

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

The plan below has 10 sections to it as follows: It is our first draft - 24/08/20

- (1) Practicalities for hygiene in the building
- (2) Practicalities for infrastructure outside the building
- (3) Practicalities for the movement of pupils
- (4) Practicalities for staff
- (5) Practicalities for parents and visitors
- (6) Practicalities of organisation
- (7) Preparations for Blended Learning
- (8) Staff & Pupil Well Being
- (9) Resources

Guiding Principles:

- This plan must be seen as a fluid and changing document. It will be influenced to a great degree by more guidance from the DES. As well as this the plan will be changed and developed further as the need requires, particularly when we re-open in August and assess the effectiveness of the plan regularly.
- The approach of staff to the implementation of this plan must be guided by adaptability, flexibility and a reasonable approach to all aspects of safety and hygiene as we meet the needs of our pupils and support our colleagues.
- It must be acknowledged that returning to school in August means that “no risk” cannot be guaranteed. Every precaution will be taken by the Board of Management to ensure the safety of all staff and pupils.

There are a number of key decisions we need to take with the support and guidance of our BOM in advance of staff and pupils returning in August to meet pupil and staff health and safety.

- Arrival/Dispersal of pupils
- Movement of pupils on corridor
- Staggered lunchtimes for staff
- Staggering lunchtimes for breaks
- Organisation of classrooms/desks etc.
- Covering teachers’ absences
- PPE and Covid signage

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

- Supporting our families and pupils who have medical needs and will be returning to school.

(1) Practicalities for Hygiene and Safety in the Building and School Grounds .																		
Issue	Who?	Complete?	Note:															
Hygiene & Cleaning equipment	All staff	By August 2020	<ul style="list-style-type: none"> • Hand sanitisers in every classroom • Antibacterial wipes in each class – iPads, art materials etc. to be wiped down with these after. • Staff must be shown how to do this properly and safely • Timetable for sharing ipads to include time for cleaning afterwards by a staff member. • A supply of paper towels, cleaning agents etc. will need to be provided to each teacher • Insert wall soap dispensers and sanitizers by classroom sinks • Staff lead by example at all times 															
Communicating with parents and pupils	Nora Moran Marie Crowley Orla Holm	Late August before the pupils return	<ul style="list-style-type: none"> • Nora to highlight the importance of parents taking responsibility for social distancing outside the gate in first memo home. Covid memo to parents. • Children will arrive at school in the morning and leave school in the evening in staggered groupings. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Surnames beginning with</th> <th>Arrive</th> <th>Leave</th> </tr> </thead> <tbody> <tr> <td>A,B,C,D,E,F</td> <td>8.30</td> <td>2.15</td> </tr> <tr> <td>G,H,I,J,K,L</td> <td>8.35</td> <td>2.20</td> </tr> <tr> <td>M,N,O</td> <td>8.40</td> <td>2.25</td> </tr> <tr> <td>P,Q,R,S,T,U,V,W,X,Y,Z</td> <td>8.45</td> <td>2.30</td> </tr> </tbody> </table>	Surnames beginning with	Arrive	Leave	A,B,C,D,E,F	8.30	2.15	G,H,I,J,K,L	8.35	2.20	M,N,O	8.40	2.25	P,Q,R,S,T,U,V,W,X,Y,Z	8.45	2.30
Surnames beginning with	Arrive	Leave																
A,B,C,D,E,F	8.30	2.15																
G,H,I,J,K,L	8.35	2.20																
M,N,O	8.40	2.25																
P,Q,R,S,T,U,V,W,X,Y,Z	8.45	2.30																

