



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

## *Scoil Ghráinne CNS – Covid 19 Response Plan*

### **Introduction**

This *Covid-19 Response Plan* is designed to outline measures to be put in place to prevent the spread of Covid-19 in Scoil Ghráinne CNS. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocols, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document.

This document aims to provide details of:

- 1. COVID-19 Policy Statement**
- 2. Lead Worker Representative**
- 3. Planning and Preparing for Return to School**
- 4. Return to work safely and Lead Worker Representative(s)**
- 5. Safety Statement and Risk Assessment**
- 6. General advice to prevent the spread of the virus**
- 7. Procedure for Returning to Work (RTW)**
- 8. Control Measures**
- 9. Dealing with a suspected case of Covid-19**
- 10. Staff Duties**
- 11. COVID related absence management**
- 12. Employee Assistance and Wellbeing Programme**



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

## 1. COVID-19 School Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

Scoil Ghráinne CNS 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, the COVID 19 Team 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 plan 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 hand-washing techniques
- 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 and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- 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 and Skills advice

## 2. Lead Worker Representatives:

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.



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

Sarah Price has been nominated by the Covid 19 team as Scoil Ghráinne's lead worker representative.

In Sarah's absence, Robert Frazer is the assistant lead worker representative along with Jackie O'Brien and June Cleary.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- 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 with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations 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/BOM.

### **3. 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.

#### **School Buildings**

Before re-opening of our school, the following items have been checked by the principal and caretaker.

- The water system is in full working order following the low usage period



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecns.ie](http://www.scoilghrainnecns.ie)

- Maintenance work has been completed to repair any items that were not working
- Heating and lighting are in full working order
- Bin collection has resumed
- Network tests have been completed to ensure that teaching and learning can recommence
- A full COVID Clean was completed by Ancillary staff and Noonan prior to staff returning to work

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

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

- The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.
- A detailed sign in/sign out log of visitors entering the school facilities will be maintained by our secretaries June and Ruth in the form of a log book. Staff members scheduling a meeting are responsible for asking visitors to complete this log.
- Staff will also sign in and out on a daily basis and absences will be recorded on Esinet. Children's attendance will be recorded on Aladdin.

### **Signage**

We will display signage provided by the DES outlining the signs and symptoms of COVID-19 and in support of good hand and respiratory hygiene. These posters will be displayed in prominent areas around the school.

## **4. Returning to Work (RTW) & Procedures**

4.1 In order to return to the workplace, staff must complete DDLETB's online induction course and send the email confirmation to the principal.

4.2 In addition to this, all staff members including cleaners must complete a **Return to Work (RTW)** form. Staff will be requested to confirm that the details in the pre-return to work form remain unchanged following periods of closure and school holidays.



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecns.ie](http://www.scoilghrainnecns.ie)

### **At Risk (extremely vulnerable):**

Parents of children at risk are asked to make contact with the school to alert us to the children who are at risk. For children who are at risk in terms of their health, online learning will be made available when a doctor's note is made available to state that the child is at risk and cannot return to school.

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk.

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

## **5. Safety Statement and Risk Assessment**

5.1 COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings has been designed in the form of a checklist, that all post holders will oversee.



**d**  
Bord Oideachais agus  
Átha Cliath agus Dhúin

Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

5.2 Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

- Advise pupils not to attend school in the event of the following:

1. if they are identified by the HSE as a **household** close contact of a confirmed case of COVID-19

2. If they have travelled outside of Ireland, families are advised to consult and follow latest Government advice in relation to foreign travel.

- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

\* Automatic contact tracing and testing of asymptomatic non-household close contacts for children is discontinued. However, cases and outbreaks in special educational needs settings will still come through to public health for advice for a public health risk assessment. In these circumstances children will only be required to restrict their movements for five days and will be offered one COVID 19 test.

### 5.3 Hand Hygiene

- Alcohol-based sanitiser must not be stored or used near heat or naked flame

5.4 Physical Distancing Ventilation – new section The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

### Fire drills and escape plans:

Our Fire Drill procedure will remain as is with the exception of the exit points for each class. The Fire Drill procedure will be amended to reflect this change.

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

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.



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecs.ie](http://www.scoilghrainnecs.ie)

We aim to achieve this through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 to follow the HSE advice on restriction of movement.  
\* Currently the national guidance is that someone who is fully vaccinated does not need to restrict their movements or undertake routine testing for Covid-19, as long as they have no symptoms of Covid-19.
- 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 a specific contact point. They must wear face coverings and hand sanitise on entry.

