

## Logistical Plan for Re-opening of RVETNS.

### Underlying Principles

- The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the cooperation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

**Assumptions** • All children return to school and classes operate within a bubble system.

- The school classes are split into 5 groups or ‘bubbles’ with some bubbles having staggered starting times.
- Bubbles will consist of the Junior Infant (Starlings), Senior Infants (Blackbirds), 1st class (Sparrows), 1st/2nd class multigrade (Robins) & 2nd/3rd class multigrade (Wrens).
- The day will include 2x20-minute breaks on the yard (unless there is significant inclement weather) and 2x10 minute breaks for eating inside.

### Timetables

- Starlings (Junior Infants) will follow a settling in timetable for the initial three weeks of school this information has been previously shared with parents.
- Sparrows (1st class) will go home at earlier time of 1.10 for the month of September and 2.10 from then on.
- This timetable for drop off will be reviewed when the construction of the prefabs has been completed.

Timetable for Starlings- Junior Infants	Timetable for Blackbirds-Senior Infants	Timetable for Sparrows-1st class	Timetable for Robins-1st/2nd multigrade	Timetable for Wrens -2nd/3rd multigrade
8.45 – School start	8.45 – School start	8.45-School start	8.30- School start (Robins & siblings)	8.30– School start (Wrens & siblings)
10.20 –10.40 Yard time	10.20 –10.40 Yard time	10.20-10.40 –Yard time	09.50-10.10 Yard time	09.50-10.10 Yard time
12.00 –12.20 Lunch yard time	12.00-12.20 – Lunch yard time	12.00 –12.20 Lunch yard time	12.30 –12.50 Lunch yard time	12.30 –12.50 Lunch yard time
1.10 – Classes finish	1.10 -Classes finish	2.10 Classes finish (1.10 for September)	2.10 Classes finish	2.10 Classes finish

### Key to Entrances & Exits

Entrance and Exit Points	Number
Main School entrance	1
PE Hall	2

### Entrance & Exit Points for Specific Classes

Teacher	Class	Entrance & Exit Point
Mairead	Jun Inf	1
Roisin	Sen Inf	2
Alison & Aoife	1st	1

Andrew	1st/2nd	1
Rachel	3rd/4th	1

## T12 WA02

### Arrival at school

- Parents/Guardians are asked to maintain two metres distance when on school grounds.
- If two metres distance cannot be maintained Parents/Guardians should wear face coverings.
- Parents can bring children as far as the painted line beside the new play equipment on the yard.
- Children can then go independently to their lines. Parents/Guardians cannot be in the lineup area.
- If a child requires additional adult support lining up in the morning please notify a member of staff.
- Each group should aim to arrive at the school at the designated drop off time.

**Starlings – 8.45, Blackbirds – 8.45, Sparrows – 8.45**

**Robins & Siblings – 8.30, Wrens & Siblings - 8.30**

- Starlings will line up on line number 1, Blackbirds line up outside PE Hall on line number 5, Sparrows line up on line number 2, Robins line up on line number 4, Wrens line up on line number 3.
- Class teachers and SNAs will walk the children from the line to their class.
- On wet days the children will be admitted into the school as they arrive and sent to their individual class bubbles where they will be supervised.
- Parents should make their way out of the yard once the class teachers have arrived to collect their children.
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- No adults, other than staff members, should enter the school building.
- Messages for teachers can be sent by email or by phoning the school office or if necessary can be conveyed in person to either Margaret or Rebecca who will be in the yard during drop off.
- The office window is available as a hatch if a child forgets their lunch, bag etc.
- For infection control reasons other children who may be in the company of Parents/Guardians should not play with school equipment including logs, play area, balls etc.
- Parents/Guardians should make their way out of the school grounds promptly once teachers have brought children in from their numbered lines.

### End of School Day

- Parents/Guardians are asked to maintain two metres distance when on school grounds.
- If two metres distance cannot be maintained Parents/Guardians should wear face coverings.
- Parents/Guardians are asked at all times to wait behind the painted line on the yard beside the new play area.
- For collection each class will have a designated spray painted line on which Parents/Guardians are asked to wait whilst maintaining social distancing. **Starlings-Line A, Blackbirds-Line C, Sparrows - Line B, Robins Line -A, Wrens Line-C**

- The class teacher will bring the children to their own numbered line and when they have identified the person collecting the child they will be released.
- For infection control reasons other children who may be in the company of Parents/Guardians should not play with school equipment including logs, soft play area, balls etc.
- Parents/Guardians should make their way out of the school grounds promptly once they have collected their child.

### **Collection of Children during the School Day**

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- Parents should phone the school office to organise the collection of their child.
- When the adult arrives at the school, they should use the intercom at the front door of the school to alert the office that they have arrived. Adults picking up a child early from school should make contact with the office and their child will be brought to them at the front door. The same procedure applies to children in Senior Infant whose classroom is in the school hall.
- During this process no adult should enter the school building, unless invited to do so.

### **Outdoor learning**

Teachers will make use of outdoor space for learning activities during the school day.

### **Dealing with a suspected case of Covid-19**

Pupils should not attend school if displaying any symptoms of Covid-19.

