Colaiste Chiarain

COVID-19 Reopening Plan

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Communication

Keeping up to date with policy developments

All policy documents from the DES will be monitored on an ongoing basis. Updates and developments will be distributed to staff by school management and our Lead Worker Representatives. This information will also be updated on the school website where applicable.

Procedure for communicating with school community

Communication of all Return to School information will be centralised on a dedicated area of our school website. In addition to this, further information will be communicated via existing communication channels of: e-mail, SMS messaging and letters as appropriate.

Protocol for Staff to inform Principal / Deputy Principal of absence

It is important that members of staff inform the Principal or Deputy Principal (Evelyn) on the evening before (up to 10.00 pm) or morning (before 7.30 am) of an absence. Please note that all absences must be communicated via telephone call and texting is not sufficient for same. School Closure is a last resort and can only be recommended by HSE. Important issue to remember is that it will be the HSE and not school management who will make the decision as to how to manage COVID-19 cases in schools including whether to require a class/group or whole school to close.

CPD Training

ETB Training

All staff have completed the ETB online training prior to commencement of the school year. Any further training available for staff will be communicated throughout the year. CPD and practice reminders will issue to staff periodically.

COVID-19 Employee Safety Training on Returning to the Workplace.

Click on the link below to start the course. Your username is: firstname.surname@lcetb.ie

app.privacyengine.io

ICT

Use of ICT Labs

ICT Labs will be used solely for the classes timetabled in those rooms. Teachers will not be able to bring groups to the Lab

Bring your own Device

As we will have to restrict the use of the ICT labs to just timetabled classes, students can be invited to use their own devices if required for use in class by teachers.

Staff ICT CPD

Staff Training - Google, Screen castify, Distance Learning Toolbox etc will continue to be delivered in preparation for Blended / Distance learning as required.

Meeting Protocol

Secretaries Offices - there will be **no access** allowed to the admin offices other than for the secretaries.
Principal / Deputy Offices - no more than 2 people can be in these offices at any one time (including the Principal / Deputy Principal)
SST / SET / Deans / Department Meetings - these meetings must take place in larger venues to allow for 2m social distancing between staff.
During COVID restrictions, meetings should take place online unless face to face meetings are absolutely necessary.

Resources /Shared School Materials

Resources, such as books, that are normally provided to students for a defined period of time (eg. an English novel), can still be issued to students and the students can take these home for

use at home. When these are returned to the teacher, they should be placed in a box (sourced from the office) by the students and placed in storage for 4 days before they are issued to another group of students.

Transport

Bus Eireann - Daily Transport Arrangements

As per government regulations all students travelling on school transport will be required to wear a facemask, sit next to siblings or remain seated next to the same individual for the remainder of the term.

Morning

Bus companies will be communicated with in advance of reopening on the following:

Buses will be required to park in an unloading bay in the mornings - On arrival to the school students will be required to remain on the bus until students in front of them have safely entered the school building. Students should disembark from the front of the bus and should remain in their seat until the student in front of them has disembarked.

Evening

To alleviate overcrowding in the evenings leaving the school to get on buses, there will be 2 bells, one to signal the end of school for Juniors (3:40) and a second for seniors (3:45).

Extra Curricular Transport

Students travelling to extra curricular events etc will be required to wear facemasks for the journey - where social distancing can be achieved this should also be observed. ECA Activities will only take place when guidance allows for same. All planned/proposed activities must be discussed with the school leadership team prior to any arrangements being made.

Control Measures

Access to School for non-staff members

Contact Tracing

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. All visitors to the school will be asked to complete contact tracing recording sheets at the main office which will be retained on file physically and electronically.

Pre-arranged meeting

.In the context of a pre-arranged meeting, individuals will be invited to the school at a given time. They will be met by the meeting organiser, supply their name and phone number for contact tracing and must wear a mask for the duration of their visit.

Unannounced Visitors

Not unlike arrangements in place at GP surgeries, parents will be advised that they should ring the school office on their arrival to minimise entry to the school building. This will be communicated to parents via letter and via signage on the school front door.

Signage

Signage will be displayed throughout the school campus. This signage will outline the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. This includes signage on corridors, in all classrooms, in the staffroom and in toilets.

