

INCHICRONAN CENTRAL NATIONAL SCHOOL
CRUSHEEN, CO. CLARE - 19551S

COVID-19 RESPONSE PLAN

Term 1 2020

Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of COVID-19 in Inchicronan Central National School.

This COVID-19 Response Plan details the policies and practices necessary for our school to prevent the spread of COVID-19 in the school in a Public environment.

This Response Plan may change and it is a 'live' working document and will be reviewed and amended to take into account new guidance from www.gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie and www.education.ie.

This Response Plan will our school where the aim is to protect the health of staff and pupils while also promoting the educational and development needs of the children in the school.

Where there is a conflict between the information in this document and any other policy, this document takes precedence

This document aims to provide details of:

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COVID-19 PLAN FOR INCHICRONAN CENTRAL NATIONAL SCHOOL OOL

In devising this plan, various meetings with staff and Board of Management were held. The sources of resource information are Department of Education and Skills, the HSA and gov.ie.

Irish Primary Principals' Network, Irish National Teachers' Organisation and the Catholic Primary Schools Management Association have provided resources.

Responsibility for the development and implementation of our COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management and school Leadership.

Our Board of Management Health and safety Officer is: Aoife Hassett.

All of us and visitors also have a responsibility both as individuals and collectively to have due regard for our own health and safety and that of others and to assist with the implementation of this COVID-19 Response Plan and its associated control measures.

1. Inchicronan Central National School COVID-19 School Policy

Inchicronan Central National School is committed to providing a safe and healthy workplace for all our staff.

We aim to have a safe learning environment for all pupils.

To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan 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 handwashing techniques
- Remind 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 any training provided by the Department of Education
- Implement the agreed procedures to be followed in the event of pupils and/or becoming unwell and showing symptoms of COVID-19 while at school
- Implement cleaning in line with Department of Education advice
- All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.
- This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

2. Roles: Board of Management and Principal

It is the Board of Management's responsibility to implement this plan. It is the Principal's responsibility to oversee the day-to-day management of the school. Delegation of tasks and co-operation of all involved are a necessity to ensure our school continues to prevent the spread of Covid-19.

3. Lead Worker Representative(s)

The role of the Lead Worker Representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;

- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice. In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

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(s), who will engage with the BOM Health and Safety Officer/Principal/BOM.

Lead Worker Representatives in our school

- Vivienne Lawless will take on the role of Lead Worker Representative.
- Deirdre O'Donnell and Marguerite O'Leary, who are job sharing, will share the role of Deputy LWR.

4. Planning and Preparing for Return to School

The Board of Management aims to facilitate school based teaching and learning. Before re-opening on 26-08-2020, our Board of Management checked the following:

- Planning and systems
- Staff (including completion of return to work forms)
- Training and Induction

- Buildings /equipment (including check for Legionella disease)
- Control Measures (including appropriate signage)
- Physical Distancing
- Visitors to school

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment identifying the control measures required to mitigate the risk of COVID-19 in our school has been completed and approved by our Board of Management.

Our Health Statement now includes our aims for the continued safe operation of our school.

6. General advice to prevent the spread of the virus

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

- 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 in a school 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:

- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at the front door.
- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents/guardians and visitors.
- Staff and parents/guardians of pupils who have symptoms of COVID-19 or other acute infectious diseases are not to attend school until advice has been sought from their GR and or the HSE.

- Advise staff and parents/guardians of pupils who have been identified by the HSE as contact of a person with COVID- 19 not to attend schools and to follow the HSE advice on restriction of movement.
- 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.
- The Department of Education and Skills will also ensure all updated advice is circulated to schools.

7. Managing the Risk of Spread of COVID-19

(a) Wash your Hands Frequently

Regular hand washing with soap and water will become routine practise. Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities. HSE advice on how to wash your hands can be accessed on their website.

Pupils and staff should perform hand hygiene:

This includes:

- before and after eating and preparing food
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport
- before leaving home
- when arriving/leaving the school /other sites
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

(b) Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). Sanitisers are installed outside each entrance, in classrooms and in

the portacabins. Each teacher is also provided with hand sanitisers for his/her desk.

