



An Roinn Oideachais
agais le hÉireann
Department of
Education and Skills

COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools

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27 July 2020

COVID-19 Policy Statement

St. John’s Girls’ and Infant Boys’ School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Lead Worker Representative:	Ms. Marie Keogh
Assistant Lead Worker Representative:	Ms. Miriam O Regan

Signed: Margaret Hickey (Chairperson) Date: 21/08/2020

School Arrangements Plan for Reopening of School

The follow Policy Document must be read in conjunction with the DES Documents. The full DES documents must be read for full details.

Department of Education and Skills (DES) Guidelines

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

Relevant Circulars for Staff

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0049_2020.pdf

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0045_2020.pdf

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0040_2020.pdf

<https://www.into.ie/app/uploads/2020/08/Information-Note-0008-2020.pdf>

Please follow education.ie for further updates

August 2020: Our main focus at this point is to reopen the school and provide a safe environment for everyone to operate within.

Not all school activities will operate initially i.e. parents' classes, breakfast club, homework club, Junior/Senior Infant afterschool club, afterschool activities e.g. sport and external teacher activities e.g. gymnastics, zumba, tinwhistle and band.

Once we have reopened the school and are satisfied that the basic set up is working well, we will review this School Arrangements Plan and update it accordingly.

The Covid Lead Worker in consultation with the school principal will ensure that advice from Government and Department of Education is made available in a timely manner to staff, pupils and parents. This will be achieved by regularly checking the Department of Education website. Adjustments to school procedures may need to take place. A list of reviewed items will be added to the end of this document after each review. **(Appendix 1)**

Feedback is encouraged on any concerns, issues or suggestions. This feedback can be directed to the Covid Lead Work who will liaise with school management regarding the concerns, issues or suggestions.

Consultation process: This document was drafted by the principal and deputy principal following DES guidance documents. The Draft Plan was made available to all staff, parents and the Board of Management. Any feedback along with the Draft Plan was presented to the Board of Management. The final decision on

the Plan rests with the Board of Management. The Ratified Plan will be made available to the school community on the school website.

1. Staff /Pupil Training

- All staff must complete the DES online training and/ or other training before returning to work. Staff must also complete any relevant additional training which is made available to the school
- Parents will be asked to educate their child, in an age appropriate way, as to the contents of this document
- If online training or guidance is made available suitable for children the school will inform parents and parents will be asked to complete this with their child
- Staff will deliver required national pupil training as it emerges, as well as school protocols i.e. entering and exiting the school grounds, entering and exiting the building, moving around the school, class and bathroom routines, yard routines, break time routines, physical distancing and hygiene etiquette
- The Covid Lead Worker will organise the communication of such training to staff and parents when and as it becomes available
- The Covid Lead Worker will keep a Training Log which will outline the training which was made available to staff , pupils and others ([Appendix 2](#))

2. Returning to Work and Staff Supports

- Staff must complete the Return to Work Form 3 days before returning to work and email it to the principal ([Appendix 3](#))
- Where staff have underlying health conditions and are applying for Covid-leave, they must follow the relevant DES Circular ([Circular 0049/2020](#))
- Staff supports of the occupational health and wellbeing programme will be available through Spectrum Life

3. Illness

- Staff must not attend school if they display any symptoms ([As outlined in Section 10 ‘Staff duties’ of the DES Covid-19 Response Plan](#))
- The Substitute Circular 45/2020 covers the system for booking substitutes. All staff are asked to phone the school principal as per normal procedure as soon as possible to allow for as much time to book a substitute. A substitute plan which will be specific to our school setting and in line with circular 45/2020 will be drawn up and managed on a day to day basis by the acting deputy principal
- Parents must keep children at home if they display any Covid-19 Symptoms, as outlined below:

<https://www2.hse.ie/conditions/coronavirus/symptoms.htm>

- ❖ *High temperature*
- ❖ *Cough*
- ❖ *Shortness of breath or breathing difficulties*
- ❖ *Loss of smell, of taste or distortion of taste*

- There will be digital non touch thermometers available in the school. These can be requested from the Covid Lead Worker, the Assistance Covid Worker, the School Secretary and the Principal. These can be used in the event that a child is presenting unwell during the school day
- Where a child becomes unwell during the school day normal procedures for notifying parents will apply
- Where a suspected case of Covid 19 arises, the school will follow the **DES Covid-19 Response Plan guidelines outlined in Section 7 ‘Hygiene and Cleaning of School’ and Section 8 ‘Dealing with a Suspected Case’ as well as Appendix 4 and 5 below which outline (a) School Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms (b) School Procedure if Staff Member becomes unwell and is displaying COVID-19 symptoms**