Staff Access to school building

Staff members may access the school building through either of the two front entrances. During school hours staff are encouraged to use the main school entrance for entrance and exit.

Isolation Area

The First Aid room, located opposite the Principal's office, will be used as an Isolation Area in the event of a suspected case of Covid-19 amongst staff or students prior to them leaving the campus. The teacher should send another student or phone either the Principal or either Deputy to remove the student from the classroom immediately.

Hand Sanitising

All students and teachers will be required to hand sanitizer as they enter the school campus in the morning and as they enter every teaching space thereafter. Hand sanitisers have been installed throughout the campus and are maintained daily.

Staggered Breaks / Canteen

A staggered small break and lunch break are in effect as a control measure to minimise student and staff groupings during lunchtime and to limit the number of students using the canteen /shop facilities at one time. Senior and Junior students will have separate lunchtimes. A queuing system will be devised to ensure social distancing while queuing for food. A contactless fob system is in place to minimise handling of cash. This option will also be extended to staff. Break and lunch times are as follows:

Breaktime for Junior Students: Period 3, beginning at 10.10 will pause for a break from 10.30 to 10.45. Students will return to their period 3 class until 11.05.
Breaktime for Senior Students: Break for Senior students will take place at the normal time of 10.50 to 11.05.
Lunchtime for Junior Students: Lunchtime for Junior students will take place during period 6, from 12.25 to 13.05. Junior students will then return to class at 13.05 for their next class.
Lunchtime for Senior Students: Senior students will take their lunch at the normal time of 13.05 to 13.45.

Canteen Protocol

- One entrance, one exit flow system
- Hand sanitizer to be placed at the entrance and exit of canteen area. Staff and students to use hand sanitizer entering and exiting
- Covid-19 and hygiene protocol posters are displayed throughout GP and Canteen area.
- The number of students using the canteen facility is to be actively monitored to ensure social distancing measures can be adhered to.

- Floor markings to be placed on the floor as standing/queuing points to identify one metre distancing while queuing.
- No tables/seating in GP area, to reduce touch points
- Canteen will operate as a pick and go service.
- Cashless fob system to continue to operate at the canteen

Student Management at Break times

Circulation areas will be defined for specific year groups on campus to minimise interactions. All students and staff will be informed of these areas on induction to our new school.

Processing Payments & Collection of Money

All parents will be actively encouraged to use the Way 2 Pay online payment platform to process payments and collection of money.
Invoices are now required to have the order no. **PRINTED** on them – the ETB won't pay them otherwise. Order numbers can be requested from the office once a quote for goods is received.

Student Desks

All Classrooms have been re-configured to facilitate 1m Physical Distancing.

Teacher desks

Teacher Desks will be positioned 2m from Student Desks (where possible) and a perspex guard has been installed in front of the teachers desk in all classrooms.

Policy for minimising movement of students

Arising from the fact that classroom spaces have now been reassigned to student class groupings and to minimise student movement/ interaction, students may not leave designated base classes unless there is a requirement to move to another room. As per existing policy, students should only use toilet facilities in the morning and at break times (not during or between classes).

Lockers

Given that lockers will precipitate a congregation of students before/during and after school, Lockers will not be made available for student use this academic year. Alternative arrangements will be devised to reduce the amount of books etc that students are carrying. e.g publishing of resources to google drive etc.

Cleaning/Maintenance

Hygiene & Cleaning

The school will be cleaned at **least once per day**. Additional cleaning available throughout the day will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.

Student classrooms will have appropriate cleaning products provided to enable students to wipe down their desk, chair and surface on entry and before leaving the room. (A specific protocol will be developed in this regard).

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

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

Staff are requested to bring and use their own utensils (cup, cutlery, plate etc.) Staff must also clean these after use and store appropriately/ take home.

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

The rooms will be cleaned as soon as practicable. Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should avoid touching their face while they are cleaning and wear household gloves and a plastic apron.

Cleaning Policy

A detailed cleaning schedule will be detailed for all areas in the school.

Infrastructure

Staff Room

Our Staff Room has been configured to ensure 2m social distancing can be observed at all times. Only 1 chair will be provided for each space and these must not be moved. If you enter the staffroom and the seating is already in use, you will be unable to remain there.