(c) Avoid Touching Eyes, Nose and Mouth

(d) Physical Distancing

1. Physical Distancing in the Staffroom

Staff must sanitise before entering staffroom. Staff are to maintain physical distancing in the staffroom. As breaks are staggered, there will be less staff in the staffroom at any one time. Staff must bring and use their own equipment and utensils (cup, cutlery, plate etc.). These utensils are to be cleaned at home.. Staff meetings will be held remotely or in accordance with latest advice from the Government.

2. Physical Distancing within the classroom

Physical distancing is recommended to reduce the spread of infection in the workplace. To maintain physical distancing in the classroom, our classrooms have been reconfigured to maximise physical distancing. Any spare or surplus furniture in a classroom has to be removed. Where possible, staff should maintain a minimum of 1m distance and where possible 2m. The teacher's desk will be at least 1m and where possible 2m away from pupils' desks. It may be necessary for Special Needs Assistants to sit beside their pupils.

Staff and pupils should avoid sharing of personal items.

As per Department advice, in the first four years of primary education (Junior Infants, Senior Infants, Rang I, Rang II), physical distancing is not required. For 3rd - 6th classes, each class will now be known as a 'Bubble'. Each 'Bubble' or class grouping will stay apart from other classes as much as possible. Within each class or 'Bubble', pupils will further be divided into groups or 'Pods'. There will be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

The aim of this system within our school is that class groupings mix only with their own class from arrival at school in the morning until departure at the end

of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times.

Constitution of 'Pods' will be reviewed by the principal and class teacher at the end of each half-term.

Due to delays in approval of accommodation as a result of the Covid 19 virus, the accommodation we had hoped to have on the school grounds is not on site yet. One of the new measures that the school implemented is to make temporary use of additional accommodation in the Halla until such time as new temporary accommodation is provided on the School Grounds.

Work that has been completed in the Halla improves the facility and the School is satisfied that it is more than adequate for use in these extraordinary times. Since our return, Mr. Gantley's class has been situated in the Halla. They will be based out of new temporary accommodation once it is complete.

Two classrooms spaces have been layed out to improve social distancing;

1. The main hall
2. Room beside main hall (room which includes kitchen)

Due to space and in line with our Safeguarding Statement, 6th class is in the main space with Mr. Gantley and Ms. Cowman will be in the room beside the main hall with 5th class.

Once our accommodation is on site, the class will be merged again.

3. Physical Distancing outside the classroom

Interaction on arrival and departure and social physical contact (hand to hand greetings, hugs) are discouraged. **Appendix 1** outlines the routine for arrival to school and going home.

Yard Supervision

The breaks will now be staggered. 3 classes / bubbles will be on the yard at any one time. Supervising teachers to hand sanitise before and after supervision and to wear face shield/visor

4. People at Very High Risk (Extremely Vulnerable):

(e) Information on High Risk Group

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

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

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation

(f) People at High Risk

The HSE advice on the 'high risk' group is at:

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>. Also please read Circular Letter 0049/2020, Pages 7-8

The list of people in high risk groups includes people who:

- are over 60 years of age
- have a learning disability
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have high blood pressure (hypertension)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a medical condition that can affect your breathing
- have cancer
- have a weak immune system (immunosuppressed)
- have cerebrovascular disease
- have a condition affecting your brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis, or cerebral palsy)
- have a problem with your spleen or have had your spleen removed
- have a condition that means you have a high risk of getting infections (such as HIV, lupus or scleroderma)
- are taking medicine that can affect your immune system (such as low doses of steroids)
- have obesity
- are residents of nursing homes and other long-stay settings
- are in specialist disability care and are over 50 years of age or have an underlying health problem

8. Control Measures & Cleaning

PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This includes roles such as:

- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category.
- Applying First Aid

- Pupils with medical needs
- Special Needs Assistants (SNAs) can use PPE as required and when working with students where they cannot maintain social distancing. SNAs to hand sanitise throughout the day.