Below is an outline of the arrangements for our setting:

- The Isolation Room will be in the room beside the HSCL room on the ground corridor
 - Contents will include: Wall display of protocols outlined in DES Covid-19 Response Plan Section 7 and 8 , School Procedures for if a pupil/staff member becomes unwell and is displaying COVID-19 symptoms, a thermometer, a chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags and a pedal bin. For ventilation purposes the door can be left open
 - Nobody else may enter this area while a person is awaiting collection. It will be sanitised by cleaning staff after the room has been vacated
 - In the event of there being a second suspected case the Parents’ Room can be used
- If a staff member becomes symptomatic they will be accompanied to the isolation area by the Covid Lead Worker and should wear a face covering. In the event that the Covid Lead Worker is not available the Assistant Lead Worker will deputise (**Appendix 5**)
- Any child who displays Covid-19 symptoms will be brought to our isolation area by the Covid Lead Worker. In the event that the Covid Lead Worker is not available the Assistant Lead Worker will deputise A class teacher or SNA may remain with the child if deemed necessary. The school will be mindful of keeping the number of adults interacting with the symptomatic person to a minimum. The principal will be kept updated of the situation. (**Appendix 4**)
- The most direct route should be taken i.e. exiting room to the nearest corridor area, travelling down the stairs(where necessary) and walking along the ground corridor to the isolation area on ground floor
- A distance of 2m should be kept from the symptomatic person if possible
- A visor/facemask should be worn by the accompanying/supervising staff member
- Parents/ guardians will be asked to collect their child. Adults should report to the Secretary’s Office for collection and a staff member will bring the child to the front door. The protocol for visitors as outlined below will be followed if necessary (**Appendix 6**)

4. Building Modifications and Changes to Room Allocation in existing building

- The Hall will be used for entry and exit on arrival and dismissal for certain classes. A pathway will be marked out at either side of the hall
- The Hall will now be used for staff breaks and will be set out in line with physical distancing guidelines
- The Hall is not available as a staffroom before 9am
- A keypad has been placed on the Parents’ Room
- The Parents’ Room will be used for SNA breaks and as a Contingency Plan Isolation Room

- A keypad has been placed on the double doors beside the Secretary's Office
- The Secretary's Office has a sneeze screen for use at the slide window. A sneeze screen is also on the counter. Only one visitor will be allowed at the window reception area at any one time. Only one staff member will be allowed in the office with the secretary at any one time. A wipeable keypad cover is in place for shared use
- Wipeable light switch covers have been placed around the school
- Wipeable keyboard covers have been purchased for shared computers
- The downstairs disabled bathroom has a keypad
- Relevant signage has been purchased and will be erected inside and outside the building
- Physical distancing markings have been ordered and will be placed throughout the school building, along the Garryowen Road railing for lining up and on the yard for lining up and for movement zones
- Sanitiser dispensers are at each main entry and exit door to the school building, in each room, on corridors and on the stairs
- The spare classroom on the 1st floor on the Garryowen Yard will be timetabled for 4th Class Literacy and Numeracy Intervention and as a SET room for withdrawal of larger groups if possible
- The top floor staffroom will now be a SET room

5. Signage

- Signage, as made available by the DES, will be displayed reminding the school community about Covid-19 prevention etiquette
- Standard feet markings and other child friendly markings will be used in the school building and on yards
- Washing Stations/Sanitising Stations will have guidance signage displayed

6. Additional Building Project

- All workers will access the site through the site entrance only
- If access to the main school building is required, access will have to be gained via the front door. The protocol for visitors as outlined in [Appendix 6](#) will be followed
- It is hoped that this project will be completed by the October midterm

7. Legionella

- The School caretaker has been flushing the toilets and running the water throughout the summer

8. Ongoing Maintenance Measures

- All equipment in the school will be checked for signs of deterioration or damage before being used again. Staff will be responsible for checking the equipment in their room. The school caretaker will be responsible for items in general areas of the school. Any concerns should be logged in the Maintenance Log or the ICT Log which is located in the Secretary's Office.

