

Scoil Bhríde Covid-19 Response Plan

This Scoil Bhríde COVID-19 Response Plan outlines our commitment as a school to implement the guidelines from **Department of Education and Skills COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools** in order to help prevent the spread of the virus. The policy was signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others. The Scoil Bhríde Covid-19 Response Plan was formulated by school management in collaboration with staff members. Scoil Bhríde will endeavour to follow all guidelines as laid down in this document.

This plan is a living document and will be updated in line with the public health advice as appropriate for primary schools.

1. School COVID-19 Policy

The Board of Management of Scoil Bhríde has developed a COVID-19 Policy Statement which has been ratified by the BoM, signed and dated by the Chairperson and Principal. This policy statement has been issued to staff and parents. **Appendix 1**

2. Induction training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff members 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 will be updated 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/Deputy Principal, who is supported in this role by the BOM/ETB.

3. Procedure for Returning to Work

In order to return to the workplace, staff must complete a **Return to Work (RTW)**

A RTW form should be completed and returned **3 days** before returning to work.

The principal will also provide details of the **Induction Training** for completion by staff 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.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

People at very high risk (extremely vulnerable):

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

- are over 70 years of age - even if fit and well

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

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

4. Lead Worker, Deputy Lead Worker and Assistant Lead Worker Representative

The following staff members have been appointed for the role of:

Lead Worker representative- Margaret Gallagher

Deputy Lead Worker Representative- Cara O'Mahony

Assistant Lead Worker representative- Bart Weres

All three staff members have been consulted and given their roles and responsibilities. They have undertaken COVID training.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts.
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Keep up to date with the latest COVID-19 public health advice.
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice.
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19.
- Conduct regular reviews of safety measures.
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them.

- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area.
- Following any incident, assess with the school management any follow up action that is required.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

5. Signage

Scoil Bhríde has a wide display of COVID-19 signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. Signs are erected around the school. Each classroom has a poster on correct hand washing procedures which is placed in the bathroom area.

6. Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

Scoil Bhríde has reconfigured classrooms and other areas as necessary to support physical distancing in line with the guidance in advance of school reopening. All classrooms downstairs follow a similar template. All classrooms upstairs follow a similar template. Unnecessary furniture has been removed from classrooms.

7. Health and Safety Risk Assessment

Scoil Bhríde has reviewed their existing risk assessments to consider new risks arising from COVID-19. This risk assessment document has been issued to staff. Reviews are ongoing and will be monitored by school management and The Covid-19 Worker Representatives in consultation with staff.

8. Access to School and Contact Log

Arrangements for necessary visitors such as contractors and parents will be restricted to **essential purposes** and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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

Any visitor to the school must be by prior appointment and will be received at the front door or PE door only.

Meetings with parents will take place remotely except in exceptional circumstances.

Visitor Protocol:

- Seek approval for the visit from the person to be visited.
- On arrival, park in the GAA
- Ring ahead to the school office to announce your arrival. 045 889562
- When requested proceed around to the PE Hall entrance at the left hand side of the building.
- Arrive wearing a mask. You will be met at the entrance door by a member of staff.
- There is a strict no handshaking protocol
- Visitors should avoid direct physical contact with any other persons as far as possible
- Sanitize hands upon entry.
- You will be asked to complete a visitor questionnaire and a Covid-19 contact tracing form.
- Comply with social distancing norm.
- A two metre distance will be kept between personnel at all times.
- Meetings will take place in the PE Hall.
- All tables and chairs will be sanitised before and after use.
- Meetings will be as short as possible.
- Exit from the building is via the entry route
- Visitors are asked to leave the school premises promptly.

9. COVID-19 Symptoms

Staff members have been informed about the symptoms of COVID-19, correct respiratory and hand hygiene procedures. Class teachers in turn will inform and constantly their class of these symptoms.

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

Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

The following control measures for the prevention of the introduction and spread of Covid-19 within Scoil Bhríde will be implemented by school management and they will:

- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test .
- Advise staff and pupils not to return to or attend school in the event of the following:
- They are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

10. Hand Hygiene

Staff members have been informed and understand why hand hygiene is important as well as when and how to wash their hands. Staff in turn will inform the children of correct hand hygiene procedures and practise these routines daily.

Scoil Bhríde promotes good hygiene and display posters throughout the schools on how to wash your hands.

Hand hygiene can be achieved by hand washing or use of a hand sanitiser.