Feeling unwell

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

Masks

According to Department advice, primary school children will not be required to wear face coverings under any circumstances

Staff, who cannot maintain a 2m distance from pupils or from other staff, are required to wear a face covering. As maintaining 2m distancing cannot be guaranteed at all times, our Board of Management requires staff to wear face coverings. Choice of face covering (mask or visor) can be a personal choice.

Staff members must clean visor regularly during the day and especially at the end of day.

Gloves

According to Department advice, the use of disposable gloves in school by pupils or staff is not generally appropriate but may be necessary for care requirements.

Routine use of gloves does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

First Aid/Emergency Procedures

Deirdre Quinn is assigned with the duty of co-ordinating First Aid and Therese O'Connell is assigned Fire Evacuation Emergency Procedures within our school. The standard First Aid/ emergency procedure shall continue to apply in schools.

Staff members administering first aid are required to wear masks and gloves and hands to be thoroughly washed before and following procedure.

Cleaning

Our school has been deep cleaned. Additional cleaning hours have been added for more regular and thorough cleaning of areas and frequently touched surfaces within the school.

Each of the following settings will be cleaned at least once a day; Each classroom including table surfaces, all commonly touched surfaces, door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

There will be daily collection of used waste disposal bags within the school facility. Staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Each staff member has their own products. Staff will thoroughly clean and disinfect their work area before and after use each day. There is a log of daily cleaning tasks.

9. Visitors to the school

Access to the school building /contact log

- No parents/guardians or visitors, other than school staff are allowed enter the school grounds without an appointment.
- All meetings must be by appointment and prior approved by Principal.
- No parents/guardians or visitors, other than school staff should enter the school building without completing the Visitor Questionnaire. This questionnaire will be emailed in advance of the visit and if possible, should be returned prior to the visit. This questionnaire will be retained in the Secretary's office.
- Parents/guardians/visitors to the school during the day for an approved appointment will be received at a specific contact point, at the reception area and subsequently brought to the portocabin.
- Contact tracing log must be filled in. This log will be retained in the Secretary's office.
- Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance to staff or pupils.

- In an effort to minimise cross infections, Parent-Teacher meeting/discussion will take place over phone at an arranged and convenient time.
- In summary, there is to be no unauthorised entry onto the school grounds without a prior approved appointment.

Substitute Teachers / Substitute SNAs / Student Teachers/ Teaching Assistants / Students on Work Experience

Substitute teachers/Substitute SNAs / Student Teachers/ Teaching Assistance / Students on Work Experience must complete the following:

- School Contact Tracing Log. This log will be retained in the Secretary's office
- Return to Work form. This form will be retained in the Secretary's office

Teachers who are returning to school after a period of absence, need to complete the Return to Work form.

A teacher will not be permitted into a classroom if he/she has performed teaching duties in a different school on the same day.

An information folder will be available for substitutes. The protocol will be discussed with the Principal. Substitute staff must sanitise work station and face visor before departing school.

Professional Visitors

Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. Maintenance or NEPS Psychologist. They will be asked to sanitise and wear a face covering.

They must complete;

- School Contact Tracing Log. This log will be retained in the Secretary's office
- A Visitor Questionnaire. This log will be retained in the Secretary's office

Professional staff must also sanitise any work station used.

Suppliers must leave all deliveries at the main entrance door to the school.

10. Dealing with a suspected case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The Isolation Room is the room on the right of our portacabin. All necessary equipment and paperwork is available there.

Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms listed below:

- **Temperature of above 38 degrees EIRCODE V95KX42**
- **Shortness of breath**
- **A cough**
- **Loss or change to sense of smell or taste**

If pupil becomes unwell in classroom,

- mainstream teacher calls SEN and SNA, they are to put on masks and gloves before proceeding to child's room.
- Class teacher continues to teach class.
- SEN and SNA come to child's classroom door, teacher will meet them just at door, they collect child and proceed directly to isolation room - maintaining a distance of 2metres from child at all times.
- En-route to isolation room, the school phone must be collected (wipe with saniwipe in office).
- On arrival at isolation room, child is given mask to wear and is placed sitting on the isolation chair.
- Staff member to take child's temperature (Thermometer located in the Isolation Drawer), and telephone parent / guardian (Full list of pupil contact phone numbers located in Isolation file in marked drawer of filing cabinet)
- Ensure that windows and doors are open for ventilation.
- Child remains in isolation room, supervised by SEN and SNA until they are collected by parent / guardian.

- Advise child to cover their mouth and nose with tissue provided if they cough or sneeze, dispose of tissue in isolation bin.
- If child is well enough to go home, arrange for them to be transported home by a family member as soon as possible and advise them to inform their G.P. by phone of their symptoms. 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 / Deputy Principal contacts the HSE on 1850 241850.
- Place advisory notice on door to say the isolation room was used for a suspect case (located in Isolation file in marked drawer of filing cabinet)
- Arrange for appropriate cleaning of the isolation area and work areas involved.
- All cleaning materials used should be double bagged to be safely stored for 72 hours.
- Carry out assessment of the incident which will form part of determining follow-up actions and recovery.

If a child has symptoms which could be consistent with Covid-19, the parents/guardians should call their GP. Their GP will decide whether they should be tested for Covid 19. If the GP determines that the child does need a Covid-19 test, it is at this point that all of their household contacts are asked to restrict their movements. This means that siblings in the same household as the person who has symptoms should be removed from the school setting. Only the symptomatic case is asked to self-isolate.

There will be many cases where testing is determined not to be required, for example, because the GP thinks that the child's symptoms are not due to Covid-19 and might be due to another cause, e.g. the common cold. If the GP does not recommend Covid testing, and it is early in the child's illness, the recommendation is to observe the child for 48 hours and if no further symptoms develop, then they can return to school. If the GP has made a different diagnosis, parents/ guardians should follow advice and recommendations on exclusion depending on this diagnosis.

The HSE will inform any staff/parents/guardians 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 confidentiality is essential at all times.

A person is deemed to be a close contact if she/he has:

- Spent more than 15 minutes face-to-face contact within 2 metres or 6 feet of a confirmed case
- Lives in the same house or shared accommodation as a confirmed case
- Shares a closed space with a confirmed case for more than 2 hours

NB: The Public Health Risk Assessment (PHRA) is used in the school setting to determine the close contacts.

If a pupil or member of staff has tested positive for Covid 19 and has self isolated for the recommended period, they can return to school/work providing the following apply:

- They have not had a high temperature (38 degrees Celsius or over) for 5 days.
- It has been a minimum of 10 days since they first developed symptoms.

It is important to note that:

- Not all confirmed cases will require Public Health engagement with the school - for example if a case was not determined to be in the school during the infectious period, there may be no actions required within the school setting.
- Departments of Public Health will contact schools where a confirmed case is notified to them that may have implications for the school (e.g. the case was in school during the infectious period and there is a risk of spread in the school setting). This will usually be the same day Departments are notified, but may occasionally be the next day.
- The school must await contact from the Departments of Public Health, which will occur rapidly if required, before taking any action.
- Even if the school becomes aware, e.g. through a parent, of a confirmed case of Covid-19 that has been within the school setting recently, it

should be remembered that the confirmed case is no longer within the school setting, and the risk of onward infection from them has been removed. We also understand from the international literature that onward transmission within school settings is unusual, particularly with good implementation of public health recommendations, including hand hygiene, respiratory hygiene and physical distancing.

