

<https://www.gov.ie/ga/foilsuichan/ar-mbunscoileanna-agus-ar-scoileanna-speisialta-a-athoscailt/>

Information for parents

1. Introduction

This is a live and working plan and will be revised regularly and updated as required and to take new guidance into account. We ask everybody to be patient for the first few weeks back at school. The school welcomes any feedback in relation to our Covid-19 Plan. Parents who identify risks are asked to inform the school by email. These will be discussed at Board of Management level and the school's plan will then be revised if necessary. Parents can contact the Principal by email at oifig@gaelscoilchilldara.com

2. What is a Plean Freagartha Covid-19?

The aim of this plan is to outline the measures that must be put in place in our school to

- (a) reduce the risk of COVID-19 entering the school and
- (b) in the event of COVID-19 entering the school, prevent it spreading.

A community effort is required so that the school can open safely and remain open. Every effort will be made to protect the health and wellbeing of our pupils and staff. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to pupils, staff and others.

It will take collective responsibility for us to reopen our school safely during this pandemic. **There is a lot for teachers, parents and children to take in.** We would like to reassure you that every decision taken by the school will have **the children's wellbeing** to the forefront at all times.

NB Reminder to **anyone attending school who has travelled abroad** (Staff, parents, children). It is a requirement for anyone coming into Ireland from locations other than those on the 'green' list to restrict their movements for 14 days. This means staying indoors and not coming to school.

NB Face coverings Please ensure that your children know that staff will be wearing masks/ visors in school. We do not want them frightened of us when they come in.

Bubbles and Pods –Classes and groups/ nests

When all children return to school, the classes will operate within a bubble system, each class being an individual bubble. From Junior Infants to Rang 6 the children will be further split into Pods and will remain with this Pod for approx a month. There will be a minimum of a meter between each Pod in the classroom when possible.

Outdoors, the Pods may interact with their class and the other class at their level.

From R3-6 ,children will be socially distanced to be a meter outdoors.

Illness Children and staff must stay at home if they have Covid-19 symptoms. Parents must keep a social distance of 2m from everyone. Parents must ensure that the school has been given enough phone numbers to ensure immediate contact can be made if necessary. Please update Aladdin [Eolas is nuálaí an HSE ar fáil anseo. 23.08.2020](#)

Parents

- **Must wear a face covering inside the school gates.**
- **Must social distance within the school gates, 2 m.**
- Parents must ensure that the school has been given enough phone numbers to ensure immediate contact can be made if necessary.
- Must keep a child home if they are unwell.
- Must ensure there is a plan in place for collection if required during the day.
- Must read and agree to the information form through Aladdin.

3. School Covid Policy – signed and dated

4. Planning and Preparing for Return to School

School staff

- 4.1. **Induction Training** will be undertaken by staff prior to the return to the workplace. Induction training is being developed by the Department of Education and will be available to all schools.
- 4.2. **Return to Work form** In order to return to school, staff must complete a Return to Work (RTW) form. The RTW form should be completed and returned 3 days prior to returning to school.
- 4.3. **A Lead Worker Representative** will be appointed from amongst the staff to ensure that COVID-19 measures are adhered to in the school. Sibéal Breathnach agus Michelle Ní Roidigh
- 4.4. **Signage**
Posters and signs are visible throughout and outside of the school building, doors, classrooms, staff rooms and bathrooms. Also on instagram [@gaelscoilchilldara2019](#) and Coiste na dTuismitheoirí
- 4.5. **School layout changes**

4.5.1 Procedures for dropping and collecting

The BoM and the School Leadership Team have been working to ensure a safe return to school for all pupils and staff when we re-open. We have now finalised our plans for drop-off and collection of the children every day.

We would ask all parents to familiarise themselves with the following drop-off and collection routines for the safe delivery and collection of pupils from school. Please be patient as we endeavour to embed these necessary precautionary and protective practices at the beginning of the school year. There are photos and a small video to help provide images for the areas involved.

4.5.2 Drop-off Plan Coming in in the morning

There will be specific procedures for coming to school in the morning:

Doras na Naíonán do ranganna na naíonán

Doras $\frac{1}{2}$ do Ranganna $\frac{1}{2}$

Doras $\frac{3}{4}$ do ranganna $\frac{3}{4}$ (timpeall agus taobh thiar den halla ar an gcosán nua)

Doras $\frac{5}{6}$ do ranganna $\frac{5}{6}$

The classes will NOT be assembling in the yard as previously, school doors will be open at 8.50 and children will walk straight to their classroom. The Múinteoirí will be waiting for them in their room. SET and SNAs will greet and welcome the children on their arrival;. Assembly time will finish at 9.05/ 9.10 for the first few days. For health and safety purposes we recommend that children walk or cycle to school. Bikes may be left at the bike rack at the front door, please lock.