Classrooms

Perspex screens have been installed between Staff desks and Student desks in all teaching spaces. Teachers are advised to try to remain behind these screens as far as possible or to wear a visor with their face mask when stepping out from behind the screen.

Entrance & Exit of Main School Building

Designated staff and student entrance doors are to be used when entering and exiting the front entrance of the building.Students will be encouraged to move quickly through this area and to maintain distance.

Additional Covered Outside Areas.

4 large Gazebo style outdoor covered structures will facilitate additional covered student areas for use on rainy days etc.
Additional Picnic benches will also accommodate students outside at lunch times.

Curriculum/Teaching & Learning

Each base class group has been assigned to a base classroom where the majority of their classes will take place. Movement of students will only take place for Practical/Option subjects.

Practical Subjects

Practical subject areas will follow DES advice and defined Protocols. Practical teachers have devised agreed cleaning protocols for each room.

PE /PE Gear

Changing facilities will not be made available to students for PE classes, therefore, students should attend school in **full** PE uniform on their PE day. Other casual clothing will not be acceptable.

Team Teaching

Team Teaching will be used where possible to split larger classes.

Double classes

Double classes (where possible) have been assigned to option groupings when students will be leaving their base classrooms. Given that students will be assigned to defined classrooms for each year group it has been decided that double classes for all other subjects are not necessary.

Online T&L Platform

All student classes will have a Google Classroom setup for each group from the beginning of the school year.

Homework

Google drive will be used by all staff for sharing resources and assigning homework.

Procedure for Photocopying

Photocopying will be available in the staffroom for staff. Wipes will be provided beside the photocopier for cleaning before and after use. The Copiers in the staff room has a staple function attached which can be used for the printing of exams. The office staff will therefore no longer be photocopying for staff.

Morning Routine

Morning Routine Students

Junior students (1st, 2nd, 3rd Yr) will enter the school grounds via the main front entrance. Senior students (4th, 5th, 6th Yr) should enter via the West entrance. Students should go straight to their base classrooms. Morning assemblies will take place in assigned base class rooms which will have suitable capacity to ensure 1m social distancing. Students must adhere to social distancing guidelines while walking through the school campus.

Morning Routine Staff

Staff should enter the school campus via either the main entrance or the west entrance. Every effort should be made to minimise gatherings at the beginning, end and throughout the school day.

Appointment of LWR

Lead Worker Representative Training

Two Lead Worker Representatives have been appointed in our school following a nomination and election format - Mr. Fergal Moore and Ms. Moira Maher. The LWR's 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.
ETB Training will be provided for Lead Worker Representatives once appointed.

Summary of Circular 0049/2020

For full details please read the full circular at:
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf

Pre-Return to Work Form

 It is incumbent on all employees returning to the workplace to fully comply with their employer's COVID-19 Response Plan. As part of this Response Plan, the Pre-Return to Work form is one of the measures designed to assist with the safe return of all employees to the workplace. All employees are required to complete the COVID-19 Pre-Return to Work Form which must be completed at least 3 days before an initial return (the 3 day timeframe can include weekends). Employees should notify their employer if there are any changes to their circumstances at any stage.

Special Leave with Pay

- Special leave with pay will be granted by the employer, for those employees who have been:
  a) diagnosed with COVID-19 or
  b) recommended to self-isolate
- The employee must provide HSE/medical certification to the employer to include estimated date of fitness to return to work.
- Where an employee has been granted special leave with pay, the employer may appoint a substitute
- Special leave with pay granted by the employer will not be counted as part of the employee's Sick Leave record.
- Similar to the general principles applying to the management of Sick Leave, the employee must contact the employer as soon as possible, in accordance with the employer's normal absence reporting arrangements. Where circumstances or diagnosis changes, the employee must also inform the employer immediately.
- An employee is not entitled to days in lieu of bank holidays whilst in receipt of special leave with pay.

Application Procedures for Special Leave with Pay

- An employee who has been HSE/medically diagnosed with Covid-19 or has been recommended to self-isolate must complete the **Application Form at Appendix A** to apply for special leave with pay.
- The completed Application Form should be forwarded by the employee to the employer as soon as possible. The completed form must be accompanied by appropriate HSE/medical certification to include estimated date of fitness to return to work.

