrium**

- Social distance measures must be adhered to at all times.
- Face coverings for staff if a 2m distance cannot be achieved, e.g. school corridor area
- Pupils do not wear a mask.
- All access points to school buildings have hand sanitising stations.
- Seating areas spaced to required social distance measure.
- Seating area sanitised regularly throughout the day as per COVID-19 Cleaning Schedule.
- Door handles/light switches sanitised regularly throughout the day as per COVID-19 Cleaning Schedule.

## **First Aid**

- Personal protective equipment will be provided to the staff member on first aid duty — to include: mask/visor, gloves, apron and biohazard waste bag if needed.
- Injured/ill pupils (not COVID -19 related) will wait in front office/classroom for collection by parent/guardian.
- **It is important that a 1m distance is maintained between children from different pods and class bubbles.**
- The First Aid room must be kept well ventilated at all times.
- Injured/ill pupils must be collected **within one hour**.
- Pupil/staff member who are displaying COVID-19 symptoms will be placed in the Isolation room and contact will be made with parent/guardian /emergency contact immediately.
- Pupil/staff member **MUST be collected within one hour**.

**When administering First Aid, staff member on duty must wear a face covering/visor and gloves.**

## **General Housekeeping**

- Hand-sanitising stations checked and maintained daily as per cleaning schedule. Hand-sanitising stations located in all classroom areas and circulation areas.
- Soap dispensers and paper towel rolls checked and maintained in all rooms
- All classrooms, offices and toilets equipped with designated bins and disinfectant materials.
- Bins emptied as per cleaning schedule.
- Toilets checked as per cleaning schedule.
- General circulation areas maintained as per cleaning schedule.
- Frequently touched surfaces sanitised regularly as per cleaning schedule.