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***COVID-19 ANNAGH N.S. Response Plan***

**28-08-2021**

***Amended: 08-10-2020; 04-12-2020; 12-02-2021. 25/08/2021***

**Introduction**

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of COVID-19 in Annagh N.S. This COVID-19 Response Plan details the policies and practices necessary for our 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 in a Public environment. As the advice issued by National Health Emergency Team (NPHET) and the Department of Education and Skills (DES) continue to evolve, this Response Plan may also change. This Response Plan is a 'live' working document and will be reviewed and amended to take account of new guidance from [www.gov.ie](http://www.gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie) and [www.education.ie](http://www.education.ie). This Response Plan will support the sustainable re-opening of our school where the overriding objective is to protect the health of pupils and staff while promoting the educational and development needs of the children in the school.

This document aims to provide details of:

- [1. Annagh N.S. COVID-19 School Policy](#)
- [2. Roles: Board of Management and Principal](#)
- [3. Lead Worker Representative\(s\)](#)
- [4. Planning and Preparing for Return to School](#)
- [5. Safety Statement and Risk Assessment](#)
- [6. General advice to prevent the spread of the virus](#)
- [7. Managing the Risk of Spread of COVID-19](#)
- [8. Control Measures](#)
- [9. Dealing with a suspected case of Covid-19](#)
- [10. Staff Duties](#)
- [11. COVID-19 related absence management](#)
- [12. Employee Assistance and Wellbeing Programme](#)
- [13. Pupil Wellbeing](#)
- [14. Special Education Teaching \(SET\) for Pupils with Additional Needs](#)
- [15. Early Intervention Programmes](#)
- [16. Curriculum](#)
- [17. Impact of COVID-19 on certain school activities](#)
- [18. Specific Arrangements](#)
- [19. Secretaries Office](#)
- [20. Cleaners](#)
- [21. Conclusion](#)
- [22. Ratification](#)
- [23. Signatures](#)
- [24. Appendix I](#)
- [25. Appendix II](#)

Sources of resource information are Department of Education and Skills, Irish Primary Principals' Network, Irish National Teachers' Organisation, National Principals' Framework and the Catholic Primary Schools Management Association.

Responsibility for the development and implementation of our COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management and Staff of Annagh N.S.

All staff, parents/guardians, contractors and visitors also have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of this COVID-19 Response Plan and its associated control measures.

### **1. Annagh N.S. COVID-19 School Policy**

Annagh N.S. 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 handwashing 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.

## **2. Roles: Board of Management and Principal**

It is important to realise that the re-opening of our school is a whole school-community effort. There are roles for the Board of Management, Teachers, Special Needs Assistants, Administrative Staff, Cleaning Staff, parents and pupils. It is the Board of Management's responsibility to implement this plan. It is the Principal's responsibility to oversee the re-opening process as the day-to-day Manager of the school. Delegation of tasks and co-operation of all stakeholders are a necessity to ensure our school is fully ready for re-opening.

The Principal, Resource Teachers, S.N.A. and Secretary will be able to visit each classroom as necessary. They will sanitise before and after entering each room, wear a visor or mask and maintain social distance.

## **3. Lead Worker Representative(s)**

The Return to Work Safely protocol requires a Lead Worker Representative in consultation with the Principal to carry out specific roles.

Mrs. Caroline O Dea is the Lead Worker Rep. at Annagh N.S.

The role of the Lead Worker Representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Represent all staff in the workplace and be aware of specific issues relating to Covid19 that may arise in respect of staff.
- Work collaboratively with the Principal to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Keep up to date with the latest COVID-19 public health advice.
- In conjunction with the Principal, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist the Principal with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice.
- In conjunction with the Principal, monitor adherence to measures put in place to prevent the spread of COVID-19.
- Conduct regular reviews of safety measures.
- Report any issues of concern immediately to the Principal and keep records of such issues and actions taken to rectify them.
- Consult with the Principal on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area.
- Following any incident, assess with the Principal any follow up action that is required.
- Consult with colleagues and the Principal on matters relating to COVID-19 in the workplace.