- Scoil Bhríde has purchased an ample amount of hand sanitizer dispensers and hand sanitiser gel (at least 60% ethanol or 70% isopropanol).
- Each classroom, exit/entry door, common areas has at least one hand sanitising dispenser.
- All staff member have been notified on the frequency needed for hand hygiene during the school day and have been asked to facilitate this into their school routines. Children will be informed when hand hygiene procedures should take place:
 - **When their hands are physically dirty**
 - **When they cough or sneeze**
 - **After playing outdoors**
 - **When entering and exiting the school building**
 - **When entering and exiting vehicles**
 - **Before eating or drinking**
 - **After playing outdoors**
 - **When they cough or sneeze**
- Warm water is available in all bathroom areas.
- All bathrooms have an ample support of liquid soap and paper towels.
- All bins in bathroom areas will be emptied regularly.
- Posters displaying hand washing techniques and promoting hand washing are placed in all bathroom areas.

11. Physical distancing within the school

Physical distancing will be applied in Scoil Bhríde in line with government guidelines. Physical distancing will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning within the school. Care will be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Scoil Bhríde has put many controls into the school premises and school routines to promote physical distancing.

Physical distancing involves:

-Increasing separation

-Decreasing interaction

In order to promote increased separation and decreased interaction, Scoil Bhríde has put the following controls in place.

- Reconfigured all classrooms and staff room to maximise physical distancing

- Pupils' tables are 1 placed metre apart (third-sixth classes)
- All rooms have been cleared of unnecessary furniture/shelves.
- Teachers' desk is placed be 1 metre /2 metres away from pupils' desks.
- All junior classes are following the same classroom template.
- All senior classes are following the same classroom template.
- Where possible work stations will be allocated consistently to the same staff and children rather than having spaces which are shared.
- Break-times have been staggered between three different times to facilitate only one class on the yard at a time. There is a five minute delay between each break to facilitate social distancing while exiting/entering the yards. Classes have been allocated a group and time to use the yard
Group 1-10.00a.m.-10.20a.m and 12.00p.m-12.20p.m
Group 2- 10.25a.m.-10.45a.m.and 12.25p.m.-12.45p.m.
Group 3- 10.50a.m-11.10a.m. and 12.50p.m.-1.10p.m.
- Toilet use during break times is to be avoided and pupils will be given sufficient time to use the toilet facilities **before going out to the yard.**
- Different exit/entrance doors have been assigned to each class grouping.
- **Junior Infants, Senior Infants, Fifth Class- Main Entrance**
- **First Class, Second Class-PE Hall(First enter through PE Hall but exit through Main Entrance)**
- **Third Class, Fourth Class-Back Entrance**
- **Sixth Clas-)Front side door via ramp**
- **Staggered entry and exit times**-School gates will open at 8.40a.m. to allow for staggered entry times of children.
 At home time:
 - **Sixth class, fifth class, and fourth class leave at 2.20p.m.**
 - **second class leave at 2.25p.m.**
 - **first class and third class leave at 2.30p.m.**
- A yellow line has been painted outside the entrance area which parents are asked not to pass.
- Parents have been asked to engage in physical distancing both inside and outside the school grounds.

Collection point markers have been painted on the footpath for parents to adhere to in order to engage in physical distancing.

12. Ventilation

Scoil Bhríde will implement the following guidelines on good ventilation -

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

13. Social Distancing within the classroom

- All classes are divided into PODs of four or six.
- Sharing of educational materials between PODs is to be avoided/minimised.
- Movement around the school and classroom room is restricted.
- All social hand contact is discouraged.
- There is no sharing of pencils, pens, rubbers etc. allowed.
- Students are not allowed to go on messages and wander around the school building.

14. Physical Distancing outside of the classroom

School drop off/collection

- Arrangements for dropping off/collecting pupils should be arranged by parents/guardians to encourage physical distancing of 2m where possible.
- Where possible parents/guardians are asked to pre- arrange a collection point outside the school grounds.
- Walking/cycling to school should be encouraged as much as possible.
- Parents /guardians should maintain a distance of 2m between each other while dropping off/collecting their child/children.
- Parents/guardians and children are asked to avoid congregating at the school gates and keep back at a reasonable distance until it is safe to proceed. The school gates will be open each morning from 8.40a.m.
- To encourage physical distancing at drop off/collection times classes have been given different access doors to enter and exit through. Class teachers will supervise the exit of their class at home time. **(see Point 11.)**
- All access doors will be supervised by staff in the morning.
- On entry to the school grounds each morning the children are encouraged to head straight to their classroom, walking quickly and avoiding close proximity to other children.
- Adults are encouraged to wear masks at all times within the school grounds.

