

## Response Plan Ballinspittle NS

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

Ballinspittle NS Board of Management established a Covid -19 Committee in July 2020. The committee has examined social distancing, hygiene , cleaning, coughing and sneezing etiquette , symptoms of Covid – 19 and the spread of Covid – 19 in schools.

Principal Tommy Gunning , Teacher Anne Marie Hurley , Parents Mari O’Donovan and Jess Healy met on 14<sup>th</sup> July and again in early August.

The lead worker representative is Tommy Gunning Principal.

Great credit must be given to the staff of Ballinspittle NS who have supported the principal throughout the summer.

Following two meetings of the committee the following is our response plan.

### 2. Communication with parents and staff.

Two videos have been made to date and sent to all parents and staff:

Social Distancing and arrivals:

[https://drive.google.com/file/d/19GJsfOcp2VFMe\\_yh2jV1koeKk-FY8a9T/view?usp=sharing](https://drive.google.com/file/d/19GJsfOcp2VFMe_yh2jV1koeKk-FY8a9T/view?usp=sharing)

Hand Hygiene:

[https://drive.google.com/file/d/1pom1iuj\\_SXl85qo5jRn0kSNsnjGNsviE/view?usp=sharing](https://drive.google.com/file/d/1pom1iuj_SXl85qo5jRn0kSNsnjGNsviE/view?usp=sharing)

[Video 3 Return to School.](#)

### 3. Classrooms :

Following these meetings staff returned to school and **reconfigured classrooms**. Our classes have been reconfigured to minimise the risk of the introduction and the spread of COVID - 19. They support physical distancing in line with the guidance in advance of school opening. Physical distancing involves increasing separation and decreasing interaction.

All unnecessary furniture was removed to make as much room as possible in the classrooms.

Excess furniture was put into storage.

Extra furniture was purchased so that each pupil from 3<sup>rd</sup> to 6<sup>th</sup> would have a desk to themselves and could social distance by 1 metre from all other pupils in the class.

Classes from Junior Infants to 2<sup>nd</sup> Class were reconfigured to maximise social distancing.

The teacher's desk will be at least 1m and where possible 2m away from pupil desks.

- The term class bubble is a class grouping that stays apart from other class bubbles as much as is possible.
- Our 8 classes will be our class bubbles.
- Room 1 Mrs Lalor and Mrs O'Byrne 2<sup>nd</sup> Class
- Room 2 Miss Murphy 5<sup>th</sup> Class
- Room 3 Mrs Wall 3<sup>rd</sup> and 4<sup>th</sup> Class
- Room 4 Mrs O'Crowley 5<sup>th</sup> and 6<sup>th</sup> Class
- Room 5 Mrs Hurley Junior Infants
- Room 6 Miss Moloney Senior Infants
- Room 7 Miss Lyne 3<sup>rd</sup> Class
- Room 8 Bn Ui Murchu and Miss Buckley 1st Class.

The concept here is that contact and sharing of common facilities is limited between class bubbles.

Each class bubble will mix only with their own class from arrival in the morning until departure at the end of the day.

This will mean separate entry and dismissal areas for each class bubble.

- This will mean separate breaks for classes.
- Within the classroom there may be discrete groups known as Pods.
- A one metre distance shall exist between each pod in the classroom.

That pod may work or share resources eg. Lego. Sharing educational materials between pods will be avoided.

Social physical contact – handshaking and hugging etc. will be discouraged.

To eliminate an intercom system has been installed in all class rooms to minimize travel between classes.

The local community hall has been hired for Mondays in case the classes need to practice or perform lessons that may require more space.

School board looking into the purchase of an outdoor canopy.

#### **4. Hand Hygiene:**

Hand sanitisers were purchased. There are now automatic sanitisers at each of the 4 entrances in the school and in each of the classrooms.

Soap dispensers are fitted in all toilets.

Paper towel dispensers have been restored in all the bathrooms.

Pedal bins have been purchased for all bathrooms so children do not have to handle bins.

Signs have been placed on all toilet walls to highlight hand hygiene.

A video has been sent to all parents on hand hygiene.

#### **5. Signage:**

The school has taken the necessary measures to display signage outlining the signs and symptoms of Covid -19 and to support good hand and respiratory hygiene.

[Click here](#) for review of signage.

Signage for entry to school and guidance on social distancing is also included.

#### **6. Control Measures:**

A letter has been sent to all parents and staff. In this letter staff and pupils have been advised that if they have symptoms they are not to attend school , to phone their GP and to follow.

Staff and pupils have been advised that if they have been identified by the HSE as a contact person with COVID-19 they should not attend school and should follow advice on restriction of movement.

Staff and pupils have been advised that if they develop symptoms at school they are to bring it to the attention of the principal promptly.

#### **The following is the protocol for staff members/ pupils that that display symptoms:**

If the suspected person is a pupil, the parents/ guardians should be contacted immediately. Isolate the person and have a procedure in place to accompany the individual to the designated isolation area [ ours is in the GP Room] via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. The virus is spread by droplets and it is not air borne so physical separation is enough to reduce the risk of spread to others even if they are in the same room.

If it is not possible to to maintain a distance of 2 metre a staff member carig for a pupil should should wear a face covering / mask. Gloves not required.

Provide a mask for the person with symptoms.

Pupil should be brought home immediately by parents who will call their doctor and continue self- isolation at home.

Individual should avoid touching people, surfaces and objects. Advice should be given to cover their mouth and nose with tissue provided and put it in the waste bin when completed.

If the person is too unwell to go home contact 999 or 112 and inform them that the sick person is a COVID-19 suspect.

Carry out an assessment of the incident and clean down the isolation area.

Person cleaning the area should avoid touching their face and should wear household gloves and a plastic apron.

