**St Vincent’s Girl’s National School Covid Response Plan**

**Each class will form its own Bubble and within each Bubble there will be Pods to help with social distancing**

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| **Risk Assessment                                      Date:   August 15th 2020** | | | | |
|  | **Level** | **Risks** | **Control measures** | **Personnel**  **Responsible** |
| **Signage** | **L** | Not adhering to social distancing | Signage will be displayed outlining the signs and symptoms of Covid-19 and to support good hand and respiratory hygiene in all rooms in the school.  Where signs are displayed indicating ‘ Children Only Beyond this Point’ , parents will be asked to adhere to these signs to ensure the safety of all.  Markings will be placed on the entry routes to the school to assist pupils and parents in relation to social distancing. Marking will be along the canal outside the railing to assist with social distancing when parents are collecting their children  Floor Markings will be placed on the corridors leading to all classrooms to assist with social distancing  A “Welcome Back’ sign will be hung on the outside railing of the school building. | ISM  Caretaker |
| **Drop Offs and Home times** | **H** | Pupils interacting with other pupils  Parents early/late  Pupils not queueing to hang up coats  Pupils not hand sanitising  Pupils not sitting in their own seats on entry  Social distancing not adhered to | Signage: At the canal entrance and 2 metres from the lobby door the following sign will be erected:  ‘Pupils only beyond this point’  A staggered start time will be in place for the first week and 2 days this is to give staff an opportunity to work with the children around adhering to guidelines to keep us all safe  From Monday the 7th (or before it if possible) of September pupils from 1st to 6th will enter via the canal gate from 8.45. There will be a staff member in the Canal Yard ensuring hand sanitising and that social distancing is being adhered to each morning.  Poles and Bollards will be erected to aid social distancing  Pupils will go straight to their classes(bubbles) and into their Pods.  1st-3rd class will finish school at 2.40 and will be collected from the canal yard. Parents will wait at the railings for the children.  1st classes will exit by door 3 and go out gate 3  2nd/3rd class will exit by door 4 and go out gate 4  **Markings will be placed on the yard to help with social distancing for 3rd class**  **4TH-6TH class will finish at 2.50.**  4th will exit door 3 and leave by gate 3 (front stairs)  5th will exit by door 4 and will leave by gate 4 (back stairs)  6th will exit via the lobby door 2 (front stairs)  ***Pupils with sisters in classes 4th-6th will go home at the earlier time ,2.40 to make it easier for parents***  Junior infant pupils will wait with their parents in the Car Park Yard until 8.55 and will be collected from there by the class teacher  Senior Infant children and their parents will wait at the sign ‘Pupils only beyond this Point at the ’Lobby Door adhering to social distancing and will be collected by the teacher at 8.55am  Senior Infant parents will collect their children from the Canal Yard from Monday 31st of August at 1.40 Parents will wait outside the railing (social distancing) and their children will go out to them. The gates will remained locked until the pupils have lined up.    Social distancing applies en route into classrooms.  Sanitise hands before entering the building.  Pupils will make their way into their Classrooms(Class Bubbles) and take a designated seat in their Class Pods.  Classrooms will be supervised by teachers from 8.45am  Initially times will be staggered to help all to adapt to the new measures required around social distancing | BOM    Principal |
|  | H | Social distancing not being adhered to by parents  Late pick ups | **Pupils who are not picked up on-time can be collected from the side door opposite St Vincent’s Boys’ yard. Ring the bell and someone will come to you and get your daughter.** | Teachers/SNAs/Principal |
| Breakfast Club | H | Social Distancing not adhered to  Hygiene procedures not adhered to | Toast will be prepared in the kitchen each morning from 8.30.  SNAs will deliver toast to all classrooms  Breakfast will be delivered to classes each morning at 9am it will consist of toast and milk or water.  Teachers will be responsible for giving out toast to their class using a tongs. Teachers will ensure strict hygiene routine is adhered to before and after eating(hand washing and sanitising) |  |
