



## St. Paul's Primary School, Abbeylands, Navan: 19671F

Response Plan for prevention and mitigation of COVID-19 following a risk assessment of the school facility **AMENDED February 24th**

<i>Controls implemented</i>	<i>Person Responsible</i>	<i>Signature/date when completed</i>
<p style="text-align: center;"><b>Risk Communication, Education and Training:</b></p> <p>Induction Training for Staff...to be completed by all staff before the return to school (online). (Not yet available from Dept. )</p> <p>Pre-Return to work form.... To be completed before term begins and updated weekly. Staff expected to notify Principal immediately if circumstances change. <b>A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.</b></p> <p>The RTW Form has been updated and the number of questions increased from 5 to 7. Staff should be required to answer the additional questions: <b>Are you awaiting the results of a COVID-19 test? • In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? • Other 5 are slightly reworded</b></p> <p><b>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: → if they are identified by the HSE as a close contact of a confirmed case of COVID-19 → if they live with someone who has symptoms of the virus → If they have travelled outside of Ireland; 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;</b></p>	<p><i>Ms. E. McCaughey (Principal)</i></p> <p><i>Mr. M. Griffin (Deputy Principal)</i></p> <p><i>LWR Team Staff</i></p>	<p><i>August 31</i></p> <p><i>Requires monitoring</i></p>

Parents/Students to be notified and regularly updated (website, email, text messaging, signage) on risks, new procedures and policies in relation to a safe return to school.

We request that children or staff who return from holidays/travel abroad, or are in close contact with someone who has done so, should not attend school within 14 days of their return.

Floor signage and other signs will be prominently displayed. Everyone to always walk on the right hand side of the corridor...single file.

A5 signs reminding correct hand washing technique to be displayed in toilets, A4 size signs used by teachers to demonstrate and emphasise same.

Batteries of sanitising machines, sanitisers themselves are checked regularly (Mr. Griffin)  
Teacher's screens are checked and supplies topped up as required.

**Hygiene:**

All teacher's desks will have the following: sanitiser, antibacterial wipes, gloves, face shields, surgical/medical grade masks. Teachers may use either face shield or mask if they choose to do so. Masks are strongly encouraged  
...visors alone have been proven ineffectual.

Cleaners to wear face masks at all times when working.

Staff of the school are asked to wear masks AT ALL TIMES outside the classroom and are strongly encouraged to wear masks in their classroom too.

Students from 3<sup>rd</sup>-6<sup>th</sup> will also be encouraged to wear masks while on the school premises, except for eating/outdooractivities.

Other materials readily available on request or if need arises.

Aprons/Non- contact forehead thermometers/Plastic screens attached to teacher's desk if requested by individual teachers.

School has purchased own 'fogging machine' for regular de-contamination of rooms and communal areas.

**Ms. E. McCaughey  
(Principal)**

**Mr. M. Griffin  
(Deputy Principal)**

**LWR Team  
Staff**

**Ongoing**

**Parents/students**

There is a requirement for access to hand washing facilities after activities likely to soil hands such as outdoor play or sports as hand sanitiser does not work on dirty hands. We will provide these facilities and encourage hand washing regularly.

Sanitiser must not be stored or used near naked flame.

There is a requirement of staff and pupils to wash their hands or use hand sanitiser regularly. This includes: —  
When entering and exiting vehicles — When entering and exiting school buildings

Exterior hand sanitising stations have been installed (adult and child-friendly sizes) at back gate, at canopy entrances (Rm.3 and Rm.7) , outside and inside classrooms and at various other points around the school. For extra hygiene reasons, automatic dispensers were ordered.

Foaming soap.... suitable for use with cold water, in all classrooms.

Paper towel dispensers in all pupils' toilets.

Children asked to bring own sanitiser/small towel for use in school too.

Hot water now available in staff toilets.

Sturdy foot pedal bin in each classroom for hygienic and safe disposal of tissues etc.

**Uniforms:**

Children will be wearing the full St. Paul's uniform this year (Tracksuit on PE days). We will have 'Wash it Wednesday' when the uniforms are washed. It is suggested that when washed at 60°C the detergent will adequately kill any virus present. On Wednesdays **ALL** children can wear their PE tracksuits along with their PE day. So that would mean uniforms 3 days a week and school PE Tracksuits 2 days a week for the majority of children.

Parents advised to wash uniforms/tracksuits as often as possible.

*Students , music  
teacher, class  
teacher*

*Ongoing*

*Teachers/students*



**Toys/Infant Classes equipment** – Individual class teachers’ responsibility. Only use ‘wipeable’ materials and resources. Warm soapy water first and then antibacterial to sanitise. Likewise with any other shared materials (maths groups/Literacy ‘Lift Off’ etc.)

**Hand tools/ Outdoor/ maintenance equipment....**in the main to be handled by one person only and to be cleaned immediately after use.

**Cleaning:**

- In-house cleaner employed from 9:45am each day.
- 4 Cleaners on duty daily from 1:45. Whole school to be cleaned daily.
- In-house cleaner will clean toilets and common touch areas during children’s breaks.
- daily cleaning of staff toilets, staffroom, photocopier and kitchen areas

**Individual teachers to be responsible for equipment in their care/used in class**

**August 21-31**  
**FEB-March**  
**Ongoing**

**Padraig/Jack**

**Ms. E. McCaughey (Principal)**

**Ongoing**

**Mr. M. Griffin (Deputy Principal)**

**LWR Team**  
**Staff**  
**Parents/ Students**

- daily cleaning of P.E Hall floor, benches and all touch points ...including door handles and light switches and chairs in front office area and throughout the school building
- hoovering of all classrooms and washing on a rota basis once a week from 2:45 (junior from 1:45)
- cleaning and washing of all hallway floors twice a week
- daily cleaning/sanitising of 'isolation room' in case of suspected COVID case