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.

#### Parents:

##### Wellbeing of Students and Staff

Our initial aim is to ensure the wellbeing of school staff and pupils as they return to work/school. All school staff have completed a return to work form and have engaged with induction activities around Covid-19. The school has taken steps to ensure physical distancing of staff and we have identified 2 areas where staff can take their lunch breaks. For our children we will be focusing on the safe, secure and happy return to school. We are very aware that the children have not been in school since mid-March and we look forward to welcoming them back to some sense of normality. We will be focusing on wellbeing in terms of hand-washing and hygiene. We will be using the SPHE curriculum to explore all types of concerns and have discussions about school expectations in relation to keeping ourselves and others safe.

##### Making Contact with Teachers:



**d**  
Bord Oideachais agus  
Cliaith agus Dhúin

Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

In line with the DES, parents are only permitted inside the school building for essential purposes. We ask that no parent enter the school building. If there is an urgent matter, parents can visit the secretary's office.

Teachers will **not** be available in the yard. All correspondence will be over the phone, Aladdin connect or email. All parents are welcome to phone and email the school to get in contact with the Principal and teachers. We will make every effort to reply to you in an efficient manner.

The main school office will be open. **We ask that parents only come to the reception if it is a matter of urgency.** We ask that parents adhere to social distancing protocols whilst waiting in the reception area to speak to the secretaries and to wear face coverings and to hand sanitise .

In the event of an emergency please call or email the school.

The Contact Number for the office is: 01-6402418

The school email address is: [s.ghrainne@gmail.com](mailto:s.ghrainne@gmail.com)

#### **Families who have been away:**

All families who have travelled abroad must quarantine on their return. This is of utmost importance, to all the school community in order to keep Covid 19 out of our school.

#### **Face Coverings:**

All parents must wear a face covering on entry to the school grounds. Parents without a mask won't be permitted. Scarves are not appropriate.

NPHE has recommended the wearing of face masks/coverings for children in 3<sup>rd</sup> class and above in primary schools. They have advised that this measure is being introduced on a temporary basis and is subject to review in mid-February 2022.

\*Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Face masks/coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.



**d**  
Bord Oideachais agus  
Átha Cliath agus Dhúin

Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

Face masks/coverings are more effective than visors, however, in the limited circumstances where a face mask/covering cannot be worn clear visors must be considered.

The exemptions to this are set out below.

A medical certificate to certify that a person falls into a category listed below must be provided to the school on behalf of, any person (pupil) who claims that they are covered by the exemptions:

1. Any pupil with difficulty breathing or other relevant medical conditions
2. Any pupil who is unable to remove the cloth face-covering or visor without assistance
3. Any pupil who has special needs and who may feel upset or very uncomfortable wearing the cloth face covering or visor, for example pupils with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Schools are best placed to identify those children whose complex needs are such that the wearing of face covering may not be possible for them, and the school will discuss this with parents as required. In such circumstances the school may not require medical certification to provide an exemption to the wearing of face coverings. In other circumstances where a medical certificate is not provided that person (staff or pupil) will be refused entry to the school.

Information has been provided by the school on the proper use, removal, and washing of face coverings and pupils will be reminded not to touch the face covering and to wash or sanitise their hands (using hand sanitiser) regularly.

It is recommended that face masks/coverings should be stored in a designated space, for example, in an individually labelled container or bag and that cloth face coverings should be washed regularly. (Face masks/coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe).

Parents should be advised that they obtain face masks for their children which fit properly and are comfortable for the child to wear. In the event that a child forgets, loses or damages their masks during the course of the school day, then the school should have a sufficient supply to replace the mask for the child in case a back-up face covering is needed during the day or where required on an ongoing basis.



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

### Staggered Arrival & Home Time:

The children from Croí will travel to and from school on the bus at the normal times. Staff will collect children from the buses and escort them into their class bubbles.

