St. Patrick's Classical School
Covid 19 – Return to School Plan

Important Notes for Parents:

St. Patrick's Classical School are implementing comprehensive health and safety plans, procedures and protocols. The health and safety of the whole school community is paramount. To ensure the health and safety of the whole school community, all staff, students and parents are expected to adhere strictly to all the school's Covid-19 protocols and procedures. We require the support of all parents/guardians to help ensure that their son meets these new expectations.

The DES document ***'Covid-19 Response Plan for the safe and sustainable reopening of Post Primary Schools'*** will act as our Covid -19 school guide and school policy.

Our School Covid-19 Policy Statement is attached to this document for your attention.

Parents/Guardians should ensure that their son has all his class materials with him at the start of each day e.g. PE gear, lunches, musical instruments, face coverings, visors etc. Only necessary visitors with essential purposes will be allowed to enter the school.

Parents/Guardians must not allow their son to attend school if he has any signs of illness, flu-like symptoms, high temperature, cough etc. Parents are encouraged to telephone their GP for advice. Please follow the school's *Covid19 - Parent and Visitor Protocols (attached below).*

Student Responsibilities - Follow all school Covid-19 guidelines and procedures, practice good hand hygiene and cough hygiene, wear a face covering all day, have a Ziploc plastic bag in their bags at all times with a supply of spare face coverings when required.

Parent Responsibilities – ensure their son has his face coverings each day with him, ensure he has all classroom materials for the day e.g. PE gear, lunches/lunch money, class materials etc.

All of new procedures and protocols will be regularly reviewed and assessed by school Management and may be subject to change to improve the health and safety of the school community.

St. Patrick's Classical School

COVID -19 Policy Statement

St. Patrick's Classical School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management 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 students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. This means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

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 Mr Paul Byrne and Ms Kelly Geraghty (School LWRs), who will be supported in line with the agreement between the Department and education partners.

Signed: Brian Kennedy - Chairperson of BOM Date: 20/08/2020

Colm O Rourke -School Principal Date: 20/08/2020

Covid-19 School Day Arrangements and Protocols

Morning Arrival

- All students are encouraged to walk or cycle to school. If a parent needs to drive their son to school, please consider dropping him off a short distance from the school grounds to benefit the health and safety of all.
- The School will open at 8.00 a.m. and supervisors will monitor the school corridors.
- All students must have their face mask on when entering the school building each day. '***No mask, No school'.***
- ***Each year group must enter the school in the morning via the following assigned entrance.***

Door for Entrance	• Year Group
Main door	• *1st Yr & 6th Yr*
Kells Road Entrance	• *5th Yr & 3rd Yr*
Entrance at Room 38	• *2nd Yr and TY*

- Students must sanitise their hands on arrival to the school.
- Temperature checks may be carried out.
- Students will be permitted to their lockers at scheduled times only (see lockers for further information).
- All Students must proceed to the locker room and/or the classroom of their first class of the day promptly after entering the school.

Corridors

- All students and staff must strictly adhere to the one-way system and will not be permitted to congregate on the corridors.
- Students must proceed directly to their next classroom and keep at least 1 metre apart from other students at all times.
- Extra supervision on corridors will be in place.

Lockers:

- Lockers will be open from **8.15 a.m. - 8.45 a.m.,10.45 a.m-10.55a.m, 1.00 p.m. - 1.10 p.m., 1.20 p.m. -1.30 p.m.** and **3.30 p.m. - 3.45 p.m.** daily.
- Students will collect and drop books/bags only.
- School jackets and phones can be stored in the locker at the start of the day. Gear-bags will be carried by students for PE class.
- No lunches/food to be stored in lockers
- A one-way system will be in operation and the area will be supervised at all times.
- Students will drop/collect their books in a timely manner.
- Extra supervision will be in place.

Classrooms:

- All desks will be spaced at least one metre apart.
- Teachers and students will wear a face covering for the duration of the class.
- Windows/doors will be opened, weather permitting.
- Students and staff will sanitise their hands upon entering the classroom
- A hepa-filter air purifier will operate continuously all day in each classroom.
- Classroom tables and touch points will be sanitised at regular intervals during the day and treated with an electrical spray steriliser.
- Classrooms/desks/chairs etc. will be deep cleaned every evening after school and treated with an electrical spray steriliser.

Break Time and Lunchtime:

- ***Break time – 10.45 a.m. - 11.00 a.m. No Canteen facilities will open at break time.***
- At 10.45 a.m., students are encouraged to take a mask break outside and then proceed to their Tutor-Time room.
- All students are to bring a small snack and drink for the break and can eat it in their Tutor Time classroom.
- **Lunchtime:** All year groups will follow a staggered lunchtime schedule.
- The time for lunchtime has been reduced to 30 or 40 minutes to minimise movement of students and to reduce contact time with each other.