- Make representations to the Principal on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the Lead Worker(s), who will engage with the Principal and BOM as is necessary.

#### **4. Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government. Details for the reopening of the school facility and the applicable controls are outlined in this document. Before re-opening on 30/8/2021 our Board of Management has been reminded to check the following:

Parents have filled in the return to Annagh NS on-line Parental Declaration Form, which can be found on our website; [annaghns.com](http://annaghns.com) under the Parents tab and in Consent Forms. (Click on the red writing)

Our Cleaner/Caretaker has been regularly flushing our plumbing throughout the summer months.

Our Heating System was serviced 27-08-2021.

Bin collection company has been notified of the resumption of Annagh NS.

#### ***Signage***

Signage to be displayed throughout our school building. Information signs will be located at the school entrance areas. Signs will also be placed on the floors advising pupils and staff to adhere to social distancing. Pupils will be advised to avoid contact with others and keep their distance. Posters will also be displayed on corridor/bathroom walls to advise of proper cleaning/handwashing and personal hygiene etiquette.

#### **✓ *Returning to Work (RTW) Form***

All staff will be required to complete a Return to Work Health Declaration Form before returning to school available on our school website [annaghns.com](http://annaghns.com) under the Forms tab.

Any staff member who has an underlying health condition or living with anyone with an underlying medical condition or pregnant should seek the advice of their G.P. before returning to work.

Advice from Medmark Occupational Healthcare may also be necessary. Please see Circulars available here:

<https://www.education.ie/en/Circulars-and-Forms/Circulars-and-Forms/>

Before commencing work, the following must also sign a Return to Work Health Declaration Form:

- Student Teachers
- Substitute Teachers
- Substitute SNAs
- Work Experience

Our Lead Worker Rep. is responsible for ensuring these Forms are completed and filed. This RTW Form can only be completed at least 3 days prior to any proposed date of commencing work.

✓ **Induction Training**

New staff must complete the online induction training available here:

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

**5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment identifying the control measures required to mitigate the risk of COVID-19 in our school has been completed and approved by our Board of Management.

**6. General advice to prevent the spread of the virus**

In order to prevent the spread of the virus it is important to know and recognise the symptoms of COVID-19. They are:

Symptoms	COVID-19	Flu	Cold
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common

Symptoms	COVID-19	Flu	Cold
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

- The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:
- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases or flu like symptoms are not to attend school.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID- 19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at the front foyer door by the Lead Worker Rep.
- Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the COVID-19 virus. Updated advice from the HSE is available on its website –

<https://www2.hse.ie/conditions/covid19/>

The Department of Education and Skills will also ensure all updated advice is circulated to schools.

## 7. Managing the Risk of Spread of COVID-19

### *a) Wash your Hands Frequently*

Regular hand washing with soap and water will become routine practise. Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities. HSE advice on how to wash your hands can be accessed as follows:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

#### *Frequency of Hand Hygiene*

Pupils and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze

### *b) Hand Hygiene and Hand Sanitisers*

Sanitisers are installed in each classroom, corridor, SET room and Staff room/Computer Room. Each teacher is also provided with hand sanitisers for his/her desk.

### *c) Avoid Touching Eyes, Nose and Mouth*

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### *d) Physical Distancing*

#### *➤ Physical Distancing in the Staffroom*

Staff must sanitise before entering staffroom. Tables and chairs will be split between the staffroom to allow for 2m distance. Once the main staffroom is full, staff will use their own classroom. Staff must bring and use their own equipment and utensils (cup, cutlery, plate etc.). These utensils are to be cleaned by themselves.

Staff meetings will be held remotely or in the Computer room to facilitate physical distancing.

A 'no hand shaking' policy is to be implemented.

Gathering of school staff at the beginning or end of the school day is to be minimised.

Staff can rotate between areas/classes/Pods but this will be minimized where possible, e.g. SET teachers, SNA.