### Drop Off:

- First Class, Second Class, Fifth Class and Sixth Class begin school at 8.40am
- First/Second class enter through the junior gate at 8.40am
  - \*5th & 6th class: enter through the main entrance/front door at 8:40am, Pupils use the middle stairwell (as per usual) to access the middle and top floor classrooms
- Junior Infants, Senior Infants, Third Class and Fourth Class begin school at 8.50am
- Infant classes enter through the front door at main reception
  - \*3rd & 4th class: enter through the Junior Yard Gate at 8:50am, pupils walk across the Junior Yard and enter the school at the double doors near Croí (as per usual)
- One parent will be permitted to drop off their child
- Parents are not permitted to enter the school yards in the mornings
- Children will enter straight into the school building through designated entry and exit points
- Please see appendix 1 for school map entry points

**Collection times:** 1.30pm, 2.20pm & 2.30pm

### 1.30pm / 2.20pm

- Junior Infants and Senior Infants will line up on the normal lines (1.30pm)
- 1st class and 2nd classes will line up on their designated lines for (2.20pm)
- Parents will enter through the main yard gate and will be asked to wait until called by a member of staff before proceeding to the top of the line to collect their child.
- Parents and children will exit through the left hand side of the main gate or through the smaller gate beside our Croí playground (which is for exiting only)
- **Parents are asked not to delay and leave the school grounds as soon as possible.**



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

### 2.20pm / 2.30pm

- 3<sup>rd</sup> class and 4<sup>th</sup> classes will exit through the double door at the bottom of the stairwell at Croí, walk across the Junior Yard and exit through the Junior Yard gate at 2:30pm. Pupils with permission to walk home alone will be released from this point. Pupils without permission to walk home alone can be collected from this point. (2.30pm)
- 5<sup>th</sup> class and 6<sup>th</sup> classes will walk down the middle stairwell and exit through the main entrance/front door at 2:20pm. Pupils with permission to walk home alone will be released from this point. Pupils without permission to walk home alone can be collected from this point. (2.20pm)

### **Managing the risk of spread of COVID-19**

#### **Wash your hands frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19. This will be done at regular intervals throughout the day, before eating and after returning from the yard.

#### **Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean).

This will occur for all staff members and children on entry into the school in the mornings and upon exiting in the evenings. Inside the classroom, hand washing will be recommended. Outside the classroom, hand sanitiser will be used. Visitors to classrooms will use hand sanitiser on entry .

#### **Avoid touching eyes, nose and mouth**

Children will be reminded not to touch their face.

#### **Masks:**

- Masks are mandatory and will be distributed to all staff members to be used in the case where a 2 metre distance can't be maintained i.e. corridors, staff rooms and on yards and in the classrooms
- Staff should wear masks at all times and especially when attending to a child on a one to one basis i.e. a workstation, first aid .masks must be worn for one to one intimate care.
- Face coverings must be cleaned daily by staff.



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

### **Yard time for Children:**

Break and Lunch times:

- Children from every class level will have 2 breaks as normal throughout the school day. The main change is that all classes will now have one break inside the school building and one break outside within the school yards
- All classes from Junior Infants to 6<sup>th</sup> will have a designated area within their yards to reduce the risk of bubbles mixing. Children from 3<sup>rd</sup> to 6<sup>th</sup> class will be encouraged to play with children in their pod.
- Teachers on yard duty and SNAs will take their break as usual prior to, or after yard time.

### **Staff Lunch Breaks:**

Staff must adhere to the 2m social distancing recommendation. This means a reduced number of teachers will be permitted in the staffrooms. Tables and chairs will be rearranged accordingly.

All teachers are asked to bring a travel mug to school for tea/ coffee at break time. Each staff member is asked to bring their own cutlery for lunch. No more than 3 people should be in the kitchenette at one time. Microwaves and hot water will be provided outside this area where access will be easier. Staff will clean their table/chair when they are finished eating.

### **Cleaning Procedures:**

#### **Cleaning throughout the day:**

As it is each person's responsibility to prevent the spread of Covid 19, each staff member will be asked to keep surfaces within their area clean. Each class will have disinfectant and cloths available and these cloths will be washed on a weekly basis. Support rooms will use wipes

#### **After School Cleaning:**

Cleaners will clean each room in the evenings when the children have gone home. All surfaces will be disinfected. Teachers are asked to leave all surfaces as clutter free as possible each evening to allow for adequate cleaning.

Additional cleaning staff have been hired to increase the level of cleaning within the school environment on a daily basis. Everyday cleaners will; disinfect all children's tables, clean all toilets thoroughly, sweep/mop each classroom and Learning Support



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecns.ie](http://www.scoilghrainnecns.ie)

rooms and disinfect all commonly touched areas around the school in so far as is possible.

### **Staff Meetings:**

- Will be held remotely for whole staff . Some smaller meetings will be held in large areas where possible, based on the most up-to-date advice.