LUNCHTIME	Year Group
1.00 p.m. - 1.30 p.m.	All Junior Students
12.50 p.m. - 1.30 p.m.	All Senior Students

- Canteen facilities will only be available at lunchtime (1.00 p.m. - 1.25 p.m.)
- The Canteen will operate with a limited menu.
- **Exact change will required for all purchases.**
- A one-way system will be in operation.
- Students will be permitted to sit down at socially distanced seating/extra benches outside and the school gym will act as an extra eating area.
- No sports or lunchtime activities will be operating for the month of September. (This will be reviewed at the end of the month).
- Extra supervisors will be assigned to the Canteen area, gym area and corridors at break times and lunch times.

Toilets:

- Each Year group will be assigned specific toilet blocs.
- No congregating will be permitted in the toilets.
- Hot water and soap is available in all toilets.
- Paper towels for drying of hands will be available.

Homework/classwork:

- Students must ensure they have all classroom materials with them each day. No sharing of equipment will be permitted.
- Teachers will no longer be able to provide students with pens etc.
- Teachers will not be collecting student's copybooks/notebooks. Self -correction will be encouraged with their teacher's guidance and homework can be sent/returned digitally via SchoolWise.

SchoolWise

- Teachers will utilise our Learning & Teaching platform SchoolWise fully during the academic year 2020-2021.
- It will enable teachers to provide a blended learning approach for their students by setting & correcting homework/assignments, exams etc. digitally.
- SchoolWise will enable teachers to provide online resources to students to avoid unnecessary handling of photocopied material and students' work.
- All feedback to students on work completed can be sent digitally via the platform.

Daily Dismissal

Students will be dismissed from their last class at staggered times.

TIME	Year Group
3.25 p.m.	***1st Yr , 2nd Yr , 5th Yr***

3.30 p.m.	***3rd Yr, TY, 6th Yr***

OTHER IMPORTANT POINTS TO NOTE

Code of Behaviour

- The Code of Behaviour now includes an expectation that all students co-operate fully with the school's COVID-19 protocols and procedures.
- Breaches of these protocols will be treated seriously and in line with the Code of Behaviour.
- Students have a personal responsibility to familiarise themselves with good hand hygiene, good respiratory etiquette, restrict their movements as directed, cooperate with cleaning staff and to maintain a physical distance from other people.

PPE

- Face coverings must be worn at all times. It is recommended that each student bring a supply of face masks in a Ziploc bag with them and that worn masks are cleaned daily.
- Each classroom/staffroom is fitted with an air-purifying unit. This will remain on all day.
- Hand sanitiser dispensers are available in each room in the school. Students and staff must use the hand sanitiser when entering the room.
- Hand sanitising stations are located at all entrance points and throughout the school building.
- Visor, gloves and a mask are recommended to be worn by all staff when administering First Aid.
- Visor and face masks are advised for teachers, SNAs when travelling with students via the school lift and when working in close proximity, such as classroom/toilets/ changing room, some SEN settings/events.
- It is very important that all staff understand that a visor is only effective when used in conjunction with a mask at close proximity.
- Electrical spray sterilisers have been purchased by the school and will be used to sanitise classrooms/equipment through the day.
- Information posters will be displayed throughout the school and school grounds

P.E and sports

- All sport equipment will need to be cleaned/sanitised before and after use.
- All sports teams/training are suspended for the time being.
- All lunchtime clubs and activities are suspended for the time being.

Specialist Subjects

- All equipment will be sanitised and cleaned with an electrical spray steriliser.

LIFT

- Staff are encouraged to wear a visor and face covering when accompanying students to/from the lift and ensure all buttons and railings/handles/high-touch areas are cleaned after use
- Use of the lift throughout the day will be restricted to two persons max at a time and/or students from the same class group.
- The school lift will be added to the list of daily cleaning areas for cleaning personnel.
- Daily checklist to be completed by cleaning staff.

School library, IT rooms, Tech Graphic rooms

- Perspex screens between computers have been fitted in all Tech Graphic rooms
- Perspex screens between computers have been fitted between all computers in the IT rooms.
- The school library will not be available to students at lunchtime.

Isolation points area

- Two areas have been chosen as isolation areas in the school.
    - Isolation area A - for any adult who falls ill.
    - Isolation area B - for any students who falls ill.
- A sealed container will house tissues and mask, gloves, aprons etc.
- This room will need to be thoroughly cleaned after each isolation incident.

First Aid

- PPE to be worn by staff member attending. PPE will include gloves and visor/face mask.
- Ice packs, if required must be discarded after use for hygiene reasons.

- If an injury is deemed to be serious, parents will be contacted and must pick up their son as soon as possible.

Student wellbeing

- SPHE classes and Tutor Time will focus teaching in September/October on mental health and emotional wellbeing. A suite of resources is listed in the Roadmap related publications and on all key websites such as NEPS and the NCCA. Our school

Guidance Team, Care Team and SEN Department will be implementing supports for students.

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.
Room 34 and an enclosed area outside the school Office have been designated as isolation areas.
If a staff member/student displays symptoms of COVID-19 while at school, the following procedures will be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately.
- A member of the school Office staff will accompany the person to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
- The virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room.
- The Office staff member caring for a student should wear a face covering or mask. Gloves should not be used, as the virus does not pass through skin.
- A mask will be provided for the person presenting with symptoms if they are not wearing one. He/she should wear the mask if in a common area with other people or while exiting the premises.
- The individual who is displaying symptoms will immediately be directed to go home/be brought home by parents, call their doctor, and continue self-isolation at home.
- If the person presenting with symptoms cannot immediately go home then the school will facilitate them by calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- If the person 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 general practitioner by phone of their symptoms. Public transport of any kind should not be used.
- 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.
- The school will carry out an assessment of the incident, which will form part of determining follow-up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved will be completed.