#### *➤ Physical Distancing within the classroom*

Physical distancing is recommended to reduce the spread of infection in the workplace. To maintain physical distancing in the classroom, our classrooms have been reconfigured to maximise

physical distancing. Any spare or surplus furniture in a classroom has to be removed. Where possible, staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down. The teacher's desk will be at least 1m and where possible 2m away from pupils' desks. It will be necessary for Special Needs Assistants to sit beside their pupils. Staff and pupils should avoid sharing of personal items.

As per Department advice, in the first four years of primary education (Junior Infants, Senior Infants, Rang I, Rang II), physical distancing is not required.

For 3<sup>rd</sup> and 4<sup>th</sup> and 5<sup>th</sup> and 6<sup>th</sup> each class is now known as a 'Bubble'. Each 'Bubble' or class grouping will stay apart from other classes as much as possible. Within each class or 'Bubble', pupils will further be divided into groups or 'Pods'. There will be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, whenever possible. The aim of this system within our school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this may not be possible at all times. Constitution of 'Pods' will be reviewed as the need arises.

Interaction on arrival and departure and in hallways and other shared areas will be limited. Social physical contact (hand to hand greetings, hugs) are discouraged.

#### ➤ *Physical Distancing in Corridors and Stairwells*

Briefly passing someone in a corridor is very unlikely to contribute significantly to the spread of infection. Staff and or pupils cannot have physical contact and must avoid informal group discussions.

#### *Physical Distancing outside the classroom*

##### **Morning Arrival at School**

In accordance with feedback, the following requests will be implemented:

- All access points will be signposted with the names of the respective classes that will use these entry and exit points.
- Clearly signpost all classroom access / exit doors with name of teacher and class.
- Identify all collection points - gates etc stating the classes that will use them (this will help parent / guardians etc to know where to go)
- Parents are strongly advised to supervise their children walking from the car to the school gate at arrival time and again at collection time from the exit gate. This will ensure pupils will be safely dropped off and collected.
- Parents are advised not to socialise or congregate at school gates at arrival and collection times.
- Parents should wear face masks at arrival and collection times.

**Pupils should be dropped off outside the school by parents no earlier than 9.00am.**

**Note, The arrival time of 9.00am is a Covid Safety measure.**



**Children are not allowed play outside before school begins. They are to go immediately and line up outside the entrance of their classroom while socially distancing where they will be met by their teacher.**

**The Staff on yard Supervision will be on duty from 9.10am.**

- Parents of new Junior Infants and any new pupils up through the school may escort their children to the classroom entrance/exit door as required to allay any fears.
- Our new Junior Infants will go home from school each day at 12 noon for the first two weeks in September so that they can adjust to their new surroundings gradually.
- Please inform your class teacher Ms. Doyle who will be collecting your child each day. Ms. Doyle will give you a form to be filled out in this regard as your child leaves on the first day back to school. If a change of personnel for collecting your child in the afternoon becomes unavoidable for you, please inform the class teacher by phone in advance.
- Pupils from Junior and Senior Infants Ms. Doyle's Class will enter/exit via the style and the main double doors at the Eastern end of the school.
- Pupils from 1<sup>st</sup> and 2<sup>nd</sup> (Mrs. Flanagan's Classes) will enter/exit via the large gates and single door near the double doors.
- Pupils from 3<sup>rd</sup> and 4<sup>th</sup> (Mrs. O Dea's classes) will enter/exit via the middle style and the single door at the western end of the school.
- Pupils from 5<sup>th</sup> and 6<sup>th</sup> (Mr. King's classes) will enter/exit via gate at the western end of our school and proceed down by that side of the school to the door at the rear of the building.

**All mainstream classroom teachers will be in their classrooms from 9.00a.m.**

#### **Afternoon Collection from School**

- Pupils from Junior and Senior Infant classes will be escorted to their exit gate by their teacher/SNA, where their parent/ guardian will be waiting.
- All other classes will leave by the correct exit being mindful of social distancing.
  1. It is important that parents are waiting on time to collect their children at their designated gates.
  2. Classes may be dispersed in rotation to avoid congestion between the red bollards and the school wall. (The above point is subject to review and will be changed if social distancing is not being adhered to).