15. Physical Distancing among staff

- A distance of 2 metres between staff is recommended at all times.
- Staff room is limited a maximum number of adults at any one time.
- Staff are encouraged to travel alone to work if possible..
- Gathering of staff in corridors/staffroom/ communal areas is to be avoided.
- Staff members are encouraged not to stop and talk on the corridor or at entry/exit points.

16. Use of PPE in Scoil Bhríde

Masks must be worn by staff when they are unable to maintain a 2 metre distance from children and each other. All school staff are provided with surgical grade masks (EN14683).

In response to revised HPSC guidelines for SNAs published on 07/01/2021 "Guidance for Schools Regarding Special Needs Assistants Supporting Children and Young People with Additional care Needs in the Context of Covid-19" all SNAs are provided with surgical grade masks (EN14683)and are required to wear them during the school day.

Other PPE will not be required to be worn within Scoil Bhríde according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used

occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff members 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.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Scoil Bhríde has purchased an adequate supply of PPE which include masks, visors, gloves, hand dispensers, and hand sanitizing gel.

School management has also provided each class with anti-bacterial spray to be used by each staff member to clean down their own individual work station and personal belongings daily.

17. Impact of COVID-19 on school activities

All after school activities will cease until further notice.

Sharing of resources among classes will cease until further notice.

18. Use of PE Hall

Each class will be assigned a timetabled use of the yard for PE. The PE hall will not be used for indoor PE lessons. A set amount of PE equipment will be assigned to each class on a monthly basis and cleaned thoroughly before being issued to another class.

19. Use of Toys/Games within the classroom

No soft toys to be used in classrooms.

All plastic toys/games will be cleaned weekly. Hand steamers have been provided to infants classes.

Each child should have their own individual Pritt stick, play dough, paint brush, pencils, pens, rubber, crayons etc. if used within the class. Children are encouraged to have such items labelled with their name. A sufficient amount of pens, pencils etc should be brought to school by children from **First Class** upwards. All **infant class** children will be given a transparent pencil case labelled with their name containing pencils, crayons, rubber etc. which stays in school. Items in this pencil case are for their own individual use only.

Use of games plastic/toys/maths games etc will be minimised to PODs on a weekly basis and cleaned and sanitised at the end of the week.

All cleaning procedures will be under the guidance from the Department of Education and Skills.

20. Use of Library Books

Textbooks/library books that are shared are covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils will be encouraged to perform hand hygiene after using any shared item. Use of library books will be limited and children are encouraged to bring their own library book to school.

21. Hygiene and Cleaning in Schools

The Department of Education and Skills has provided Scoil Bhríde with additional funds to support enhanced cleaning. Scoil Bhríde has hired extra cleaning staff to facilitate such cleaning. This equates to an extra four hours per day. Emphasis will be placed on the cleaning of common areas, Special Unit, touch points and doors.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in induction training which all cleaning staff must undertake. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19.

Scoil Bhríde in line with government guidelines will pay particular attention to the care of our hygiene arrangements for hand washing and toilet facilities.

The following are some of the cleaning controls the management of Scoil Bhríde has put in place:

- Scoil Bhríde has hired extra cleaning staff to facilitate such cleaning. This equates to an extra four hours per day. Emphasis will be placed on the cleaning of common areas, Special Unit, touch points and doors.
- Scoil Bhríde in line with government guidelines will pay particular attention to the care of our hygiene arrangements for hand washing and toilet facilities.
- All classrooms will be cleaned thoroughly once a day.
- Daily inspections of the school building and utilities will be undertaken by school management and the Lead/Deputy/Assistance Worker Representatives to ensure cleanliness.
- In addition all water systems have been flushed to prevent Legionnaire's Disease.
- Hot water is available in all toilet areas.
- Staff members are asked to ensure classroom doors are open before arrival of children in the morning. Where possible staff members are asked to leave doors and windows open throughout the school day. Touching of door handles such be kept to a minimum and staff are asked to open/close doors themselves and engage in hand sanitisation before and after opening/closing doors.
- All staff members have access to cleaning products and will be required to maintain cleanliness of their own work area.
- Staff members have been given anti bacterial spray to clean down their own work station and personal belongings daily. Personal items should not be laid down on communal furniture.
- Pupils' tables are to be cleared each afternoon to allow for cleaning and disinfecting.
- Staff members are asked to bring their own cup/utensils to school each day. These should be brought home each afternoon for cleaning.
- Bins in the toilet area have had their lid removed. In order to ensure that they do not overflow, bins will be emptied regularly.