Procedure if staff member becomes unwell and is displaying COVID -19 symptoms:

- **Temperature of above 38 degrees**
- **Shortness of breath**
- **A cough**
- **Loss or change to sense of smell or taste**
- Staff member advises SEN teacher and SNA that they feel unwell. Advise Principal also.
- SEN teacher to supervise classroom - or as detailed below.
- Staff member & SNA wear masks & gloves and proceed directly to isolation room.
- SNA to facilitate staff member sitting on isolation chair, take & record their temperature, provide tissues, wipes etc. while staff member phones their GP / HSE 1850 241850 using their own phone. (SNA can wait outside isolation room door to give privacy)
- Ensure that windows and doors are open for ventilation.
- If feeling capable, staff member to go directly home and follow advise of GP/ HSE.
- SNA to call 999 / 112 if necessary, advising that it is a suspect Covid 19 case - Eircode is: V95KX43.
- *Red Notice to be put on door of Isolation room door to advise that the room was used for suspected case. (Found in Isolation file in drawer)*
- Full clean of room will follow.
- Principal to locate staff members Contact Log, should be kept in their Covid File.
- The HSE will inform any staff members and /or parents/guardians of children 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 confidentiality is essential at all times.

- Before returning to work, staff member will have to self-declare in writing that he/she is free of COVID-19 symptoms.

Staff & Pupil Attendance:

Aladdin will be used for recording daily staff & pupil attendance/absences.

Since the inception of the Education (Welfare) Act, 2000 schools are obliged to report on school attendance.

In the context of the current Covid-19 pandemic Tusla Education Support Services (TESS) are aware that parents must make difficult and informed decisions in relation to their child's education. Each school must have a school plan in accordance with the Department of Education and Skills (DES) and Public Health (NPHE) guidance. In general, if a student is medically certified as being at Very High Risk then they are excused from attending school and where they are engaged in remote learning provided by the school, they shall be marked present in the roll book.

All other categories of non-attendance at school will be marked absent on the roll book as per usual, without exception. This includes students who are NOT deemed to be in the Very High Risk category and may be engaging in remote learning.

More information on school absences can be found at:

<https://www.tusla.ie/tess/faqs/#7>

11. Staff Duties

Each staff member has a statutory obligation to take reasonable care for his/her own health and safety and that of their colleagues and other parties. In order to facilitate a safe working environment, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to

reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must have completed COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.

12. COVID-19 Related Absence Management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Please see Circular Letter 0049/2020.ref appendix 4

13. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused

considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal or Deputy Principal.

INTO and FÓRSA Trade Unions give excellent advice on well-being and wellness in general. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The EAS is provided by Spectrum Life.

14. Pupil Wellbeing

Each pupil will have his/her own experience of the Covid-19 pandemic.

Inchicronan Central National School N.S. will focus on wellbeing as a foundation for learning.

This year through the teaching of SPHE, the staff will aim to promote pupil wellbeing.

Other available supports for pupils are:

- National Educational Support Service (NEPS).
- Departments of Education and Skills: Please see:
<https://www.education.ie/covid19/wellbeing>

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

15. Uniforms

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

Full school uniform to be worn on Monday, Tuesday and Wednesday.

PE uniform to be worn Thursday and Friday.

As a school we strongly advise that children should wear their school uniforms or tracksuits **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 shops and during other activities, etc.

16. Books, copies and stationary

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.

Pupils must have their own stationary which **they will have to leave at school.**

Please ensure pupils have their own packet of tissues.

There is hand sanitizer in the classroom so there is no need for pupils to bring same to school.

Each class teacher will decide on books and workbooks that will remain in school and books that remain at home. There will be every effort not to have a crossover.

17. Special Education Teaching (SET) for Pupils with Additional Needs

In consultation with the Principal, the SEN teachers have the responsibility for co-ordinating special education teaching in our school. All SET teachers follow HSE guidelines on hand hygiene and respiratory etiquette. Face coverings will be worn. We have 2.5 hours clustered with Kilmaley NS and this timetable with our school will be arranged at the end of September.