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

			<ul style="list-style-type: none"> • Children will go straight to their classrooms in the mornings • There is a sign at the front of the school 'CHILDREN ONLY BEYOND THIS POINT' - parents/visitors must only come beyond this point by prior arrangement.
Floor markings	All staff	Late August before pupils and staff return	<ul style="list-style-type: none"> • Floor markings and Covid signage will be in place .We will take advice about requirements necessary for health and safety.
Isolation Room	SET staff Cleaners Management Team	August 2020	<ul style="list-style-type: none"> • Isolation area no1: Red Door Room • Isolation area no2: Polytunnel • Staff member will supervise the isolation area with the child until parent phones from car
Deep Cleaning of Classrooms	Cleaners Caretaker	August 2020	<ul style="list-style-type: none"> • Liaise with the cleaning staff and caretaker to ensure that this is complete before school starts.
Handwashing Protocols in Classrooms	All staff	August 2020	<ul style="list-style-type: none"> • High priority - Hygiene procedures throughout the day – washing hands on first arrival to school, having returned from the yard, toilet or any other instance necessary etc.
Cleaning in the classrooms daily- when, who, what, with what?	All class teachers & SNAs School Cleaners.	August	<ul style="list-style-type: none"> • Liaise with our cleaning staff to ensure appropriate standard of daily classroom cleaning • However, teachers should also spend some time each day ensuring that all surfaces etc. are wiped down after the day in class. • Each pupil will have their own textbooks for their sole use for the year. No sharing of personal textbooks. • Any shared library books will be left for 72 hours before being used by another group of children.
Set policy for illness in classroom To be communicated to parents in the Covid memo to parents	Nora Moran Marie Crowley	August	<ul style="list-style-type: none"> • Children are not to be sent to school with any of the following symptoms: <ul style="list-style-type: none"> - A fever – a temperature of 38 degrees or more - A cough – this can be any kind of cough, not just dry - Sneezing/flu like symptoms - Shortness of breath or any breathing difficulties

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

			<ul style="list-style-type: none"> - A loss or change to your sense of smell or taste (this means that you have noticed that you cannot smell or taste anything or that things smell or taste different to normal) • In the case of any of the above symptoms in school, children will be escorted to an isolation room where they will await the arrival of their parent. Supervision will be arranged. • Child possibly given a face mask to wear – age and understanding/ability dependent. • If a child is to be collected the parent/guardian rings the school from the car and child walks to the gate. Staff member supervising records time.
All pupils must have own materials clearly labelled/Sharing of items	All staff members	August	<ul style="list-style-type: none"> • This will be covered by note to parents in late August • Children must have their own equipment. • If a teacher loans an item etc. to a pupil it must be cleaned with a wipe. • Staff will need to bring their own mug, cutlery and delph to school for their lunch. • Limit amount of materials per child – teachers to be specific in terms of what pupils bring to school – no need for excessive amounts of colouring pencils etc. • No sharing of equipment
Office	Nora Moran Marie Crowley	August	<ul style="list-style-type: none"> • Guidelines will be formulated in terms of when parents can come to the office, only when absolutely necessary and a phonecall must be made with the query in advance. • General queries should be made by email to info@carrigtwohillps.ie • Student absences to be explained via email. • Tracing form to be filled out by all visitors. • Sign in/out – own biro

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

(2) Practicalities of Infrastructure Outside the Building

Issue	Who?	Complete?	Note:
External signage	Marie Crowley Orla Holm Caretaker	August 2020	Two large Covid Aware signs for the front of the school. CHILDREN ONLY BEYOND THIS POINT sign
External yard markings		August 2020	Social distancing markers painted on entry to school. Social distancing markers painted on yard.
Staff on duty before school each morning special arrangements for the first week, reassuring parents and directing pupils.)	Nora Moran SEN Team	August 2020	Extra personnel will be on duty for the first week in September to ensure the smooth running of the plan and to assess if any changes are required.
Hand sanitisers at entrances. A definite person in charge of insuring that these are full.	Caretaker Cleaners Teacher	August 2020	Record in our cleaner's timetable specific times in the week to check all the sanitising equipment on the main corridors. Teachers will check that class sanitisers are functional and report any issues to the LWRs.