**Yard Supervision Roster will be distributed to all staff by Mrs. Deirdre Flanagan (Special Duties Teacher)**

*e) Practise respiratory hygiene*

Staff and pupils will be required to follow good respiratory hygiene. This means covering mouth and nose with a tissue or with bent elbow when there is a need to cough or sneeze. Used tissue must be disposed of immediately.

Good hygiene practices and washing hands properly and regularly can help stop the spread of the virus. All staff and pupils will adopt the following practices as strictly as possible:

***Do***

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

***Do Not***

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

Ensure you practise mask hygiene. Please see the following guide:

<https://healthservice.hse.ie/filelibrary/staff/safe-mask-wear-a4-poster.pdf>

***People at Very High Risk (Extremely Vulnerable) and High Risk:***

***Teachers and Special Needs Assistants, please see <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0042-2021.pdf>. Non-teaching staff, please consult with school principal.***

## **8. Control Measures**

PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This includes roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- Applying First Aid
- Pupils with medical needs

Staff can use PPE as required and when working with students where they cannot maintain social distancing. Staff will hand sanitise regularly throughout the day.

### ***a) Feeling unwell***

Staff or pupils should not attend school if displaying flu like symptoms or any symptoms of COVID-19.

### ***Masks***

Staff, who cannot maintain a 2m distance from pupils or from other staff, are required to wear a face covering.

According to Department advice, primary school children will not be required to wear face coverings under any circumstances. **We respect that some parents/ guardians may wish to provide face coverings for their children. If this is the case, *please teach your child mask hygiene:*** <https://healthservice.hse.ie/filelibrary/staff/safe-mask-wear-a4-poster.pdf>

Revised HPSC Guidelines for SNAs published on 07-01-2021 recommend surgical grade masks for all SNAs as per standard EN 14683.

#### ***b) Gloves***

According to Department advice, the use of disposable gloves in school by pupils or staff is not generally appropriate but may be necessary for care requirements.

Routine use of gloves does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

#### ***c) Cleaning***

Our school has already been deep cleaned. An additional Cleaner will be employed for more regular and thorough cleaning of areas and frequently touched surfaces within the school day. Each of the following settings will be cleaned at least once a day – door handles, keyboards, chairs, tables, communal eating areas, sink and toilet facilities. Cleaning will be performed on surfaces that are visibly dirty. There will be daily collection of used waste disposal bags from offices and other areas within the school facility.

A ‘Cleaning Station’ will be set up in each room where staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff will thoroughly clean and disinfect their work area before and after use each day.

Staff must bring their own equipment and utensils (cup, cutlery, plate etc.) to school for use in the staffroom. Staff must clean their own equipment. This equipment cannot be left in the sink area.

#### ***d) Access to the school building /contact log***

- No adults should enter our school building other than school staff
- Parents are not allowed enter school grounds except for parents of new pupils.
- All meetings must be by appointment and prior approved of the Principal.
- Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance with staff.
- Contact tracing log must be filled in. This log will be retained in the Secretary’s office by the L.W.R.
- Parents/visitors to the school during the day for an approved appointment will be received at a specific contact point, by the respective teacher/secretary

To minimise cross infections, Parent-Teacher meeting/discussion will take place over phone at an arranged and convenient time.

In summary, no entry, meetings are by approved appointment only.

#### ***Exceptions to the above:***

Parents of Junior Infants and any new families up through the school can bring their children to the classroom entrance door as the need arises. Please wear a mask and maintain social distancing of 2m between other families and Staff.

- Class begins at 9:20am. Children may begin arriving from 9am onwards.

Afternoon Collection from school for Junior Infants. For the first two weeks in September collection time is 12.00 noon, thereafter it will be 2.00pm.

- Please remember parents must remain outside the school gate.

#### *e) Substitute Teachers /Substitute SNAs/Student Teachers/Work Experience*

Substitute teachers/Substitute SNAs, Substitute Teachers/ Work Experience must complete R.T.W. Form:(Appendix 1)

- School Contact Tracing Log (Appendix 2)

LWR will present School Risk Assessment Policy to any substitute staff for reading.

