

COVID-19 Policy Statement

Greystones CNS 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 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 lead 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

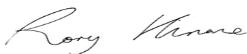
All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

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: _31st Aug 2020


Deirdre Keyes, CE KWETB
Approval Date: 31 August



Rory Kinane – Principal Greystones CNS

Greystones CNS COVID-19 Response Plan

Planning and Preparing for Return to School

The KWETB aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of Greystones CNS and the applicable controls are outlined in this document.

Before reopening Greystones CNS for the 2020/21 school year we will have processes in place to include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education
- Provided staff with access to the Return to Work (RTW) form
- Identified a Lead Worker Representative
- Displayed posters and other signage to prevent introduction and spread of COVID-19
- Made changes to the school or classroom layout, where necessary, to support the redesign of classrooms to support physical distancing
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school

Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

Role of the Lead Worker Representative

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.

Name(s) of lead worker representative:	Contact details:

All staff, pupils, parents, 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.

Control Measures - To prevent Introduction and Spread of COVID-19 in Greystones CNS

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

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

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

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.

Promote awareness of COVID-19 symptoms

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school

- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between adults where possible.

Know the Symptoms of COVID-19

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

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

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 your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin and sanitise/wash hands.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Greystones CNS will promote good hygiene and display posters throughout the school on how to wash your hands. Follow the HSE guidelines on handwashing:

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

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

Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Access to hand washing facilities after activities that are likely to soil hands will be provided, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers will be deployed at entry points to all rooms and care will be taken to clean up any hand sanitiser spills to prevent risks of falls.

Wash hand basins, warm running water, liquid soap and hand drying facilities are provided in all toilets.

Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly to encourage everyone to use them.

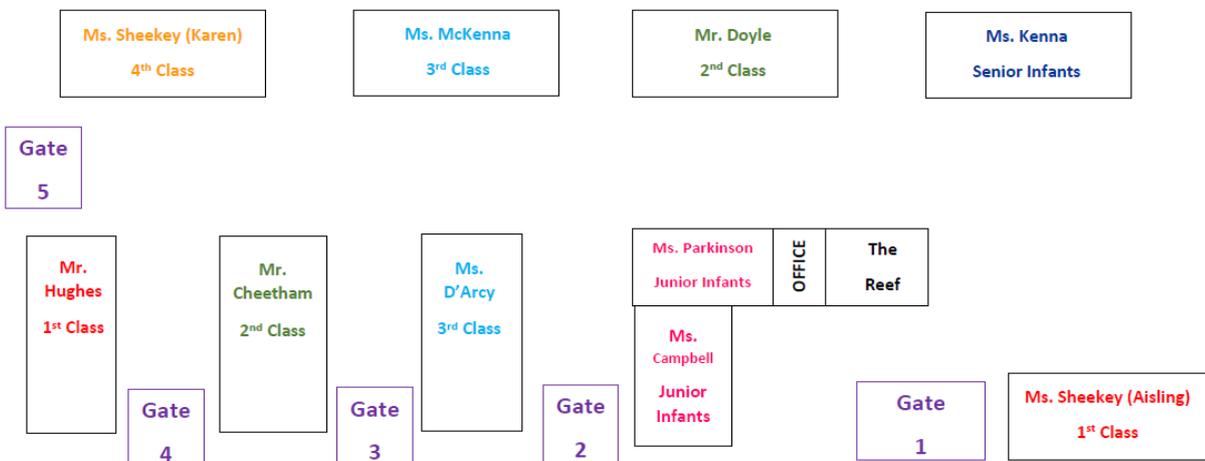
Physical Distancing

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

- The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class, as much as possible, from arrival at school in the morning until the children go home at the end of the school day
- Within each class the children will be seated so as to maintain 1m distance between pupils.(3rd & 4th) (It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils)
- Where possible staff will maintain a minimum of 1m distance and where possible 2m. They will also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Entry and Exit to School

All children will be left at their assigned entry and exit gate. No adults are to enter the school grounds, (i.e.) inside the gate.



Drop off/ Pick Up of Students

Junior Infants 2020 Transition Timetable

Weeks One & Two: Thursday, August 27th – Friday, September 4th

09:15 – 11:00

Please provide 1 small snack and water in a reusable bottle for your child. They must be able to open their school bag, lunch box, snack and water bottle independently.

Week Three: Monday, September 7th – Friday, September 11th

09:15 – 12:00

Please provide 1 small snack, a sandwich and water in a reusable bottle for your child. The children will have two eating breaks – snack (sos) and lunch (lón).

Week Four: Monday, September 14th

08:45 – 13:25 (full infant day)

Please provide a full lunch for your child and water in a reusable bottle.