### **First Aid/emergency procedures**

- The standard First Aid/Emergency procedure shall continue to apply in Scoil Ghráinne CNS.
- All staff members attending to a child in the first aid areas must wear their mask and gloves.
- First Aid will occur outdoors where possible (during yard time)
- Children will not be permitted to sit outside the staffroom

### **Movement of Staff:**

- It is recommended that all staff sanitise their hands before entering the building particularly those who travel on public transport. Staff are not recommended to travel together to and from work (unless they are travelling from the same household)
- All staff entering a classroom must sanitise their hands. All staff returning to their base classroom must sanitise their hands again.

### **Special Education Teaching:**

- In class support/ Team Teaching/ Daily 5/ RSG Maths will not take place in the normal way. These activities will be modified to ensure that the school are following protocols in relation to the sharing of resources by children.
- SET staff can withdraw groups from the same bubble (classroom) but children from different pods must be socially distanced.
- SET staff will not enter bubbles but remain at the entrance door to classrooms to call children
- Children will sanitise their hands prior to entering the SET room and on their return to class



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecns.ie](http://www.scoilghrainnecns.ie)

### Sharing items in the classroom:

Children will be provided with pencils and other essential equipment and will be asked not to share their belongings as a control measure. Resources that are used will be cleaned at the end of each day e.g. Aistear toys, maths equipment and games.

### Communal Phones and Photo copiers:

Staff will be asked to wipe down the phones after each use.

### EPV days

Staff may still take their EPV days as per usual, however there are some further restrictions given the COVID-19 situation. We ask that

- Staff do not take EPV days during the first month of school as we need a full complement of staff in the first few weeks to help settle the pupils back to school.
- Staff do not take EPV days during the final three weeks of school (last three weeks of June) so that we have a full complement of staff for end of year tasks.
- SET Teachers do not take their EPV days on the same day as Class Teachers at their year level and vice versa (as SET Teachers may be required to supervise for Class Teachers who take EPV days)
- There will be **no more than four teachers** taking EPV on the same day.
- The DES are providing sub cover for the first EPV day for each staff member and EPV days can be carried over to the 21/22 school year if not used.

## **7. Control Measures**

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. *Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care*



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

*for the health and safety of themselves, their colleagues and other parties within the workplace.*

The following control measures have been put in place:

These control measures are outlined below.

- **Return to Work Form**
- **Induction Training**
- **Hygiene and Respiratory Etiquette**
- **Use of Personal Protective Equipment (PPE)** where a suspected case arises
- Regular and thorough cleaning of communal areas and frequently touched surfaces
- Staff should thoroughly clean and disinfect their work area before and after use each day.
- a daily collection of used waste disposal bags from offices and other areas within the school facility
- Physical distancing is recommended to reduce the spread of infection in our school.

#### Hand Sanitisation:

- Each morning on entry into the school, staff will help each child to sanitise their hands as a control measure

#### Washing of hands:

- Teachers and SNAs will explicitly teach children how to wash their hands
- Staff will model good hand hygiene practices for children throughout the day
- The children will wash their hands before eating and after yard breaks they will hand sanitise.
- Hand drying - tissue paper for drying purposes will be provided by the school.
- Teachers will factor hand washing into their timetables and give adequate time to this practice.
- When children are in a good routine in relation to hand washing, a rota will be put in place for hand washing by each class teacher.

#### Lining Up:

- Children will enter into their classrooms in the mornings without lining up
- For home time, children from Junior Infants – 2<sup>nd</sup> class will line up



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecs.ie](http://www.scoilghrainnecs.ie)

- At yard time, children will line up in their bubble in their space on the yard

### **Entering & Exiting the Building:**

As detailed previously

Late comers will enter through the main school doors. We ask that all parents reduce this to a minimum and ensure children are in school before 9.00am.

### **Social Distancing:**

Movement of students should be minimised. Children will remain in class bubbles through the day. Children from junior infants – 2<sup>nd</sup> class are not required to social distance within their classroom. Children from 3<sup>rd</sup>-6<sup>th</sup> class are required to keep a social distance of 1metre. When leaving their classroom or entering from the yard they should be lined up in their pod, maintaining a 1 metre distance from the next pod. It is recommended that there is no physical contact between students to avoid the spread of Covid 19.