Substitute staff must sanitise desk before departing school.

#### *f) Professional Visitors*

Adults entering the school will be minimised. Sometimes, they are necessary e.g. I.T. Maintenance/Cleaner, Psychologist, Doctor/Nurse, Suppliers, Department Inspector, etc. They will be asked to sanitise, wear a visor or mask.

They must complete:

- School Contact Tracing Log (Appendix 2)

Professional staff must also sanitise any work station used.

Suppliers must leave all deliveries inside the double doors.

#### *g) First Aid/Emergency Procedures*

Mrs. Flanagan is assigned with the duty of co-ordinating First Aid and Fire Evacuation Emergency Procedures within our school. The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident. Staff members administering first aid are required to wear masks and gloves and hands to be thoroughly washed before and following procedure. All pupils to exit classrooms through exit points identified in school Arrival and Collection Plan.

### **9. Dealing with a suspected case of COVID-19**

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

The Isolation area for each classroom is the area just inside their exit door if a pupil/Teacher feels unwell.

*Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms:*

- a) Temperature is taken by pupil's teacher. Refer LWR.
- b) If pupil becomes unwell in classroom, mainstream class teacher calls
  - (i) Class SET Teacher to continue with class teaching and
  - (ii) SNA or secretary to assist in escorting child to the isolation area.

- c) Teacher plus SNA/ puts on mask/face shield and gloves.
- d) Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask while exiting the room.
- e) Secretary or Class teacher telephones child's parents.
- f) Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces or 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.
- g) If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their G. P. by phone of their symptoms. Public transport of any kind should not be used.
- h) 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.
- i) Class Teacher or L.W.R. or SET or SNA or Secretary remain with the child until parent arrives. Adults remain outside the isolation area.
- j) Offer water to the child and ensure window and adjacent door remain open to allow ventilation and for supervision/insurance purposes.
- k) Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- l) Arrange for appropriate cleaning of the isolation area and work areas involved. All cleaning materials used will be double bagged to be safely stored in boiler shed for 72 hours before disposal.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

Before pupil can return to school, parents will have to declare in writing that his/her child is free of COVID-19 symptoms and confirmation in writing by family G.P. will also be required.

*Procedure if staff member becomes unwell and is displaying COVID-19 symptoms listed below:*

- a) Staff member contacts Principal or L.W.R. for assistance.
- b) If staff member states that they are able to drive home then they should be allowed do so immediately.

- c) Responsibility rests with the unwell staff member to make this decision
- d) If staff member states that they are unable to drive home then they will be escorted to the isolation area by the Principal or L.W.R.
- e) All adults put on mask/face shield and gloves.
- f) If patient is a mainstream teacher, relevant SET Teacher will continue teaching his/her class.
- g) If the person is not well enough to drive home, arrange for him/her to be transported home by a family member, as soon as possible and advise them to inform their G.P. by phone of their symptoms. Public transport of any kind should not be used.
- h) Remain with the unwell staff member until person nominated by the patient arrives to bring the patient home observing proper social distance at all times.
- i) If they become too unwell or advice is required, 999 or 112 will be contacted and informed that the sick person is a COVID-19 suspect;
- j) Offer water to staff member and ensure window and door is open to allow ventilation.
- k) Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- m) Arrange for appropriate cleaning of the isolation area and work areas involved. All cleaning materials used will be double bagged to be safely stored in the boiler house for 72 hours before disposal.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

Before returning to work, staff member will have to self-declare in writing that he/she is free of COVID-19 symptoms.

## **10. Staff Duties**

Each staff member has a statutory obligation to take reasonable care for his/her own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined. The co-operation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.

- Not return or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Keep informed of the updated advice of the public health authorities and comply with same.

## 11. COVID-19 Related Absence Management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Please see Circular: <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0042-2021.pdf> This Circular covers teachers and special needs assistant, ancillary staff should contact the Principal for advice on leave.

## 12. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the COVID-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal, Deputy Principal or Special Duties Teacher.

Various resources are available on the Professional Support Services for Teachers (PDST) website.