(3) Practicalities of Movement of Pupils

Issue	Who?	Complete?	Note:
Arrival/Dispersal of Pupils (1 st -6th)			Arrival: <ul style="list-style-type: none"> Teachers to be in their rooms at 8.30am sharp Pupils to arrive at their allocated staggered time slot SNAs to be at school entrance to receive pupils We will have strict classroom protocols in place for when pupils enter the classroom each morning to sanitize and to social distance as much as possible in their classrooms
Arrival/Dispersal of Infants	Principal and staff	August Review after week 1 to assess effectiveness	

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

			<p><i>Dismissal:</i></p> <ul style="list-style-type: none"> • Junior Infants/Seniors Infants as normal observing social distancing. • 1st to 6th classes • Children will leave their classroom at their allocated staggered time slot • Parents need to be on time, observe social distancing outside the school and leave immediately once child has been collected. • Pupils must walk in single file at all times • This will need to be practiced regularly in the first week back by teachers and it must become part of the expectations of our pupils.
Parents congregating outside gate	Nora Moran	August 2020	<ul style="list-style-type: none"> • Parents have been informed of our decision regarding dropping children to and collecting children from school. We will continue to highlight the importance of them dropping and going and not congregating at the school gate for any time.
Movement of pupils	All Staff		<ul style="list-style-type: none"> • Markings on corridor floors to reflect this.
Classes remain in isolation at all times	Nora Moran All staff	August 2020	<ul style="list-style-type: none"> • This will form part of the overall back to school plan. It has been suggested by Covid experts and DES guidelines that each class would remain as a separate bubble with only their teacher and allocated members of staff working with them. This would mean at break times also. • The supervision plan will reflect this. • SET timetable will reflect this • Pupils giving out notes or equipment or doing messages around the school cannot happen going forward. • No birthday invites/cards or birthday cakes

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

(4) Practicalities for Staff			
Issue	Who?	Complete?	Note:
Staff Covid Representatives	Joan Murphy Claire O'Donoghue Greta O'Sullivan	August 2020	<ul style="list-style-type: none"> This is stated in the Return to Work Protocol – the role is to liaise with BOM , staff and parents to ensure that all necessary public health advice & protocols are followed . Staff well being will be a significant priority .
Use of PPE	All Staff.	August	<ul style="list-style-type: none"> Each member of staff will be furnished with a visor and five washable cotton masks Every member of staff will be required to wear a face covering when working with others Additional PPE is supplied to SNAs and teachers if they need to assist pupils with their care needs Staff dealing with a fall/injury should wear gloves and a face covering. Each teacher will have their own First Aid kit to bring with them to the yard. This will contain: gloves, water, swabs, plastic bags (for waste), a notebook and pen to record any incidents Each classroom will have its own 'Covid19 Box'. This box contains: Hygiene posters for each room, tissues, gloves, wipes, disposable masks, plastic aprons and a thermometer
Return to work questionnaire	All Staff	August	<ul style="list-style-type: none"> Must be completed and returned to the Principal at least three days before returning to work. The questionnaire will be emailed to all staff members.
Return to work training	All Staff	August/September	<ul style="list-style-type: none"> The Return to Work promises appropriate webinars for all staff to attend in advance of returning to work. Once these are available Marie will inform all staff.

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

Staff not able to return to work	All Staff	August	<ul style="list-style-type: none"> If there is an underlying health or other reason for any staff member not to return to work, we ask that you inform the Board via Nora at the earliest opportunity so that appropriate cover can be arranged for your workload.
Teacher out sick/EPV	Nora Moran	August	<ul style="list-style-type: none"> If a teacher is out, their class is not split, a standby staff member will be on call for these situations if a substitute teacher is unavailable. It is more important than ever that staff members would not come to school if they have any symptoms of Covid.
Use of SET teachers	Nora Moran	August	<ul style="list-style-type: none"> Arrangements of SET will be flexible as demand dictates. We have always used our SET teachers on a greatest needs basis. As restrictions in schools begin to be lifted we could begin to revert back to using the SET teachers for withdrawal etc.
Use of SNAs	Nora Moran SNAs	August	<ul style="list-style-type: none"> It will be impossible for SNAs to have physical distancing with many pupils. SNAs will be supplied with PPE as appropriate. SNAs will be assigned to a bubble.
Staggered lunchtimes for staff	Nora Moran	August 2020	<ul style="list-style-type: none"> We will have staggered lunchtimes with 6 to 7 bubbles in individual areas in the yard/field.