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 and student confidentiality is essential at all times.

Best practice for Students:

- **Have your visor and face coverings in every day.**
- **Wash hands with soap and water or use a hand sanitiser**
- **Practice good respiratory hygiene**: when coughing and sneezing, cover your mouth and nose with flexed elbow or tissue – discard tissue immediately into a closed bin and clean your hands with alcohol - based hand rub or soap and water.
- **Maintain social or physical distancing**: leave at least 2 metres (6 feet) distance between yourself and other people where possible, particularly those who are coughing, sneezing and have a fever.
- **Do not engage in handshaking or hugging**
- **Avoid touching your eyes, nose and mouth,** if you touch your eyes, nose or mouth with your contaminated hands, you can transfer the virus from the surface to yourself
- **Keep your hands in good condition. Moisturise them regularly.**

Covid 19:

COVID – 19 is a new illness that can affect the lungs and airways and is caused by a new virus called the Coronavirus.
Coronavirus is spread in sneeze or cough droplets. To infect you, it has to get from an infected person's nose or mouth into your eyes, nose or mouth. This can be direct or indirect (on hands, objects, surfaces). If you come into close contact with someone who is shedding the virus and who is coughing or sneezing, or if you touch with your hands surfaces or objects that someone who has the virus has coughed or sneezed on, and then touch your mouth, nose or eyes without having washed your hands thoroughly you may contract the virus.
As COVID-19 is a new illness, we are still learning about how easily the virus spreads from person to person and how to control it, so it is important to keep up to date and make sure you are using the most up to date guidance available. This information is available from the following links:

• HSE-HPSC: https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

• HSE Hub: https://www2.hse.ie/coronavirus/

• Department of Health: https://www.gov.ie/en/news/7e0924-latest-updates-on-covid-19-coronavirus/

COVID-19 can be a mild or a severe illness. Severe illness is much more common in older people (especially over the age of 70) and in people vulnerable for other reasons. Severe illness is much less common in children and young adults in good health. (See below)

The most common symptoms of Covid 19 are:

- Cough - this can be any kind of cough, usually dry but not always
- Fever - high temperature over 38 degrees Celsius
- Shortness of Breath
- Breathing Difficulties
- Lack of smell.

Symptomatic people appear to be most infectious for other people in the early days after symptoms begin. Infection can also spread from people in the day or two before they get symptoms and it can spread from some people who get an infection but have no symptoms or such mild symptoms that they take little notice of them (asymptomatic spread). People are no longer infectious for other people 14 days after they have developed symptoms.

Covid19- Parent and Visitor Protocols

In line with the HSE, the DES and JMB guidelines all members of St. Patrick's Classical School Community and visitors are requested to work together to help reduce the spread of COVID-19 in schools.

Any persons who are in the higher risk demographic should not be entering the school especially if they are cocooning or self-isolating.

To ensure safety for all, **the door on the hospital** side of the school will be the only door to be used by Parents/Visitors to access and exit the school building.

Parents/Guardians should ensure that their son has all his class materials with him at the start of each day e.g. PE gear, lunches, musical instruments etc. Only necessary visitors with essential purposes will be permitted to enter the school. Please schedule medical appointments after school where possible.

Procedures to follow to Access School

- **Please contact the school office in advance to book a time slot to enter the building.(046-9023772)**

- When you arrive at the school at your designated time slot, please phone the school to say you arrived and wait for further instruction.
- Please wear a mask, sanitise your hands before entering the building, and proceed to the school office only.
- **A school secretary will sign you into a contact log book** (A contact log book will be kept of those entering/leaving the premises. The date and time will be recorded to comply with current obligations of our BOM under employer and occupier's liability**.)**
- All persons in the school are required to practice appropriate social distancing and keep a distance of at least one metre from each other. This applies to meet and greet situations, meetings etc.
- No handshakes.
- Please conduct your business in the school in a timely manner.
- Any parent or visitor who has travelled abroad recently are requested to follow the HSE guidelines on this matter.
- Where possible the school will attempt to conduct online meetings with parents/guardians via Google Meet.

If you have a scheduled appointment and feel unwell or develop symptoms, please cancel your appointment immediately and re-schedule your appointment.

Protect yourself and others from getting sick

Wash your hands

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty

RESIST

www.hse.ie/handhygiene

HSE hpsc

COVER YOUR COUGH AND SNEEZE
STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK
When you cough or sneeze cover your nose and mouth with a tissue
OR Cough or sneeze into your elbow, not your hands.
Throw away your tissue!
Clean your hands after coughing or sneezing.
THANKS!
Building a Better Health Service
Seirbhís Sláinte Níos Fearr á Forbairt
hpsc
RESIST