**Spectrum Life** offer services supporting Teacher mental health

<https://www.education.ie/en/Education-Staff/Services/Employee-Assistance-Service/> . Both the INTO and FÓRSA Trade Unions give excellent advice on well-being and wellness in general. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service.

### 13. Pupil Wellbeing

Each pupil will start or return to school with his/her own experience of the Covid-19 pandemic. The wider physical, mental, emotional and relationship implications of social distancing, lockdown may be significant for some pupils. Consequently, Annagh N.S. will focus on wellbeing as a foundation for learning.

Class teachers will advise on various activities for promoting pupil well-being. Other available supports for pupils are:

- Friends for Life Programme
- National Educational Support Service (NEPS):
- Excellent social story resources are available at: <https://ncse.ie/supporting-transition-from-home-back-to-school>
- Departments of Education and Skills: Please see: <https://www.education.ie/covid19/wellbeing/>

**Return to School:** SET teachers will support mainstream teachers in providing the necessary supports for any pupils who may experience anxiety on returning to school.

### 14. Special Education Teaching (SET ) for Pupils with Additional Needs

Our SET teachers will diligently sanitise their hands before and after entering a room. **Masks** will be worn.

**Continuum of Support:** Our school will utilise the usual school support structure – the Continuum of Support. This support structure allows schools to provide support for all pupils, using prevention and early intervention to support wellbeing and transition back to school. The Continuum of Support framework also recognises that some pupils - those groups who are at risk or who have emerging needs - will require more targeted support, while others who have complex and enduring needs will require an individualised approach to support, taking a developmental perspective, and adapted to the individual needs of the student. Pupils with the greatest needs within our school will receive SET teaching support.

Pupils who are ‘very high risk’: Annagh N.S. is conscious that there may be some pupils for whom return to school at the end of August may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”. Appropriate educational support for these pupils to engage adequately with learning will be co-ordinated by relevant SET teacher in conjunction with the relevant mainstream teacher.

**Well-being:** Pupils with special educational needs (SEN) will require particular support at the time of transition back to school. As they return to school, the quality of the social and emotional aspects of our curriculum will be critical to their successful re-engagement in school life and their learning across the curriculum. Particular attention will need to be given to supporting their wellbeing, reducing potential anxiety and planning learning experiences that take account of the effect of the school closure period on their progress and their engagement in learning. **Class teachers and special education teachers in collaboration with the Principal will assess if provisions need to be put in place for children experiencing anxiety when school re-opens.**

**Physical Distancing:** For pupils with special educational needs (SEN), maintaining physical distancing in many instances will not be practical or reasonable to implement. Parents/guardians are being requested to have a heightened awareness of signs, symptoms or changes in baseline which might suggest illness/COVID-19 infection. Where flu-like symptoms are present, pupils should not attend school. Similarly, staff should be aware of their responsibility not to attend for work, if they develop signs or symptoms of respiratory illness.



**Hand Hygiene:** Children who are unable to wash their hands by themselves will be assisted to wash their hands using either soap and water or a hand sanitiser, if their hands are visibly clean.

**Equipment:** All pupils must have their own labelled equipment, such as pencils, crayons, play doh, and these individual items cannot be shared

Some children may have care needs (physical or behavioural) which require the use of aids and appliance and/ or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment.

### ***Cleaning of Equipment:***

- Equipment used to deliver care will be cleaned and disinfected after use.
- Care equipment will 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 for 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.

### ***Use of Personal Protective Equipment***

- Staff who provide healthcare to children with medical needs in the school environment will apply Standard Precautions, as per usual practice
- Staff, who cannot maintain a 2m distance from pupils or from other staff, are required to wear a face covering.

SNA will be required to wear a **face covering** when providing personal care to pupils with additional needs.

According to Department advice, primary school children will not be required to wear face coverings under any circumstances.

**Special Needs Assistant:** Special Needs Assistant (SNA) can move between pods/bubbles when their post is shared between two pupils in two different classes. SNAs must wear **face coverings** and take personal responsibility for washing and sanitising hands between pods and between bubbles.