Maintenance Schedule

- A daily maintenance checklist will be completed and signed by the caretaker each day

9. Cleaning Measures

- All rooms and corridors will be deep cleaned prior to reopening
- Guidance as outlined in **DES Covid-19 Response Plan Point 7 'Hygiene and Cleaning in School'** will be followed by staff
- Wall hung sanitisers are hung around the school (as outlined above in the point 4 'building modifications')
- Antibacterial soap is available beside every hand basin
- A Cleaning Equipment Pack will be made available for each staff member
- Staff who travel between rooms should bring this pack with them
- Staff should use the wipes/ Brill Blue to wipe down personal items e.g. phones, bags when they come to school
- This pack can be used to assist with disinfecting any item they need to clean during the day
- Refills for all sanitisers and Brill Blue disinfectant has already been purchased
- Staff should request replacement supplies for their Cleaning Equipment Pack through the school secretary
- Relevant signage/instructions will be made available

Please note that cleaning will take place as per cleaning schedule outlined below and that these individual cleaning packs are provided to staff for personal use throughout the day and should be stored safely under lock and key

Cleaning Equipment Pack Contents:

A visor, sanitiser, gloves, bottle of Brill Blue disinfectant spray (see details below) and a packet of disinfectant wipes.

Disinfectant Spray:

A disinfectant spray has been purchased for use by all staff. This is a spray that disinfects surfaces but does not need to be wiped. This will significantly reduce the time that it will take to disinfect surfaces. Each staff member will have their own bottle of Brill Blue to use on any surface they wish to disinfect before touching. Here are the details:

- Brill Blue is a cleaner and sanitiser. As the product is PH neutral it is safe to use on all surfaces and it is safe to use around sensitive skin, asthma sufferers or people sensitive to strong chemicals.
- Brill Blue can be sprayed onto surfaces without needing to be rinsed off. It will provide an exceptionally high rate of antibacterial action killing far above the usual 99.9% antibacterial products.
- It is effective against Corona Virus, Ecoli, MRSA and the Noro Virus among many other bacteria, fungi and viruses.

- **Cleaning Schedule**

- Each setting in the school will be cleaned at least once per day
- Existing After School cleaning will continue
- Additional cleaning will take place during the day. The focus will be to clean frequently touched objects and surfaces e.g., door handles, hand rails, chairs/arm rests, communal eating areas, sinks and toilet facilities. Sanitisers and antibacterial soap dispensers will also be topped up
- DES Cleaning Guidance will be issued to cleaners and a cleaning schedule will be provided
- A daily maintenance checklist will be completed and signed by the cleaners each day

10. Hygiene etiquette

- **Respiratory Hygiene:** All members of the school community will practise respiratory hygiene to limit the spread of the virus:
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin
- **Hand Hygiene:**
 - Sanitiser and antibacterial soap is available throughout the school as outlined above
 - Pupils and staff should perform hand hygiene i.e. wash their hands with antibacterial soap or use hand sanitiser:
 - before leaving home
 - before and after being on public transport
 - when arriving/leaving the school /other sites
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms

11. Physical Distancing

Guidelines as per DES Covid-19 Plan point 5.4 'Physical Distancing' will be adhered to

Also, see full guides to physical distancing here: <https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/>

Our school specific measures include:

- Adults should observe a physical distance of 2m between each other, in so-far as possible
- A no handshaking/hugging rule will be implemented
- Staff and pupils should avoid sharing personal property
- Physical distancing signage will be displayed
- **PPE**
 - Visors and masks have been purchased and will be provided to each staff member. Staff may choose to wear a facemask instead of a visor or they may choose to wear a facemask in addition to the visor. Where a 2m distance is not possible staff will wear a face cover as this is recommended by the DES.

If these guidelines change staff will be informed. [Advice on how to properly use face coverings can be found here.](#)

- Sneeze screens are in place in certain close proximity settings and further screens can be made available as necessary
- Individual Cleaning Equipment Pack as outlined above will be provided to each staff member
- Sanitiser and antibacterial soap is available throughout the school

- **Classroom Organisation**
 - Classrooms will be reorganised to gain as much physical distance as possible. Rooms should be free of any unnecessary furniture, shelves etc.
 - Storage is available in the shed. However, given the size of the school, this is limited. Along one wall of the hall may be used to store furniture and some boxed item. Also, if teachers have spare storage available in their rooms, they should make this available to teachers with less space. As much items as possible should be stored in presses for ease of cleaning
 - The teacher's desk should be at least 1 metre and where possible 2 metres away from pupil desks
 - Each class will be a 'bubble' and each bubble will remain separate throughout the school day in so far as possible
 - In primary and special schools, a distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils. Therefore in JI-2nd, children will be separated from each other in-so-far as possible i.e. pods/groups within class bubbles. In 3rd-6th, children will be placed in 'pods'. Each pod will be separated by 1m and pupils will remain in their pod throughout the day indoors, in-so-far as possible. Information from the SET team regarding planned supports for pupils may assist teachers in the organisation of pods within classes. Reorganisation of individuals between pods should be kept to a minimum and should only be made in exceptional cases. Pods should remain in place up to the October midterm until further guidance is sought re the reorganisation of pods
 - Classrooms will be laid out as per DES document. Illustrations are available here:
<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#additional-guidelines-and-procedures>
 - All internal classroom doors, where practical, will be left open to minimise touching of common areas e.g. travelling between classroom and toilet /cloakroom
 - Windows will be kept open in-so-far as possible for ventilation