1st Class Transition Timetable

Week One, Two & Three: Thursday, August 27th – Friday September 11th

08:45 – 13:25 (full infant day)

The extended day from 13:25 – 14:25 is difficult for a lot of children when the transition is 'normal'. Given that the children have been out of school for so long, we are implementing a transition timetable for the children in 1st Class for the first three weeks to allow them settle back into school before pushing the extra hour.

Week Three: Monday, September 14th

08:45 – 14:25 (full day)

Drop Off & Pick Up Arrangements–

- Parents & Guardians must ensure they, and the children in their care, remain socially distanced at drop off time.
- Please remain with your child in your car until the gates are opened.
- Children are not permitted to play in the vicinity of the school.
- Parents cannot enter inside the school gates. Children are to be dropped at the correct gate and they will walk themselves to their classroom.
- **It is imperative that your child is at the right gate and on time to ensure the safety of all. Arriving late to school will disrupt the flow and procedures.**
- Any child arriving late should use Gate 1 and only when safe to do so, i.e. not busy. If a staff member is not present call the school phone (0874007442) and wait for a staff member to collect.

Morning Drop Off

Thursday, August 27th – Friday, September 11th

	Gate 1	Gate 2	Gate 3	Gate 4	Gate 5
08:45 – 08:50	<i>Gate Closed</i>	Ms. Sheekey 1 st Class	<i>Gate Closed</i>	Mr. Hughes 1 st Class	Ms. Kenna Senior Infants
08:55 – 09:00	Mr. Doyle 2 nd Class	Ms. D’Arcy 3 rd Class	Mr. Cheetham 2 nd Class	Ms. McKenna 2 nd Class	Ms. Sheekey 4 th Class
09:15 – 09:20	All Junior Infants	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>

Morning Drop Off - Monday, September 14th

	Gate 1	Gate 2	Gate 3	Gate 4	Gate 5
08:45 – 08:50	<i>All Junior Infants</i>	Ms. Sheekey 1 st Class	<i>Gate Closed</i>	Mr. Hughes 1 st Class	Ms. Kenna Senior Infants
08:55 – 09:00	Mr. Doyle 2 nd Class	Ms. D’Arcy 3 rd Class	Mr. Cheetham 2 nd Class	Ms. McKenna 2 nd Class	Ms. Sheekey 4 th Class

Afternoon Pick Up

Thursday, August 27th – Friday, September 4th

	Gate 1	Gate 2	Gate 3	Gate 4	Gate 5
11:00	All Junior Infants	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>
13:25	<i>Gate Closed</i>	Ms. Sheekey 1 st Class	<i>Gate Closed</i>	Mr. Hughes 1 st Class	Ms. Kenna Senior Infants
14:35	Mr. Doyle 2 nd Class	Ms. D’Arcy 3 rd Class	Mr. Cheetham 2 nd Class	Ms. McKenna 2 nd Class	Ms. Sheekey 4 th Class

Afternoon Pick Up

Monday, September 7th – Friday, September 11th

	Gate 1	Gate 2	Gate 3	Gate 4	Gate 5
12:00	All Junior Infants	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>	<i>Gate Closed</i>
13:25	<i>Gate Closed</i>	Ms. Sheekey 1 st Class	<i>Gate Closed</i>	Mr. Hughes 1 st Class	Ms. Kenna Senior Infants
14:35	Mr. Doyle 2 nd Class	Ms. D’Arcy 3 rd Class	Mr. Cheetham 2 nd Class	Ms. McKenna 2 nd Class	Ms. Sheekey 4 th Class

Afternoon Pick Up

Monday, September 14th

	Gate 1	Gate 2	Gate 3	Gate 4	Gate 5
13:25	All Junior Infants	Ms. Sheekey 1 st Class	<i>Gate Closed</i>	Mr. Hughes 1 st Class	Ms. Kenna Senior Infants
14:35	Mr. Doyle 2 nd Class	Ms. D’Arcy 3 rd Class	Mr. Cheetham 2 nd Class	Ms. McKenna 2 nd Class	Ms. Sheekey 4 th Class

Collection of Children during the School Day

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

- When the adult arrives at the school, they should phone the school phone (0874007442).
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school site unless by prior appointment.

We ask for you co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.

Observe Social Distancing at all times.

Break Times

We will be operating staggered break times as follows:

Junior Infants to 1st Class 10:20 – 10:35

2nd – 4th Class 10:40 – 10:55

Junior Infants to 1st Class 11:55 – 12:25

2nd – 4th Class 12:30 – 12:55

We will be dividing our yard space up into 5 areas. Each class will stay in their yard area and remain with their bubble as much as possible.