All equipment used by pupil to be wiped with disinfectant wipes after use by SNA in attendance with a pupil.

## 15. Early Intervention Programmes

As no social distancing is required from Junior Infants to Rang II inclusive, early intervention programmes will proceed, subject to cleaning guidelines outlined in this document:

- Aistear

All books/resources will be sanitised after use. Staff will **wear face coverings** and sanitise their hands if within 2m.. Staff will move between groups/pods and maintain as much physical distance as possible.

## 16. Curriculum

Returning to school Curriculum guidance for primary school leaders and teachers is outlined in this link: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools>

Our mainstream and SET teachers will adapt their lesson planning and pedagogy to cater for their pupils' learning needs.

Teachers will be giving greater time and attention to curricular areas such as:

- Social, Personal and Health Education (SPHE):
- Physical Education (PE):
- Language/Literacy:
- Mathematics:
- Mandatory aspects of SPHE such as Stay Safe and Relationships and Sexuality Education (RSE) should be taught early in the term.
- Pupils will also continue to have experiences in:
  - Social, Environmental and Scientific Education (SESE):
  - Visual Arts:

## 17. Impact of COVID-19 on certain school activities

**Choir Practices/Performances:** Deferred until further notice.

**After School Team Sporting Activities:** Safety Guidelines from sporting agencies will be assessed, as received.

### **Toys**

- All toys should be cleaned on a regular basis. This will remove dust and dirt that can harbour germs.
- Toys that are visibly dirty or contaminated with blood or body fluids should be taken out of use immediately for disposal.

- If cloth or soft toys are used they should be machine washable.
- Jigsaws, puzzles and toys that young pupils or those with Special Educational Needs may be inclined to put in their mouths should be capable of being washed and disinfected.
- All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned, they should be discarded.
- Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's cleaning instructions should always be followed.
- At this time, soft modelling materials like play dough where used should be for individual use only.

### ***Cleaning Procedure for Toys***

- **Disinfected daily**

### ***Visual Art Equipment:***

- Where possible students should be encouraged to have their own individual art and equipment supplies.

### ***ICT Equipment:***

- Shared electronics such as tablets, touch screens, keyboards will be cleaned between use.
- Follow the manufacturer's instructions for all cleaning and disinfection products used on electronic devices.

### ***Library Books:***

Where practical, each pupil will have dedicated school books.

- Library books/Textbooks that are shared must be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses.
- Children should be encouraged to perform hand hygiene after using any shared item.
- Library books must be read in school and cannot be brought home.

Library Book - Once library books are returned to the class teacher, they need to be wiped down and quarantined in a box in the classroom for 72 hours before being brought back to the library and placed in the shelves by the class teacher-approved.

### ***Shared Sports Equipment:***

- Children will be encouraged to perform hand hygiene before and after these activities.
- Equipment sharing will be minimised
- **Swimming Classes: To be reviewed by BOM**
- **School Assemblies: Will take place on our Astroturf. This will be reviewed in September in consultation with staff .**
- **School Supplies:**If a staff member has to lend a school item to a child, the staff member will wipe it with disinfectant wipes before and after use.

- Lunches: Parents must ensure children come with lunches etc. to prevent adults coming to school during the day. No sharing of lunches/ drinks among children.
- Photocopying: Sterilised wipes to be left at copier – Staff member to wipe copier after use.
- Use of Computer Room: Timetable will be completed as normal with time allowed between classes for cleaning and disinfecting.
- Homework: **Homework will be assigned in September as early as soon as the class teacher deems suitable.**
- School books/copies: All school books and copies to have plastic coverings.
- Sending pupils between classrooms on messages/jobs is not permitted.
- Financial contributions/bills/ payments: **All** financial payments will have to be paid through ( electronic money transfers) directly to our school account. This is facilitated through our website anaghns.com No cash/cheque transactions can be processed.
- Our bank school account details will be advised to you in due course, as required.
- Ventilation: Classroom doors, where/when practical, to be left open to minimise touching of common areas. It is also highly recommended that classroom windows be open as often as possible to increase air flow.
- Recent ventilation guidance: <https://assets.gov.ie/85177/d9643a37-5254-483e-a72e-d2a08ae36d46.pdf>
- **CO2 monitors will be placed in classrooms as per DES Guidance.**
- Hand washing and hand hygiene: Please access: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>
- On first day of return to school, each teacher will remind pupils about the correct techniques for the various school routines and procedures, as outlined in this document, for example:
  - Arrival at school
  - School departures
  - Procedure when feeling sick
  - Hand washing., when & how
  - Hand sanitising technique
  - Respiratory Hygiene
  - Use of Pods
  - Use of Bubbles
  - Routine for Arriving at school, Break Times, Departure times