### **Movement throughout the corridors:**

- Everyone will keep to the left.
- Each bubble will keep a distance from other bubbles.
- If the way ahead is not clear, the class will wait for the area to clear, under the direction of their teacher
- Please use your phone for emergencies and ring the office or Principal.

### **Staff entering bubbles:**

- Staff should limit their visits to classrooms
- Please use phone calls and texts
- If giving a message to the class, please stand at the entrance without entering the room

### **Toilets:**

- Toilet use will continue as normal within class bubbles
- Children are reminded to use the toilets in their classrooms before entering the yard so that the number of children using the yard toilets is kept to minimum.

### **Layout of desks (junior infants - 6th):**



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

- Each child will sit in the same place each day
- tables will be grouped x2 or x3 to facilitate a pod of 5 or 6 children. They should be 1 metre away from the nearest pod where possible.
- Each child should have their own chair with a name label on the back of the chair.

#### **Books and copies:**

- From 3<sup>rd</sup>-6<sup>th</sup> children will keep their books and copies on the tables to avoid spreading germs from distribution of copies and books throughout the day.
- When tidying the classroom before home time stack their books on a designated press/shelf.

#### **Ventilation:**

- Before and after school all internal doors will remain open to allow air flow and to avoid staff and children touching doors. However once class has started doors may be closed but should be opened at intervals during the day to maintain good ventilation.
- Windows too should be opened at regular intervals .
- CO2 monitors are available in some classrooms.
- External door handles will be cleaned at regular interval throughout the day.

#### **Homework:**

- Learning homework will be prioritised. Written homework will not be given at the start of the school year. This is subject to review.

#### **Uniforms:**

- We ask that all uniforms are worn as normal. Tracksuits to be worn on P.E. days only.
- Children are asked not to wear coats and hats over their uniforms indoors.
- Children should wear an extra layer under their uniform to prevent them from getting cold.

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

#### **Symptoms:**

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



**d**  
Bord Oideachais agus  
Átha Cliath agus Dhúin

Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

who have a persistent cough or a high temperature will not be permitted into the school building.

We understand that children can have coughs and colds from time to time. For any child who is not well and are displaying or presenting with signs of Covid-19, in line with HSE advice, we will bring them to the isolation area as a precaution. We will phone parents and ask them to seek the advice from their GP. If they have symptoms their siblings will also be sent home until child has received a negative test result.

Staff should not attend work if they have symptoms. Staff should inform the principal if they are in work and feel unwell.

School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting

#### **A suspected Case:**

The following outlines how Scoil Ghráinne CNS will deal with a suspected case that may arise.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases has been put in place. There will be isolation stations set up within the PE hall. An isolation area has been set up within the confines of the PE hall.

If a staff member/pupil displays symptoms of Covid-19 while at work in Scoil Ghráinne CNS the following are the procedures to be implemented:

- Staff members will be asked to go home.
- Parents of a child with a suspected case will be phoned by principal or other member of staff
- A member of the COVID team who is dealing with the suspected case will remain with the child or the staff member.
- Staff attending to a suspected case must wear a PPE apron, a disposable mask. All items must be binned once the child has left the isolation space
- Staff must keep 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



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

- a mask will be made available for the child presenting with symptoms
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them 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
- Advise parents 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.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- The Isolation Room log will be completed
- Arrange for appropriate cleaning of the isolation area and work areas involved.

\*The HSE will now only inform staff/parents who have come into close contact with a diagnosed case via the contact tracing process if this occurs in a special educational needs settings (Croí).

There is currently no contact tracing for children/staff who test positive in the mainstream setting.

The instructions of the HSE should be followed and staff confidentiality is essential at all times.

### **Special Leave:**

- Staff will get special leave pay if they have a diagnosis of Covid 19 or have been recommended to self-isolate.
- Appendix A or B of circular 0049/2020 may need to be filled out, case dependant.
- Remote work will take place in terms of providing teaching and learning from home where the staff member is in the 'at risk' category as outlined by the DES

### **9. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecns.ie](http://www.scoilghrainnecns.ie)

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 cooperation 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.

#### **10: Covid related absence management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

#### **11. 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



Scoil Ghráinne Community National  
School  
Phibblestown, Clonee, Dublin 15  
Phone: 016402418  
[www.scoilghrainnecons.ie](http://www.scoilghrainnecons.ie)

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.

This document was updated on November 2021.

**Signed:**

---

Chairperson (Áine Fitzpatrick)

---

Lead Worker Representative (Sarah Price)

---

Principal (Stacey McAuley)