Continuum of Support:

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

Teachers will make arrangements that:

- Physical Distancing: For pupils with special educational needs (SEN), maintaining physical distancing in many instances will not be practical or reasonable to implement.
- Parents/guardians are being requested to have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection. Where flu-like symptoms are present, pupils should not attend school. Similarly, staff should be aware of their responsibility not to attend for work, if they develop signs or symptoms of respiratory illness.
- Equipment: All pupils must have their own equipment, such as pencils, crayons and these individual items cannot be shared.
- Cleaning of Equipment: Staff member must clean visor regularly during the day and especially at end of day. According to Government advice, primary school children will not be required to wear face coverings under any circumstances.
- Special Needs Assistants: Special Needs Assistants (SNAs) can move between pods/bubbles when their post is shared between two pupils in two different classes. SNAs must wear a visor and take personal responsibility for washing and sanitising hands between pods and between bubbles.

18. Early Intervention Programmes

Aistear will proceed in the Junior Infant classroom in mid-September. Staff will wear visors and sanitise their hands.

Staff will move between groups/pods and maintain as much physical distance as possible.

Toys

- All toys will be cleaned on a regular basis i.e. daily. This will remove dust and dirt that can harbour germs.
- Toys that are visibly dirty will be taken out of use immediately for cleaning or disposed.
- Clean toys and equipment will be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be followed.
- We will not use play dough at present.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.

19. Curriculum & Specific Arrangements

Curriculum

Returning to school Curriculum guidance for primary school leaders and teachers is outlined in this link: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#supportingthe-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools> Our mainstream and SET teachers will adapt their lesson planning and pedagogy to cater for their pupils' learning needs. Teachers will be giving greater time and attention to curricular areas such as:

- Social, Personal and Health Education (SPHE)
- Physical Education (PE)
- Language/Literacy
- Mathematics

Specific Arrangements

- School Supplies: Parents/guardians to supply full sets of school supplies and ensure child brings them to school each day so they are not borrowing

pens/ colours. If a staff member has to lend a school item to a child, the staff member will wipe it with disinfectant wipes before and after.

- Lunches: Parents/guardians must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/ drinks among children.
- Photocopying: Sterilised wipes to be left at both copiers – user to wipe copier after use.
- Homework: Homework will be assigned as normal.
- Sending pupils between classrooms on messages/jobs: no longer permitted.
- At this time, we will follow the guidance of the Department of Education & Skills and the HSE in relation to providing extra-curricular activities, and take into account the physical restrictions Covid-19 has had on our schools space.
- Financial contributions/ payments: In future, all financial payments will have to be paid through internet banking (electronic money transfers) directly to our school account. No cash/ cheque transactions can be processed. Our bank school account details will be advised to you in due course, as required.
- Role of Parents/guardians: Parents/guardians are being asked to discuss the contents of this Policy document with their children in an age appropriate manner before school re-opens.
- **Teaching the correct techniques**
Teachers will remind and teach pupils about the correct techniques for the various school routines and procedures, as outlined in this document, for example:
 - Arrival at school
 - School departures
 - Procedure when feeling sick
 - Hand washing when & how
 - Hand sanitising technique
 - Handwashing before eating
 - Respiratory Hygiene
 - Use of Pods
 - Use of Bubbles

- Routine for Arriving at school, Break Times, Departure times
- Non sharing of personal items,

20. School secretary's Office

- Due to space restrictions, 1m distancing to be observed at all times.
- Phone to be sanitised after use.
- Sign in log and Tracing log to be signed.
- Secretary to wear visor / mask when interacting with visitors, pupils and staff.
- All communications with parents/guardians should be via phone or email.

21. Conclusion

Proper physical distancing, ventilation, cleaning, practising hand hygiene, cough etiquette and personal protection will minimise the risk of COVID-19 and other respiratory infections in our school.

22. Ratification

The Covid-19 Response Plan was ratified by the Board of Management of Inchicronan Central National School National School at its Meeting, 25th August 2020. This document has included updated advice and guidelines from the HSE and the Department of Education.

Signed: Shane O'Donnell

Shane O'Donnell, Chairperson,
Board of Management Inchicronan Central National School

Date: September 30th, 2020

Therese O'Connell

Signed: _____

Therese O'Connell, Principal,
Inchicronan Central National School

Date: September 30th, 2020