A written cleaning schedule will be made available to cleaning staff including: → Cleaning of frequently touched surfaces such as toilet areas, kitchen and staff room surfaces, tea/ coffee machines and door handles

**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 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

**Social Distancing:**

- Removal of unnecessary furniture
- Unwanted furniture to be removed to and stored in the 10 days up to reopening
- Classroom configurations – maintaining physical distancing

**Relevant teachers**

- Ms. E. McCaughey (Principal)**
- Mr. M. Griffin (Deputy Principal)**
- LWR Team**

**Ongoing**



**Yard and Break Times:**

Staggered breaks – 4 slots of 15 min small breaks  
-4 slots of 20 min big breaks

**Small break Proposed Yard Timetable**

9:45 – 10am Junior & Senior Infants  
10:05 – 10:20am 1st/2nd Classes  
10:25 – 10:40am 3rd/4th Classes  
10:45 – 11:05 5th/6th Classes

**Lunch Time Proposed Yard Timetable**

11.40 – 12pm Junior & Senior Infants  
12:05 – 12:25pm 1st/2nd Classes  
12:30 – 12:50pm 3rd/4th Classes  
12:55 – 1:15pm 5th/6th Classes

Supervision lists to be set up accordingly

**Staff to continue to wear Hi-Vis jackets while on supervision duty**

Yard divided for break times – cones and tape to separate pods

**First Aid to be continued to be administered outside where possible. Staff dealing closely with injured/sick child to wear PPE and exercise due care and attention.**

Staff room;

There will be constant breaks throughout the day, approximately 9. Smaller numbers but spaced out.

Limit numbers congregating in numbers in the staffroom in the morning/afternoon. Use the facilities but disperse to individual rooms to allow others to come along.

*Staff...rota.*

*Relevant Class  
Teachers.*

*Requires  
Monitoring.*



Limit of 5 max in Staffroom at break/lunch times. Music room to be used as second Staff room for the moment. No more than 6 here at a time. Facilities such as kettle, microwave will be provided.

TP students are to supervise on yard and eat lunch either in classroom or 'wet' areas due to excess numbers and other logistics.

Staff encouraged to make their lunch as easy as possible and to bring and use their own lunch boxes to eat from/travel cups to drink from/crockery & cutlery to use to reduce the amount being shared by staff.

### Opening and Finishing Times

No staggered opening time

15 minutes staggered finishing time

Siblings wait on siblings on junior yard lines socially distancing.

Normal start at 8:45 – full supervision from 8:25 to allow students to arrive

Student go straight to classrooms –no yard time in mornings

1<sup>st</sup>- 3<sup>rd</sup> classes finish at 2:15

4<sup>th</sup>-6<sup>th</sup> classes finish 2:30 (to alternate weekly)

The First Morning: On the first morning, all hands on deck. All staff to wear high vis jackets. Teachers to show children where the sanitisation stations are and direct them to their rooms. Classrooms/pods/chairs set up with their names on them. All staff to be supervising from 8.25am to assist in getting all children to class and used to sanitising on way in.

**Ms. E. McCaughey  
(Principal)**

**Mr. M. Griffin  
(Deputy Principal)**

**LWR Team  
Staff**

**Cleaning Staff**

**Staff**

**Principal/LWR  
Team**

Junior Infants not starting to Wednesday 2nd September 2020/

9.30 – 11.30am for the first week.

8.45 – 11.30am for second week

8.45 – 1.30am .... normal from then on.

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Junior Infant parents will not be allowed in the classrooms on the first day or subsequent days as would have been traditional.

Parking: Car park area greatly reduced for parents/visitors. Emphasis on drop off and go. Extra staff will be rostered to help each morning

High Risk/very high Risk Pupils:

High risk students should attend school but take extra precautions. Teachers could facilitate some students with a desk separate from a pod. Other reasonable accommodations could be arranged.

Very High Risk Pupils.

Parents would have to provide a medical certificate to the school from a medical professional to state that it is essential that their child remain at home due to Covid-19 reasons and their health conditions. Teachers would provide work for these children via Google Classroom.

**Suspected case of Covid-19 within the school facility:**

For students:

Staff members accompanying the child to the office should wear a mask. Use Margaret Sherlock's room (small room beside by office) as an isolation room. Mask to given to that child. Parents called to collect them immediately. Sit in that room waiting collection. Bin, tissues, hand sanitiser in the room. Child advised not to touch any areas unnecessarily.

Isolation room cleaned and sanitised after they leave by in-school cleaner.

HSE/principal will inform any members of staff who have come in contact with a diagnosed case.

2nd isolation room will be provided if needed.

For staff:

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

Not to return to or attend school in the event of the following: → 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. • Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school • Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

If a staff member feels unwell at work or becomes aware of a close contact being advised to get tested etc they should alert the principal as soon as possible. Leave the building directly and go straight home. Get tested and only return to school when given a negative result.

Isolation room to be thoroughly cleaned/sanitised once suspected case has vacated the building.

School Closure:

In the event of a school closure, we will continue the teaching and learning on Google Classroom. We would have to continue with teaching new topics not just revision of work covered previously. In order to move on with the curriculum/new topics we would have to be open to the idea of short videos, voice messages, recordings, etc. Like before, emphasis on partner teachers in same year group working together.

#### Staff Well Being;

In house:

Staff accommodated in so far as possible with individual concerns re physical/mental health.

Employee Assistance Service information has been updated

External supports:

Wellbeing Webinars

<p>Counselling service (free-phone confidential helpline 1800 411057) Short-term counselling is available to employees and their families. Downloadable Wellbeing Toolkit for Teachers NEPS Services.</p>		
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