(5) Practicalities for Parents & Visitors to the School

Issue	Who?	Complete?	Note:
-------	------	-----------	-------

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

Parents – no entry on to the school grounds except by prior appointment or the parents of the infant classes for collection purposes.	Nora Moran	August 2020	<ul style="list-style-type: none"> Parents have been informed of our plan for the drop off and collection of pupils. Parents of Infants only IF ABSOLUTELY NECESSARY. This will be monitored carefully each morning and extra supervision may be required especially for the first 2 weeks
Communication	Nora Moran Marie Crowley Orla Holm	August 2020	<ul style="list-style-type: none"> Clear protocols for communicating with all relevant stakeholders
Regular cleaning of key pad & handle at main door	Cleaners	August 2020	New cleaning and hygiene duties will be added to cleaner’s duties.
Checklist to walk around and clean handles & surfaces	Cleaners	August 2020	New cleaning and hygiene duties will be added to our cleaner’s worklist from August.
<p>Note: All adults entering the school building must accept responsibility for their own actions and follow the protocols outlined. They will be asked to use the sanitiser in the entry hall. They will be directed to the nearest hand sanitising station once they enter the hall if they require further sanitising</p>			
(6) Organisational Practicalities			
Issue	Who?	Complete?	Note:
Breaks for pupils	Leadership & Management Team need to monitor the functionality of this arrangement	August	There will be two twenty minute breaks for the children each day. The outside area has been sectioned into 6 zones. Each class will remain in their own area of the yard/field for break time.
PE outside whenever possible	All Teachers	August	Exercise and PE outdoors whenever possible.
Organisation of classrooms, desks etc.	All Teachers following DES guidance	August	<ul style="list-style-type: none"> Junior Infants – 2nd class are arranged in pods within their bubbles 3rd-6th are arranged 2 by 2 where possible Pupils can sit at end of desks where possible

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

Pupils must not share materials	Nora Moran All Staff	August	<ul style="list-style-type: none"> • Clear communication has gone home about this in August to parents • Each child to have full set of supplies as per book list (colours, glue etc). • Each item needs to be labelled clearly so as to avoid the need to share or borrow.
After school activities	Nora Moran Marie Crowley	August	<ul style="list-style-type: none"> • After school activities will not take place until further notice • Sherpa will operate as per guidelines, policies are available from Deirdre directly at eastcork@sherpakids.ie
Parents who choose to keep child at home	Nora Moran Class Teacher Support SNA	August	<ul style="list-style-type: none"> • If it is deemed unsafe for a pupil to return to school then we should examine possibilities for online learning for these pupils. In this regard the relevant teachers may set work online in a timetabled slot for this pupil .
PE/ Science/Art/ Maths etc. resources/ concrete materials. How does this work with regards to sharing	Whole staff	Throughout first term	<ul style="list-style-type: none"> • Confine concrete materials to individual classrooms. Teachers will have to sanitise concrete materials after each session. • Each staff member will have own cleaning set. • All concrete materials will need to be cleaned after every use.
Large internal groupings should not happen – e.g. school assemblies in halla			
Office area & photocopying	Cleaners Caretaker Secretary	August	<ul style="list-style-type: none"> • Regular checking of hand sanitiser and emptying of bins in secretary's office. Regular cleaning schedule for all door handles etc. • One photocopier moved to hall area to reduce congestion in secretaries office.
Illness Policy	Nora Moran All Staff	August	<ul style="list-style-type: none"> • Stringent illness policy in place which parents need to be aware of before return to school.

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

			<ul style="list-style-type: none"> Any child with any signs of respiratory illness such as fever, cough, sore throat will be asked to stay at home until they are better.
In Classroom	All staff members	August	<ul style="list-style-type: none"> Students allowed to mix freely with their own class outside at break time but will be required to sit a distance apart in class. Each room will be a pod of its own. All adults to maintain social distancing except when it is in best interest of the child . Social distancing will be difficult for teachers when correcting a pupil's work. Where social distancing is unable to be maintained the staff member will wear a face covering.
Mask Options	All staff	August	<ul style="list-style-type: none"> If a parent wishes the child to wear a mask or visor this will be accommodated. A stock of masks will be available if required. Staff have been provided with visors and 5 washable reusable masks

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

(7) Preparations for Blended Learning:

Whole school return of pupils will return in August but not all pupils will return for a variety of reasons. We will be expected to provide for pupils who may not be in a position to return for health reasons.