Refuse after isolation should be double bagged and left for 72 hours. If a person tests positive the virus will no longer be active after 72 hrs and should refuse spill there will be no risk of contamination..

## **7. New Arrival / Dismissal Procedures and Breaktimes:**

### **Arrivals:**

Pupils will be allowed into school at 9.10 am.

Pupils will not be allowed into the school grounds before 9.10 am.

We ask all parents to not enter the school grounds except for parents of Junior and Senior Infants who shall enter via the car park gate and follow the one way system as far as the door for Junior Infants and Senior Infants.

Children will be guided to one of the 5 entrances that are designated for entry. They are as follows [all these entrances can be seen on our videos]:

Junior and Senior Infants : Sherpa Door or Door 2

1<sup>st</sup> Class : Main front door or Door 1

2<sup>nd</sup> and 5<sup>th</sup> Class: Door 4 or side yard door

3<sup>rd</sup> Class : Middle door in yard or door 5.

3<sup>rd</sup>/4<sup>th</sup> and 5<sup>th</sup>/6<sup>th</sup> Class: Bottom yard door next to principal's office or Door 3.

Pupils arriving by bus will be met by staff and brought by staff to their classrooms.

Pupils will be met at these doors by staff and sent to their classrooms where they will be met by their class teachers.

They will be guided to their desks.

There are no visitors allowed into the school. Visitors must ring the school before entry. Masks must be worn by all visitors to the school.

A contact log will be in place in the office for all visitors and visits to the school.

**We would ask that no parents enter the school during arrivals as staff will be busy with pupils. We would also ask that parents do not congregate at entrances to the school. If you need to talk to a teacher please ring or email the school for an appointment.**

**Dismissal:**

For the safe collection of all pupils we have staggered our dismissals.

Junior Infants and Senior Infants will depart at 2 pm. Junior Infants will be met first at the gate first, followed by Senior Infants.

For classes 1<sup>st</sup> to 6<sup>th</sup> we have five collection groups. The groups are family based so that all members of a family will depart together except for infants who will leave school at 2pm.

Family groups will be gathered in the school yard and brought to the gate. All parents have been informed by Aladdin of their collection group.

Group 1 2.40 pm

Group 2 2.45 pm

Group 3 2.50 pm

Group 4 2.55 pm

Group 5 3.00 pm

Pupils that go home by bus will remain in their class rooms, be gathered separately and brought to their buses for 3pm.

**Breaktimes:**

This year we will have three separate morning breaks and three separate lunch.

The Following is the proposed lunch breaks. Each of the two or three classes will have their own dedicated space.

Time	Class	Supervision
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10.30 am	Junior Infants First Class 5 <sup>th</sup> Class	Anne Marie Celina/Ciara Grainne Sharon Teresa SET
10.45 am	Snr Infants 3 <sup>rd</sup> Class 5 <sup>th</sup> /6 <sup>th</sup> Class	Ashling Louise Katie Anne Sharon Teresa SET
11.00 am	2 <sup>nd</sup> Class 3 <sup>rd</sup> /4 <sup>th</sup> Class	Elaine / Christine Sheila SET X 2. Sharon Teresa

Time	Class	Supervision
12.00 pm	Junior Infants First Class 5 <sup>th</sup> Class	Anne Marie Celina/Ciara Grainne Sharon Teresa SET
12.25 pm	Snr Infants 3 <sup>rd</sup> Class 5 <sup>th</sup> /6 <sup>th</sup> Class	Ashling Louise Katie Anne Sharon Teresa SET
12.50 pm	2 <sup>nd</sup> Class 3 <sup>rd</sup> /4 <sup>th</sup> Class	Elaine / Christine Sheila SET X 2. Sharon Teresa

Class bubbles will remain separated in the school yard during breaks.

Games should as tag rugby , soccer, skipping, running will be encouraged as they involve minimum contact.

## **8. Staff :**

Staff should maintain a minimum of one metre distance and where possible two metres from the pupils.

Staff should also take measures to avoid close contact at face to face level such as remaining standing rather than crouching down / sitting beside pupils.

Teacher's desk is at least one metre and where possible two metres from pupil desks.

A distance of 2 m is recommended for physical distancing between staff, such as in the staff room and arriving at work.

If 2m cannot be maintained as much distance as is possible should be maintained and face covering should be worn.

Rotation of staff between classes should be minimized where possible.

An intercom system has been installed in all class rooms to minimize travel between classes.

## **9. Hygiene and cleaning:**

The Board of Management has increased the cleaning staff to two to meet the extra cleaning required this year 2020.

A fogging machine has been purchased for use before each daily deep cleaning.

Class rooms have been reconfigured so that there is minimal amount of surfaces for cleaning.

The school will be cleaned each day.

There will be additional focus on door handles, hand rails, chairs, tables, toilet areas and sinks.

Staff will clean and disinfect their own work area before and after use each day.

Regular collection of waste daily and pedal bins in wash areas.

Staff will bring, use and clean their own equipment and utensils – cups, cutlery , plates etc.

Some pupils may decide to bring masks to school if they are high risk.

## **10. Special Education 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 manufacturer's 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.

### **11. Staff Training:**

All staff have completed the induction training provided by the department.

All staff have filled in the 3 day return to work form

All staff have filled in a Return from Abroad Google form produced by the school.

Parents of all children have also been sent a Return form Abroad Google Form that is required before they return to school.

### **12. Risk Assessment :**

A Covid – 19 Risk Assessment using the department template has been carried out by the school board.

### **13 . Covid – 19 Policy Statement Ballinspittle NS:**

**Ballinspittle NS** 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 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: Tommy Gunning Principal Date: 25th August 2020