Team Teaching / Special Education Teachers

SET Teachers will be assigned to class bubbles as far as possible to minimise interaction with different classes.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

Doors and Windows

Where practical, all doors will be left open to minimise hand contact with common surfaces and to promote good ventilation. Windows will be kept open at all times where practical.

Toilets

Each class has their own toilet. Soap dispensers / paper towels and warm water are available in all toilets. Encourage your child in the correct hand washing technique.

Lunches

Parents/Guardians must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their tables as per usual practice.

Stationery & Books

We will provide everything your child needs. We have not ordered books yet as our initial focus is on the safe & happy return to school for our children. We will be concentrating on their well-being and easing them back into school life gently. Many children will be anxious and may even be reluctant to return to school, we are prepared for this and our job is to support children through this transition. We will collect money for stationery, books, photocopying etc. in October when we have all settled.

Children will be given an A5 Mesh Wallet to serve as a pencil case, that way each child will have the same, no comparing or pressure for parents to buy certain branded cases e.g. Smiggle, LOL - they can have those at home for their homework.

Each child will have their own pencil, colouring pencils, crayons, twistables, eraser and ruler depending on what they class teacher requested. These will stay in school.

For Art & Craft each child will have their own scissors and glue stick which they will keep in the A5 Mesh pencil case. Each class will have a full set of paint brushes (one of the different sizes for each child) paint palette & water pot to share between 2/3 children. Brushes will not be shared.

Office

Messages for teachers can be sent to their email which are the same as last year. Any new class teachers emails have been communicated to parents. The office email for any queries is admin@greystonescns.ie or phone 0874007442.

As far as possible, staff members should not enter the Office areas and should speak with the Secretary on the phone from their classroom.

Staff

All staff members should maintain a physical distance of 2 meters when they are not engaged in teaching. If 2 meters cannot be maintained in staff groups, face coverings should be worn.

Staffroom will be used according to class playtimes.

Staff meetings will be held on Zoom.

Staff members should bring their own cups, bottles, cutlery etc to school and avoid sharing utensils in the staffroom as far as possible. Disposable cutlery will also be provided

Photocopying

Teachers only: Sanitise before and after use. There will be copiers in the Rugby Club hall, in the office and nominated classroom. Wear a facemask if using classroom copier and only before or after school. Please plan your printing accordingly and complete in advance. If you need something urgently on occasion please ask secretary to print for you.

Children who should not attend school

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

- Children who have been diagnosed with Covid 19.
- Children who have been in close contact with a person who has been diagnosed with Covid 19 and have been advised to quarantine.
- Children who have a suspected case of Covid 19 and the outcome of the test is pending.
- Children who have been a close contact with a person who has a suspected case of Covid 19 and the outcome of the test is pending.
- Children with underlying health conditions who have been directed by a **medical professional** not to attend school.
- Children who have returned home after travelling abroad and must self isolate for a period of 14 days.
- Children who are displaying symptoms at home.

Shared Equipment

We will be encouraging teachers not to use shared items unless absolutely necessary. Hand hygiene will be performed if a child is using an item that is not their own and we will clean regularly between users.

P.E.

Where possible PE should take place outdoors and use of equipment should be confined to class groupings.

The Use of Personal Protective Equipment (PPE)/Masks

It is recommended that teachers and staff in primary schools wear a face-covering when a physical distance of 2 meters from other staff or children cannot be maintained.

The children are not required to wear masks or face coverings.

Signage

The school will display signage outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene.

Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Similarly, staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
 - First clean thoroughly with detergent and water;
 - Then disinfect by wiping with a freshly prepared solution of disinfectant;
 - Rinse with water and dry.

Dealing with a suspected case of COVID 19

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

- Parents/Guardians will be contacted immediately to come and collect the child – please ensure that we have your latest contact details if they have changed recently. They will be advised to contact their GP immediately. Public transport of any kind should not be used.
- The child will be accompanied to the designated isolation area by a member of staff. The staff member will remain at least 2 meters away from the symptomatic child and will also make sure that others maintain a distance of at least 2 meters from the symptomatic child at all times.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bin provided.
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a COVID 19 suspect.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff / parents who have come in 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.

Access to School and Contact Log

There will be no non-staff members inside the school grounds barring exceptional circumstances (e.g) collecting a child displaying symptoms. 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. A detailed sign in/sign out log of those entering the school facilities will be maintained.

Hygiene and Cleaning

The school will be cleaned at **least once per day**. Cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

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

The room will be cleaned as soon as practicably possible.

Once the room is vacated the room will not be reused until the room has been thoroughly cleaned, ventiated and all surfaces are dry.

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 like a canteen, 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.

Staff Duties

Staff 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 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 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.

*This document is a working document and it will be reviewed / updated and adjusted in light of advice from the Department of Education and Skills, H.S.E. and the developing situation with COVID 19
August 2020*