We ask the parents of classes 3-6 not to walk up with the children but to leave them at the school car park.

We ask parents of children Naíonán – Rang 2 to walk socially distanced from other families up to the school along the path and to walk back down on the road – a one way system. Please follow social distancing protocols at all times.

WE request that all parents leave the school grounds and carparks without delay.

4.5.3 Collection time

The school staff will be available to help put new procedures in place.

The Naíonán Mhóra and Naíonán Bheaga from 10.09.2020 will be brought to Clós 5/6 for collection at 1.40. there will be points marked out on which to stand and wait for your child. Please socially distance at all times and leave without delay.

The Naíonán Bheaga until 10.09.2020 will be collected from the school door. Please queue on the appropriate child for your class and again social distance etiquette.

First and Second class will be brought to the bottom of the hill on the road for 2.40. WE ask their parents to stand on the path at NETS, social distance please.

Ranganna 3/4/5/6 will be brought to the bottom of the hill. We ask parents to stand at their cars and wave for their children.

Parents must wear a face covering on school grounds.

4.5.3 Collecting children during the school day

If you must collect your child during the school day please do the following:

- Ensure you have sent a message to the office and class Teacher before the start of school.
- Upon arrival at the school an adult must come to the front door and then to the office to let the school know you have arrived.
- A member of staff will bring the child to the door.
- A visitor book must be signed.
- No adult must enter the school building without an invitation.

4.6. Update safety and risk assessment

4.6.1 Risk Assessment

4.6.2 Visitors

- The Board asks that no-one apart from pupils and staff enter the school.
- All visitors to the school (Parents included) must make an pre-arranged appointment with the school before coming in.(This will only be in exceptional circumstances.
- It is imperative that Parents do not try to have meetings with members of staff in the playground, at drop-off/collection times – meetings between parents and teachers can only take place by prior arrangement. We recommend a pre-arranged phone call/webex.
- [The teachers will prepare a presentation for parents in September rather than the usual meeting.
- Every visitor must wear a mask inside school gates.
- The visitor will be met at the door by the secretary or principal.
- The visitor must sign in and sign out.
- A contact log will be kept in a secure place in the office.
- Staff and visitors should maintain a 2m distance from each other.
- No hand shaking policy.
- A box will be at the school main door for lunch or coats that are dropped off late by parents. Be sure that everything is labeled and ring the office to let the school know they are there.

5. Control measures - to prevent introduction and spread of Covid-19 in Schools.

5.1. Know the symptoms of Covid-19

Be aware of the symptoms of Covid-19 - high temperature- cough - shortness of breath - loss of smell & taste.

- Posters around the school
- Staff and pupils who have symptoms of COVID-19 or other acute infectious diseases must not attend school. They should phone their GP and follow the HSE guidance on self isolation.
- Staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 must not attend school and should follow the HSE advice on restriction of movement.

Plean Freagartha Scoile Covid-19 - Gaelscoil Chill Dara

- Advise all staff members and children who develop symptoms in school to tell the Principal at once
- Ensure that the staff and pupils know the protocols to follow to manage a case of suspected COVID-19 in the school
- Everyone entering the school building should perform hand hygiene with hand sanitiser.
- Visits to school during the day should be by prior arrangement and visitors will be received at the office.
- Pupils should change out of their school uniforms as soon as they arrive home.
- Sports Uniform to be worn Monday - Friday infants.
- Sports uniform for every other class, Monday, Wednesday and Friday.
- <https://www2.hse.ie/coronavirus/>
- HSE information number: HSELive 1850 241850

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 Covid19.
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid19 and the outcome of the test is pending.
- Children who have been in 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 generally unwell.

5.2. **Respiratory Hygiene**

Please remind your children to cover their mouth and nose with a tissue or their bent elbow when they cough or sneeze.

5.3. **Hand Hygiene**

- Warm water available in each classroom.
- Liquid soap and sanitiser available in every room.
- Hand sanitiser available at the school door entrances.
- Posters illustrating proper hand washing on display in each classroom. Discussions with pupils on proper hand washing.
- Single use paper towels available throughout the school.
- Please remind your children to avoid touching eyes, nose and mouth.
- Hand washing or the use of sanitiser to be practiced by staff and children at the following times;
 - ❑ On arrival at school
 - ❑ Before eating or drinking
 - ❑ After using the toilet
 - ❑ After playing outdoors

- When hands are physically dirty
- When a person coughs or sneezes

5.4. Social Distancing

- Policy of no hand shaking
- Staff to keep 2m apart
- Removal of extra furniture from classrooms, 1m distance between each Pod in the class bubble when possible.
- Teacher's table 2m from the children (marked with tape on the floor)
- Children in Learning support rooms to be 1m apart
- Teachers will organise the pods
- only two classes from the same pobal in the clós at yard time.
- Two staffrooms arranged
- Staff meetings in the hall or online