| **Seating** | H | Social Distancing not being adhered to  Class Bubbles mixing  Class Pods mixing  Sharing of materials  SETs and SNAs moving between class rooms | The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.  Teacher’s desk will be 1m/2m from the pupils’ desks. Teachers will be required to wear masks if social distancing of 2metres cannot be adhered to.  Each classroom is now known as a Class Bubble.  There will be smaller groups or Class Pods created within a Class Bubble.  Contact and sharing of common facilities between people in different Class Bubbles and Pods will be limited as much as possible.  Sharing of educational material between Pods will be avoided/minimised where possible.  Staff members moving from Class Bubble to Class Bubble will be limited as much as possible.  A distance of 1m will be maintained between desks and individual pupils where possible.  Where the class is divided into Pods, there will be at least 1m between individual Pods within the Class Bubble and between individuals in the Pod, whenever possible. |  |
| **Staff** | H | Not adhering to social distancing  Not following correct hand/respiratory hygiene  Not using PPE equipment when necessary | A distance of 2m is recommended for physical distancing by staff.  If 2m cannot be maintained in staff groups, guidance on face covering should be observed.  Staff will take staggered breaks and physical distancing should be observed in the staff room.  Staff meetings will be held in the hall to facilitate social distancing.  No hand shaking policy.  Gatherings of staff at the beginning and the end of the day will be minimised.  Staff can rotate between classes and areas but this should be minimised where possible.  There will be two staff rooms to assist with social distancing. Staff working with 4th-6th classes will use the current staffroom. Staff working from infants to 3rd will use room 6. | Principal  Staff |
| **Visitors** | H | Unannounced visitors | We have identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible.  We have made arrangements to inform essential visitors to the school of the measures to help prevent the spread of infection.  We have a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log. | Staff  Visitors |
| **Use of Personal Protective Equipment** | H | Staff working with SEN pupils in close proximity  SNAs assisting with intimate care needs  Staff dealing with a suspected/identified Covid 19 suspect  Staff who have health issues/vulnerable to infection but not on the very high risk category  Staff members moving between Class Bubbles | All staff have access to a face mask and visor to ensure compliance with the guidelines.  Disposable masks will also be made available for staff if required or pupils/visitors to the school.  Aprons will be made available to staff when needed  Staff will carry and wear when necessary PPE when dealing with an injured child/administering medication or personal care. | Principal  Staff  SNAs |
| **Hand/Respiratory Hygiene** | H | Insufficent hand sanitising/hand washing stations  Incorrect hand/respiratory hygiene  Incorrect/insufficient teacher station sanitising  Running out of hand sanitiser | Hand sanitiser will be placed in every classroom/SET Rooms/Office/ entry and exit point to the school.  An Automatic Dispenser will be available in the canal yard allowing all children to sanitise their hands before entering the building . This will be supervised by two members of staff  Pupils will dry hands using electric hand dryers or paper towels  Pedal – bins will be available in all school rooms.  Each teacher is responsible for cleaning their own teaching station every morning and evening and so will be supplied with disinfectant wipes and spray  Hand hygiene facilities will be regularly checked and stocked by the LWR. (the Lead Worker Representative)  Staff will be informed about the importance of hand washing.  It will be arranged for staff/pupils to view how to wash their hands (with soap and water and for at least 20 seconds) and dry them correctly using the HSE video resource.  Staff and pupils will be shown how to use hand sanitiser correctly and where hand sanitising stations are located.  Posters on How to Wash Hands will be displayed in appropriate locations.  Staff and pupils will be told when they need to wash their hands or use hand sanitiser. This includes:   * before and after eating and preparing food * after coughing and sneezing * after using the toilet * where hands are dirty * before and after wearing gloves * before and after being on public transport * before leaving home * when arriving/leaving the school * after touching potentially contaminated surfaces * if in contact with someone displayingCovid-19 symptoms   Staff and pupils will be told of the importance of good respiratory measures to limit the spread of the virus   * avoid touching the face, eye, nose and mouth * cover coughs and sneezes with an elbow or a tissue * dispose of tissue in a covered bin | LWR  Staff  Pupils |