- Non sharing of personal items,
  - Tidiness and keeping work surface areas clean
  - Bathroom etiquette
  - Eating etiquette etc.
- Training/In-service: Any **new** staff must complete the DES online training before returning to work.
  - Role of Parents: Parents are being asked to discuss the contents of this Policy document with their children in an age - appropriate manner before school re-opens.

### **19. Secretary/S.N.A.**

- Due to space restrictions, 1m distancing to be observed at all times.
- Staff to use cordless phone. Phone to be sanitised after use.
- Tracing log to be kept in office.
- Secretary/Staff to wear visors/mask when interacting with visitors, pupils and staff.
- Secretary/S.N.A. to take personal responsibility for washing and sanitising hands.
- In so far as possible, all communications with parents should be via phone.

### **20. Cleaners**

- Cleaners to use all disinfectants and sprays, as per manufacturer's instructions.
- Cleaners to wear visors and aprons if within 2m of pupils or other Staff.
- Cleaners to take personal responsibility for washing and sanitising hands.

### **21. Conclusion**

Proper physical distancing, ventilation, cleaning, practising hand hygiene, cough etiquette and personal protection will minimise the risk of COVID-19 and other respiratory infections in our school.

As our school re-opens, our pupils will need the support of their parents and school staff in readjusting to school life and to their new physical learning environments again.

We look forward to welcoming all our pupils back to school on Friday the 27-08-2021.

### **22. Ratification**

This updated Covid19 Plan in line with Dept. of Education guidelines was approved by the B.O.M. of Annagh N.S. on the 25-8-21

*Signed: Michael King  
Principal*

*Date 25-8-21*

## APPENDIX I

### Annagh N.S.

#### Return to Work Form

This Return to Work Form must be completed by school staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the workplace.

Name: \_\_\_\_\_ Name of School: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

\*\* Further information on people at very high risk (extremely vulnerable) or high risk from COVID19

can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

\*\*\* Details of current arrangements for travel overseas can be found set out at

<https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy data will be held securely in line with our retention policy

Please print your signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ We will take your printed name as confirmation of your signature.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(On behalf of the BOM of Annagh N.S.)

N.B: If you or any of your contacts are experiencing or have recently experienced Covid-19 symptoms, PLEASE DO NOT come to the school.

If you experience symptoms at school or following a visit to Annagh N.S. please inform the Principal, Mr. King or the Lead Worker Representative, Mrs.O Dea, at your earliest convenience. Phone No. 0657084850 or email [secretary@annaghns.com](mailto:secretary@annaghns.com)

If you or any of your contacts are in the vulnerable categories as outlined by the H.S.E., please be mindful of all H.S.E guidelines before you return to school.

**Appendix II**  
**Annagh N.S. Contact Tracing Log for Visitors**  
**PLEASE PRINT DETAILS**

**Name of School:** \_\_\_\_\_  
**Address of School:** \_\_\_\_\_  
**Contact Person in School for queries:** \_\_\_\_\_  
**Contact Phone Number/email address for queries:** \_\_\_\_\_

<b>Name of Visitor</b>	<b>Time of Entry to school</b>	<b>Time of Exit from school</b>	<b>Reason for Visit (Contractor, Parent, Other)</b>	<b>If contractor name of company and address</b>	<b>Contact details of visitor</b>	<b>Date of Visit</b>	<b>Who the visitor met (separate line required for each person the visitor met)</b>	<b>Length of time spent with each person in the school</b>