- Code of conduct for parents & staff regarding communication via Seesaw & Teacher email account.
- Seesaw will be set up for September 2020.
- Google Classroom will be set up for the older classes for September 2020
- Children to be taught how to use Seesaw/Google Classroom

Note:

The above comments are suggested approaches to a blended learning plan. This will need to be considered in detail by the Leadership & Management Team and the whole staff in September.

(8) Staff & Pupil Wellbeing

- Inspire Workplace Services - INTO. The contact details of this service are available in the staffroom.
- Teachers will be encouraged to work together in line with social distancing guidelines.
- Resilience training/self - esteem building for all pupils at an appropriate level relative to the pupil's age will be addressed.

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

(9) Resources:

- WHO /UNICEF Guidelines for Schools
https://www.who.int/docs/default-source/coronaviruse/key-messages-and-actions-for-covid-19-prevention-and-control-in-schools-march-2020.pdf?sfvrsn=baf81d52_4
 - WHO workplace guidelines
https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf?sfvrsn=bd671114_6&download=true
 - Irish Government Return to Work Guidelines
<https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html#>
 - DES COVID Information
<https://www.education.ie/en/covid-19/>
 - DES Wellbeing Information from NEPS
<https://www.education.ie/covid19/wellbeing>
- HSE Stress Control Course
www.stresscontrol.org
- PDST Info for schools on distance learning
Primary: <https://www.pdst.ie/primary/healthwellbeing/distancelearning>
Post-primary: <https://www.pdst.ie/pp/healthwellbeing/distance-learning>

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

In addition, there are some excellent Government Resources that may be relevant to parents in your school community, as well as other members of your community

Updated COVID-19 Resources

Please check [here](#) for the most up to date partner resources for COVID-19, including the latest COVID-19 poster in [English](#) and [Irish](#), the updated [Cocooning Public Health Advice easy read guide](#), the most up to date HSE Approved Guidance for Disability Services as well as other resources and materials.

Using the health service during COVID-19

This week saw some new communications for people who may be concerned about using health services, or are uncertain that they're operating as normal. Our health service is open for urgent care, and we have taken extra precautions to ensure patients are safe. We have a national and regional radio ad about using GP and Emergency services, and the National Cancer Control Programme shared two new videos about [people who may have cancer signs](#), and [people who are attending for cancer treatment](#)

Public Health Information:

COVID-19 public health advice posters are now updated to reflect movement to the next phase in managing the epidemic. These posters are now under the heading "Stay home. Stay safe. Protect each other." There are two posters that can be shared for public use - the first is a general public information poster and the other is aimed at staying safe outdoors. Further formats are available in both Irish and English on the [COVID-19 Information Resources](#) page.

For the most up to date information and advice on Coronavirus, please go to: <https://www2.hse.ie/coronavirus/> and <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/>

For information on face coverings for public use, please see:

<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Other Resources:

The Government's roadmap for reopening society and business can be found [here](#).

Family Carers Ireland - offering family carers free counselling sessions

Family carers sometimes have difficulty coping with their emotional well-being and their mental health and are more likely to struggle with stress, anxiety and depression than the general population. As a carer, there are times when you may find yourself struggling with your mental health and emotional well-being due to a combination of the demands of your caring role, and the additional challenges you might be facing as a result of the COVID-19 pandemic.

Plan for the Re-Opening of Scoil Chlochair Mhuire

August 2020

Family Carers Ireland offer help to family carers, as they believe no one should have to care alone. They have developed a free, short-term online and phone counselling service for family carers and will connect carers with a qualified counsellor from a panel of approved professionals. The service can be accessed through the website <https://familycarers.ie/help-and-advice/online-and-phone-counselling-service/> or through the National Freephone Careline on 1800 24 07 24.