5.5. Personal Protective Equipment

- Masks will be worn by every visitor/parent who comes to the school.
- A box of PPE will be provided for every member of staff.
- Parents will be asked to wear masks on School property
- Teachers and SNA's must wear masks if they are closer than 2m to a child.
- Visors provided for every staff member.
- PPE (gloves, mask, apron) will be worn when:
 - Assisting with intimate care needs
 - Where a suspected case of COVID-19 is identified while the school is in operation
 - Giving care to a child that has medical needs
 - Providing first aid

6. Impact of Covid-19 on certain activities in GSCD

- There will be no homework given until 28.09.2020
- After school activities cannot take place under current circumstances.
- School assemblies will not take place.
- PE will be done outdoors at the beginning of the year as often as possible.
- All items of uniform must be taken home each day as it will not be possible to operate a lost property area safely
- There will be an emphasis on languages, maths, PE, SPHE, wellbeing and art.

7. Hygiene and cleaning

- School was deep cleaned during the summer.
- Classrooms, staff room, offices, toilets will be thoroughly cleaned after school each day by a Cleaner from 2.30 onwards
- We have cleaners during the school day to clean the public areas and frequently touch points. To clean the classroom while children are in the yard, tables, chairs, door handles, taps etc.
- Cleaning materials available and safely stored in each classroom so teachers can keep their own work areas clean.

- All ICT, photocopying machine must be cleaned after each use.
- Only one person allowed in photocopying room at any time

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present

- The person suspected of having Covid-19 is given a mask and brought to the isolation space. “Seomra Speisialta”
- The isolation space is in the room beside the Rang 3 toilets.
- The room should be cleaned as soon as practically 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, tables, the back of chairs, 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 or if they used the toilet 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.

8. Dealing with a Suspected Case of COVID-19

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- Contact a SET who will then contact 1. Niamh 2. Caitríona, 3. The office)· immediately. If the person with the suspected case is a pupil,· the parents/guardians should be contacted immediately.
- Isolate the person.
- Accompany the individual to· the designated isolation area Seomra Speisialta 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.
- If it is not possible to maintain a distance of 2m· a staff member caring for a pupil should wear PPE
- The person presenting with symptoms must· wear a mask.
- The secretary will call the parent/guardian (it is· essential that parents provide a phone number at which they can be immediately contacted).
- The parent/guardian should call their doctor and the pupil should continue self isolation at home.

- The pupil should remain in isolation if they cannot immediately go home and their doctor should be called.
- 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 can be collected, ensure that a designated person brings them home as soon as possible and advise them to inform their doctor of their symptoms on the phone
- 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.
- An incident report will be filled in after every isolation incident
- Arrange for appropriate cleaning of the isolation area and work areas involved.

9. Learning Support

Learning support will be provided. The support will be organised to ensure our support teachers will work with the same groups. We will review our approach at the end of the month. As always the SET will contact the parents.

- Where children from 3rd to 6th Class receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

10. Staff Duties

Organising school equipment

- Staff will have their own cupan, plate, utensils etc.
- Equipment such as learning support, musical instruments, math equipment will not be shared between pods.
- Within the pod, children will not share books, water bottles, playdough, food etc.
- Any toys that can not be cleaned will be put away in the store room.
- Toys will be cleaned regularly
- Each child's belongings must be clearly labelled, eg bag, lunchbox, folder, all items of clothing
- Children keep their books, pencils etc. in a mesh bag which they do not take home.

11. Teacher Absence and Substitution

In the event that a teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, temporary cover will be provided by the SEN teacher until a substitute teacher is available. If no

teacher is available to teach the class, parents will be informed not to send in their child/to collect their child from school.

12. Employee Assistance and Wellbeing Programme

NB

- The least number of people on school grounds the better
- You can contact the school through email or by phone , 9-2.40, Monday to Friday.
- Mask to be worn by all adults when coming inside the school gates.
- Masks are not recommended for children under 13 years of age. If a parent /child wishes the child to wear a mask, the parent is responsible for providing the masks and teaching the child how to wear and handle the mask correctly.
- Children are not required to bring hand sanitiser to school. parental choice. It is provided in every room in the school.
- Appointments must be made before parents come to the school
- Children should stay at home if they have any COVID-19 symptoms.
- Rang 1-6 Sports uniform every Monday, Wednesday & Friday
- Children should change out of their uniform as soon as they arrive home.
- All of the children's possessions should be clearly labelled.
- A phone number at which a parent/guardian can be immediately contacted must be provided.
- Ensure that your child has all the belongings that he/she needs for the day before they come to school. If something important is forgotten, please ring the office before coming to the school.
- Ensure that every child goes to the toilet and washes his/her hands before they come to school.
- It is important that children are dropped and collected on time and leave the school property as soon as possible