| **SEN** | H | Size of the rooms  Mixed groups  Teacher has much higher exposure  Use of materials/resources  Tactile children | Teachers will prioritise needs of SEN children after settling in period.  SEN Teachers will collect children from their classrooms | SET Teachers  Class Teachers |
| **Breaks** | H | Pupils not staying in their own groups.  Shortage of space/  Social distancing  Going out /coming back in    Recording of incidents -use of Incident Books  Lunch  Children -asthma  Epi Pens  Accidents/Injuries  Footballs/basketballs  Bringing in of children from the yard if sick/hurt  Equipment of the Junior/Senior playground | **Staggered Breaktimes:**  Sos: Infants to 3rd – 10.50-11  Sos: 4th -6th - 10.50-11  Lón: infants-3rd- 12.15-12.45  4th -6th -12.45-1.15  **Supervision:** Daily duty will be displayed in both staffrooms.  Pupils will eat their lunches at their desks before going out to play.  Classes will enter the yard one class at the time allowing for social distancing and maintaining Bubbles.  The playgrounds will be divided into sections and pupils will make their way to their area with their equipment.  At the ringing of the bell the Class Bubbles will freeze and the class that exited first will return to their classroom first and so on …  Social Distancing applies exiting and entering classrooms.  Children sanitise hands before entering and leaving the yard.  On rainy days pupils will remain at their desks in their classrooms when taking their break.  Teachers will have a face covering and gloves on their possession when supervising. If seeing to or treating an injured child gloves and face covering must be worn.  If a child is injured and needs to be removed from the yard an SNA will bring them inside via yard door where normal Health and Safety procedures are followed.  Each Bubble will have a selection of equipment that they will keep in their classroom and the teacher will sanitise regularly. | Principal  SNAs  Yard Teachers  Pupils |
| **Toilet** | H | **Students:**  Social distancing in the toilets  Pupils not washing hands correctly  Pupils coming in during break times to use toilets  Assistance with toileting  Correct cleaning of toilets | Pupils encouraged to go to the toilet before coming to school and wash their hands correctly.  Toilet times will be staggered- each corridor will have a timetable for toileting times. Classes will go to the toilet in their Class Bubbles.  Pupils have to apply correct hand hygiene procedures after using toilet facilities.  If pupils need to use the bathroom during break times they will have to seek permission from the teacher / SNA on duty and report back when they return to the toilet. Only one pupil at a time is allowed into the toilets.  **Infant toilets will be the only toilets used at lunchtime regardless of class.**  Protective PPE will be available in adapted toilet which SNAs must wear when aiding pupils with toileting needs.  Toilets will be cleaned by a member of the cleaning staff during the hours of 10 and 12 ( approx. each toilet 4 times) and again after the pupils are gone home.  Staff toilets will be sprayed by teachers after use. | Principal  Teachers  SNAs  Pupils  Cleaner |
| **Doors/Windows/Corridors** | H | Door handles  Lack of ventilation in classrooms  Not adhering to social distancing in the corridor | All classrooms must be well ventilated: windows will be kept open as often as possible and will be opened during break times.  Briefly passing someone in the corridor is highly unlikely to spread infection if people do not have physical contact. We will ask pupils to **keep left** when walking on the corridors and use floor markings as a guide to social distancing safely. | Principal  Staff  Pupils |
| **Staff Room Breaks** | M | Size of staffroom  Social distancing not being maintained  Sharing cutlery  Queueing for microwave/ water | Staff breaks will be staggered  An extra space has been designated to use as a staffroom  Social Distancing applies in the staff room where it cannot be painted masks must be worn  Staff to hand sanitise before entering and leaving staff room.  Staff are to use their own utensils where possible and keep them in their own classrooms.  Any shared utensils/surfaces must be cleaned correctly after use  Staff room to be cleaned and signed off twice daily by cleaner.  Fiona Reilly has drawn up a staff cleaning schedule which will help the cleaners to maintain hygiene standards  Cleaners will watch the DES guidelines around cleaning with Fiona. | Principal  Staff  Cleaner |