HSE Common symptoms of coronavirus include:

- [a fever \(high temperature - 38 degrees Celsius or above\) – a forehead thermometer is kept in the school office and will be used if a fever is suspected.](#)
- [a cough](#) - this can be any kind of cough, not just dry
- [shortness of breath](#) or breathing difficulties
- [loss or change to your sense of smell or taste](#) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- If a teacher suspects a child is displaying symptoms of Covid-19 they will ensure the child is isolated at least two metres from others in the classroom
- A staff member will bring that child to the isolation room. If an additional staff member is not available in the classroom the class teacher can phone Principal Margaret or Deputy Principal Rebecca for assistance.

- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A mask will be provided for the child presenting with symptoms.
- The child will be made comfortable and provided with a designated box of toys and books to keep them occupied and reassured (these items will be sterilised following use)
- Parents will be notified that their child is displaying a symptom of Covid-19.
- An assessment will be made as to whether the child requires emergency attention or if they can be brought home by parents who should call their doctor and continue self-isolation at home.
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home the school will assist them by calling the HSE/DES helpline for further advice.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- 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.
- If there is a confirmed case of Covid-19 within the school all parents will be notified.
- The instructions of the DES/HSE will be followed at all times.
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### **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 Covid-19.
- Children who have been in close contact with a person who has been diagnosed with Covid-19.
- Children who have a suspected case of Covid-19 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 (from a country outside the Green List) must self-isolate for a period of 14 days.
- Children who are generally unwell.
- Parents will be asked to bring children home if they display any symptoms of Covid-19.
- The process of children returning to school will follow guidance from the HSE.

### **Supporting the Learning of Children who cannot attend school**

If a child is not able to attend school for more than a week, the class teacher (and/or the learning support or special education teacher, where relevant) will give suggested activities to support the child's learning at home which will be shared with parents. This work will not be compulsory and families should complete as much work as is possible for them.

### **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

If the school is notified of a confirmed case of Covid-19

- All parents will be notified

In the case of a suspected case of Covid-19

- Public health advice from HSE/DES will be sought and followed.

### **Personal Equipment**

- All children will be provided with the necessary equipment for their class group pens, pencils, colours, rubbers, etc. to avoid the sharing of equipment.
- Pencil cases can be supplied from home
- All equipment will be labelled with the child's name to reduce sharing of equipment.
- It is requested that all children bring their own bum bag with tissue and a hand towel (children are not permitted to carry their own hand sanitiser for safety reasons).
- Children are asked to bring all the equipment they might need to eat their lunch including cutlery and a water bottle.
- Children will be instructed not to share food or lunch equipment with their peers, this can also be reinforced at home.
- Children cannot bring items from home toys, books etc.

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in each classroom. Cleaning of such shared equipment will take place at regular intervals to minimise the risk of the spread of infection.

### **Homework**

Individual teachers will be in contact with Parents in relation to homework procedures for each class.

### **Assembly**

Alternative arrangements for Assembly and rewards systems will be in place to enable cocooning within class 'bubbles'.

### **Yard**

The yard will be divided into three sections with only one class bubble allowed in each section during yard time. The yard will operate on a rota system enabling class 'bubbles' to access all areas of the yard over the course of the school week.

### **ICT**

- Shared devices to be wiped down with disinfectant after each use by teacher/SNA/children

### **Substitute Teachers and SNAs**

- A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

### **Parent/ Teacher Meetings**

- Can be held via phonecall, online meeting or by prior arrangement adhering to school safety protocols.

### **Staffroom**

- All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.
- Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.
- Breaktimes will be staggered to reduce close contact between staff
- Staff can also take their breaks in their own class or outside.
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.
- Staffroom will be cleaned at the end of each day

### **Learning Support**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Staff will wear face coverings where a distance of two metres cannot be maintained.
- Children will work in groupings from within their own bubble.
- Equipment & furniture in support areas rooms will be wiped clean in between different groups attending.

### **The Use of Personal Protective Equipment (PPE)**

- Staff are required to wear face coverings where a distance of 2 metres cannot be maintained.
- For a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include 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.
- Staff members have to move between classrooms to support children with learning needs may also wear visors or masks.
- Safe mask etiquette will be followed by all staff

- Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.
- The DES & HSE guidelines recommend that children under twelve do not wear face coverings.

### **Gloves**

- There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.
- Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid
- There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

### **Toilets**

Where toilets are available in the classrooms, children of that class only will use those toilets. Pupils in Senior Infants will use designated toilets in the PE Hall. Children using the sensory room in the PE Hall will use a separate designated toilet in the PE Hall. Staff will use designated toilets on the ground floor. The outside toilet will be accessible for children on the yard and Parents/Guardians collecting and dropping children to school. All toilets will be cleaned daily with common touch areas cleaned during the day.

### **Hand washing**

Hand hygiene is a core component of our Covid-19 response plan. Children will be taught explicitly how to maintain their hand hygiene through a combined use of hand washing and use of hand sanitiser.

### **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, a Learning Support Teacher/ Principal will be asked to teach the class. If this is not possible and as it is not appropriate for the class to be divided into groups and accommodated in other classes the class may not be able to attend on that day. If that is the case, as much notice as possible will be given to parents.

**PE** PE will take place outdoors and use of equipment will be limited and shared equipment will be quarantined and/or sanitised as necessary.

### **Extra-curricular Activities**

After school activities will be paused pending review for later on in the year due to the risk of Covid-19.

This plan is based on current DES/HSE guidelines and may need to be altered depending on further public health advice that may be issued in the future.

The Board of Management, RVETNS.