Self-Isolation

The latest criteria for self-isolation and as updated by the HSE must be followed.

- The employee must inform the employer where HSE or medical advice is that he/she must self-isolate. Subject to the provision of the appropriate HSE/medical certification and completion of the Application Form at Appendix A, special leave with pay will be granted by the employer and applies up until the COVID-19 test result is obtained.
- The employee must arrange a COVID-19 test as soon as possible and must immediately inform the employer of the COVID-19 test result.
- Where the COVID-19 test result is positive, the employee remains on special leave with pay and must be recorded by the employer as 'COVID-19: Diagnosis' on the OLCS/relevant ETB system.
- For any non-COVID-19 illness, following the necessary period of self-isolation, the terms and conditions of the Sick Leave Scheme apply.

COVID-19 Diagnosis

- The employee must inform the employer where he/she has tested positive for COVID-19. Subject to the provision of the appropriate HSE/medical certification and completion of the Application Form at Appendix A, special leave with pay will be granted by the employer.
- In a confirmed COVID-19 infection, an employee needs to be 14 days post onset of symptoms and also 5 days fever free (which may run concurrently) before returning to the workplace. It should be noted that the 14 days is from the onset of symptoms and not the date of receiving a positive COVID-19 test result.

Restricted Movement other than following Non-Essential Travel Overseas

- An employee with no COVID-19 symptoms will be medically/HSE advised to restrict his/her movements for 14 days if he/she is a close contact of a confirmed case of COVID-19 or lives with someone who has COVID-19 symptoms. The 14 day period is from the last date of contact with the diagnosed person.
- An employee who has been advised to restrict his/her movements must arrange a COVID-19 test as soon as possible.
- An employee who has been advised to restrict his/her movements must complete the **Declaration Form at Appendix B** and return it immediately to the employer, accompanied by medical certification (GP/HSE) and to include date of fitness to return to

work. Where medical diagnosis changes, the employee must inform the employer immediately.
- An employee who has been advised to restrict his/her movements and is medically fit for work, remains available for work. The employee should be assigned work for the 14 day period and the employer must therefore facilitate alternative working arrangements to the maximum extent possible e.g. working from home. All employees must cooperate with all such flexibilities while they are restricting their movements.
- Where an employee has been medically advised to restrict his/her movements, the employer may appoint a paid substitute.

Restricted Movement following Non-Essential Travel Overseas

- Any person coming into Ireland, (apart from Northern Ireland and individuals arriving in Ireland from locations with a security rating of normal precautions "Green List"), is required to restrict their movements for 14 days.
- Responsibility to provide for the period of restricted movements arising from non-essential travel overseas is a matter for each individual employee.
- Employees must advise their employer in advance in writing of such travel abroad and to include the travel details.

Very High Risk Group

The HSE advice on the 'very high risk' groups is at:
https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html.
- The 'very high risk' group is currently advised to cocoon.
- An employee who believes he/she is at very high risk of serious illness from contracting COVID19 must complete the online **OHS Covid-19 Risk Assessment** immediately and submit to the OHS (Medmark Occupational Healthcare Ltd).
- The employee must inform the employer immediately or on diagnosis, that they believe they are in the 'very high risk' group. The OHS Covid-19 Risk Assessment must be accompanied by a completed 'Report from Treating Consultant'.
- Having considered the medical information provided with the 'OHS Risk Assessment', the OHS will provide the employee with a 'COVID-19 Risk Assessment Report' which advises whether he/she is at a very high risk of serious illness from contracting COVID-19.
- For employees where the 'OHS Risk Assessment Report' advises that they are at a very high risk of serious illness from contracting COVID-19 and cannot attend the workplace, the **Declaration Form at Appendix C** must be completed by the employee and returned immediately to the employer accompanied by the OHS Covid-19 Risk Assessment Report. Where medical diagnosis changes, the employee must inform the employer immediately.

- In accordance with DPER guidance, where an employee who is at a very high risk of serious illness from contracting COVID-19 and is medically fit for work, the employer should prioritise alternative working arrangements to the maximum extent possible e.g. working from home.
- Where an employee has been advised by the OHS that he/she is at a very high risk of serious illness from contracting COVID-19 and is not attending the workplace, the employer may appoint a paid substitute.
- Where an employee who is at very high risk of serious illness from contracting COVID-19 and has been assessed by the OHS as medically unfit for work due to a non-COVID-19 illness, the terms and conditions of the Sick Leave Scheme apply.