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present

Scoil Bhríde will follow these guidelines from the Department of Education and Skills :

- The room will be cleaned as soon as practicably possible.
- Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.
- Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- If a pupil or staff diagnosed with COVID-19 spent time in a communal area , play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

22. Dealing with a Suspected Case of COVID-19

All staff members have been asked to familiarise themselves with the guidelines for dealing with a suspected COVID case within their class. These guidelines are available in the **COVID-19 Response Plan for the safe and sustainable reopening of Primary Schools issued by the DES.**

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

The following outlines how Scoil Bhríde will deal with a suspected case that may arise within our school setting.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases has been put in place. The designated isolation is at least 2 metres away from other staff and pupils.

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented as guided by the Department of Education and Skills:

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately;
- The person will be isolated and a procedure has been put in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times. A designated member of staff will be contacted. She/he will proceed to the place where the suspected child/adult and accompany them to the isolation area.
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of the spread to others If it is not possible to maintain a distance

of 2m the designated staff member caring for a pupil will wear a face covering or mask. Gloves will not be used as the virus does not pass through skin.

- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- The individual who is displaying symptoms will be assessed and either directed to go home immediately if they are an adult /be brought home by parents who will call their doctor and continue self-isolation at home;
- Scoil Bhríde will facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- 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;
- Scoil Bhríde will carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Scoil Bhríde will arrange for appropriate cleaning of the isolation area and work areas involved – (details at Section 7).

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

23. Access to Office

Access to the office is restricted and entry should be avoided. Any messages for the secretary should be delivered remotely.

24. Delivery of forgotten items

If an adult wants to deliver a forgotten lunch/ book etc to a child they should first ring the office asking for permission to deliver these items. When given permission they should proceed to the school and **ring again** to confirm that they are outside. When given permission they should leave the item at a designated point informed to them by the secretary. These items should be labelled with the child's name and room number.

25. Staff Duties

Staff members have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff members have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures as
- outlined
- Complete the RTW form before they return to work.

- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Self isolate at home for 14 days after travelling to and returning from any country not on the Green List issued by the Government

26. Class Supervision in the event of Staff Absences

In the event of a staff absence the management of Scoil Bhríde will endeavour to employ a substitute trained teacher.

If a substitute is unavailable members of the Scoil Bhríde teaching support team will teach the class.

Classes will not be split among other classes during the COVID-19 pandemic.

27. Homework

Written work will be kept to a minimum and all written activities will be completed in the same copy on a weekly basis. Classes will operate two homework copies which will be used every alternative week. Written work will be corrected on a weekly basis after being appropriately quarantined.

28. SEN Team

To minimise movement and interaction all SEN support will take place **in- class as much as is practicable**. Some SEN support will be provided at another suitable location in close proximity to the classroom. In order to maintain a distance of 2 metres from pupils, SEN groups should be as small as possible and limited to two children at a time.

The SEN team will engage in physical distancing at all times. Classrooms have been reconfigured to facilitate maximum use of space. When/If a distance of 2 metres cannot be maintained, a mask must be worn by the teacher.

Movement by the SEN team between classes will be minimised throughout the day. **If possible** SEN teachers will formulate timetables in three sections-one class per each section of the school day is encouraged. The school recognises that depending on the needs of the children in SEN teacher's care this might not always be feasible

SEN teachers will engage in hand sanitizing before and after entering /leaving a classroom.

This plan was ratified by the Board of Management on 25th February 2021

Signed _____ Chairperson Board of Management

Signed _____ Principal

Appendix 1

Scoil Bhríde COVID-19 Policy Statement

Scoil Bhríde 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 COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- *continue to monitor our COVID-19 response and amend this plan in consultation with our staff*
- *provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie*
- *display information on the signs and symptoms of COVID-19 and correct hand-washing techniques*
- *agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan*
- *inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements*
- *adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education*
- *keep a contact log to help with contact tracing*
- *ensure staff engage with the induction / familiarisation briefing provided by the Department of Education*
- *implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school*
- *provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time*
- *implement cleaning in line with Department of Education advice.*

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

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

Signed: _____

Date: _____