| **PE +**  **PE equipment** | H/M | Sharing of equipment  Social distancing  Equipment  Coaches coming in and mixing between classes.  Hall being used between different Class Bubbles | PE lessons will take place outside weather permitting.  Pupils and staff to hand sanitise before and after PE.  Equipment must be washed correctly after use.  GAA Coaching-awaiting directives.  Going to and from hall is a one way system. Keep left at all times. | Staff  Pupils  SNAs |
| **Pupils Books/Copies/Pencils** | H | Sharing of equipment  Social Distancing | All teachers will supply pupils with their own plastic box(not from home) and individual’s books will be in their box before school re opens.  Each pupil will be supplied with a plastic box/zip lock folder which will contain all necessary equipment ( pencils, colours pritt-stick etc) these will remain in school . Pupils will not bring pencil cases to school.  Boxes will be kept on the pupils own desk at all times. | Teachers  SNAs |
| **Uniforms/Tracksuits** |  |  | In relation to uniforms we will follow the following system.  Tracksuit 3 days – Mon , Wed, Fri  Uniform 2 days- Tue, Thursday  This may change when PE days have been agreed but teachers will inform the parents via a note home | Parents  Pupils |
| **Digital Equipment-Chrome Books/I Pads etc** | H/M | Sharing of devices between classes  Cleaning of equipment | All pupils to sanitise hands before and after use of devices.  A timetable will be drawn up for the use of all Digital Equipment.  Devices will be cleaned after use. | Deputy Principal  Staff  Pupils |
| **Shared Maths/ Science/Art resources** | H | Transference of virus through shared use | All pupils/teachers to sanitise hands before/after use of shared resources.  All materials to be sanitised after use and before being returned to central location in rm 12  Where possible we will allocate each Class Bubble their own supplies. | Pupils  Staff |
| **Office** | M | Not adhering to social distancing | Traffic to the office will be minimised.  Do not send pupils to the office on messages.  No more than 2 staff should be in the office at any given time.  The secretary is responsible for cleaning her work station daily.  Visitors are permitted into the office by appointment only. The school secretary will communicate from behind a perspex screen when visitors are in the office.  Any staff member who uses photocopier/other appliances please wipe down after. | Staff  Pupils |
| **Parent/Teacher Meetings** | L | Not adhering to social distancing | A decision on PT Meeting will be made in due course. | Principal  Staff |
| **Cleaning** | H | Not adhering to HSE/HPSC Guidelines | Cleaning staff will undergo the relevant training.  The enhanced cleaning regime will be explained to all staff.  All staff members will be supplied with sufficient cleaning equipment so they can clean their own teaching station.  Cleaner will follow daily cleaning timetable.  Sharing of items like utensils/cups etc will be avoided.  Staff will be made aware of correct procedure on how to clean an area following a suspected case of Covid 19. | Staff  Cleaner |
| **Dealing with a suspected case of Covid 19** |  | Infection/Illness | A room beside the Principal’s office will be used as an isolation area in cases of suspected Covid 19. (Seomra Sábhailte –Safe Room)  We have a contingency plan for dealing with more than one suspected case of COVID-19-  Suspected cases will be kept 2m apart in Seomra Sábhailte room with a partition between them .  The following are available in the isolation area   * Tissues * Hand Sanitiser * Disinfectant/wipes * Gloves/Masks * Waste Bags * Bins   Procedures are in place for isolating a person in this room safely  Procedures are in place for arranging for the infected person to leave the school.  Procedures are in place for LWR to carry out a follow up assessment and liaise with HSE.  Procedures are in place for all areas that suspect has been in contact with to be cleaned safely and correctly. | Principal/BOM  Staff  Cleaner |

**These plans may be adapted and changed as we navigate the initial opening period.**

**All changes will be communicated to parents via a note home or a text.**