High Risk Group

The HSE advice on the 'high risk' group is at:
https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html
- An employee in the 'high risk' group who is not ill must attend the workplace, unless advised otherwise by the OHS.
- An employee in the 'high risk' group should take extra care to practice social distancing and hand hygiene. The use of face coverings and personal protective equipment may also be considered where maintaining social distancing is difficult.

Alternative Working Arrangements

- An employee who is medically fit for work and has been advised to restrict his/her movements or an employee at very high risk of serious illness from contracting COVID-19 is available to work remotely.
- The work assigned to the employee should be determined by the employer, in consultation with the employee, and may include relevant duties that support the work of the school in developing and delivering its programmes of teaching and learning for pupils.
- For teachers, these duties may include:
➔ Liaising closely with and supporting the work of the substitute teacher(s) who becomes responsible for the teaching duties of the teacher on special leave with pay.
➔ Supporting and engaging, using online technology, the work and progress of very high risk or extremely vulnerable pupils who are unable to attend school.
➔ Participating in staff meetings, team/subject planning meetings and all other normal meetings using online technology.
➔ Participating in relevant professional development through online media.
➔ Developing aspects of the school's teaching resources or teaching plans.

➔ Undertaking administrative or other tasks associated with a post of responsibility (provided they hold the post in line with relevant DES publications) to the greatest extent possible using online technology.

● For SNAs, who continue to work under the direction of the principal or other teacher as determined by the principal, these duties may include:
➔ Liaising closely, working under the direction of the principal/class teacher(s).
➔ Liaising closely, engaging with and supporting the work of the substitute SNA. This advice can include:
➔ Advice on what typically works for the child in school.
➔ Demonstration/advice/training on strategies to support the child's needs.
➔ Support to develop a schedule to structure the child's day.
➔ Help with provision of social stories to support their understanding of the ongoing health emergency.
➔ Support, advice and reinforcement to address behaviours that challenge.
➔ Work on providing educational or therapeutic resources / materials in collaboration with the teacher and substitute SNA.
➔ Supporting, engaging with and monitoring very high risk or extremely vulnerable pupils who are unable to attend school, using online technology or telephone support, if online systems are not available.
➔ Participating in staff meetings and all other normal meetings using online technology or by telephone, if online systems are not available.
➔ If remote working in an SNA's current role is not feasible, then the assignment of work may be outside of their usual core duties.

Employee with caring or childcare responsibilities or living with high risk or very high risk individual (staff are advised to read latest updated circulars from HSE and DES)

● Special leave with pay is not available for an employee who has COVID-19 related caring or childcare responsibilities or for an employee who is living with a high risk or very high risk individual.
● However, an employee who wishes to avail of existing relevant leave entitlements is entitled to have such requests considered by his/her employer (e.g. Parental Leave/Carer's Leave) in line with the terms and conditions of Department publications.
● When considering such an application, the employer must take account of the school's policy on employee absences where the welfare and educational needs of the pupils must take precedence over all other considerations.
● Employees who live with a very high risk individual should attend the workplace and should follow the HSE guidelines to protect themselves and to minimise risk of transmission.

Employee becomes unwell

It is important to emphasise that any employee who is feeling unwell must not attend the workplace. This applies to any transmissible illness during this COVID-19 emergency period. Where an employee becomes unwell in the workplace, the employer should follow the procedures set out in the employer's COVID-19 Response Plan.

Employee Assistance Service

The Employee Assistance Service is available as a supportive resource for employees. The free phone confidential helpline is 1800 411 057 and is available 24 hours a day, 365 days a year.

Covid 19 Risk Assessment

Please see the link below for the school risk assessment:

https://docs.google.com/document/d/1DqEEhJpvDwcE7oA_QUD0WxRaa1fhWO5AkXsx1x2xp6M/edit?ts=603669ca

Covid-19 Statement

Further Information

Staff are encouraged to refer to the latest updates on COVID-19 on the Department of Education and HSE websites.
https://www.education.ie/covid19
https://www2.hse.ie/coronavirus/
https://lcetb.ie/

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