- **Staggered Morning Drop Off and Home Time Collection**

Morning Drop Off Arrangements:

- We cannot accept parents onto the school grounds at this point in time and therefore Only Pupils will be able to enter through the school gates
- As it stands, parents may drop off between 8.50am and 9am. As part of our staggered drop off approach this 10 minutes slot will be extended to a 20minute slot as outlined below
- The school accepts pupils from 8.50am during which supervision is in place. Pupils should not be dropped before this time
- We have 2 teachers on each yard and SNAs supervising during this time
- This year we have to operate a drop and go system at the Garryowen Yard Entrance Gate or the Cathedral Carpark Entrance Gate where Only Pupils enter through the gates

- Adults should avoid gathering around the school entrance gates after their child has entered the school grounds
- We encourage pupils to walk to school if possible to reduce traffic/parking congestion on the Garryowen Road especially
- As a general rule pupils and staff should walk on the left while on the school grounds and while moving around the school
- Only Pupils can line up in the class line on either the Garryowen Road Yard or the Basketball Yard (See yard allocation below)
- There will be a timeslot allocated to each class for arrival (See below)
- Families can make one drop off e.g. if you have a child in 6th Class and a child in 1st Class you can make one drop off at the later drop off time i.e. in this example the 1st Class drop off time. Your child should proceed to their allocated yard and class line or directly to class if after 9am
- If it is raining, Only Pupils can proceed to their class at their allocated time and supervisors and SNAs will be at each door and inside the building – Protocol for entering classrooms should be followed as outlined below
- As an extra provision, all teaching and non teaching staff will be on the school grounds from 8.50am for the first week of school, to help with the new yard arrangements
- Any pupils who arrive after 9.20am should make their way to the main door at the front of the building where the school secretary will control the entry

Pupil Protocol for Entering the School Building

- ❖ *Sanitise when entering the building*
- ❖ *Hang up your coat*
- ❖ *Sanitise before entering the classroom*
- ❖ *Remain in your seat*

Morning Drop Off Slots

	Pupils Proceed to Garryowen Yard	Pupils Proceed to Basketball Yard
8.50		6 th Class 5 th Class (Ms. Clancy and Ms. Nihill)
8.55	3 rd Class	4 th Class
9.00	1 st Class (Ms. O Mahony and Ms. Harrington) 2 nd Class (Ms. Lynch) Language Class (Ms. Hayden)	2 nd Class (Ms. McGeoghegan)
9.10	Senior Infants (Ms. Landers and Ms. Walters)	Junior Infants (Ms. McNamara and Ms. Travers)

Garryowen Yard Plan for Class Lines		
<p>Preschool Building</p>	<p>Senior Infants (Ms Landers) Line along the stone wall</p> <p>1st to 3rd Class will line parallel to the preschool railing</p> <p>II 1st (Ms. O Mahony) II 1st (Ms. O Mahony)</p> <p>II 2nd (Ms. Lynch) II 2nd (Ms. Lynch)</p> <p>II 1st (Ms. Harrington) II 1st (Ms. Harrington)</p> <p>III 3rd III 3rd III 3rd</p>	<p>School</p> <p>Hall</p> <p>Hall Doors</p>
	<p>-----</p> <p>Language Class (Ms. Hayden) Line along wall left of hall doors</p>	<p>Senior Infants I (Ms. Walters) I Line along the blue wall with 2 grey doors I</p>
	<p>School Gate</p> <ul style="list-style-type: none"> • JI to 2nd class pupils should stand along their line • 3rd to 6th class pupils should stand on an individual dot along their class line. These dots are 1.5m apart 	

Basketball Yard Plan for Class Lines

School Shed	Preschool Playground	Preschool Grass Area
	<p style="text-align: right;">6th</p> <p style="text-align: right;">5th (Ms. Clancy)</p> <p style="text-align: right;">5th (Ms. Clancy)</p> <p style="text-align: right;">4th</p> <p style="text-align: right;">4th</p> <p style="text-align: right;">2nd (Ms. McGeoghegan)</p> <p style="text-align: right;">Junior Infants (Ms. McNamara)</p> <p style="text-align: right;">Junior Infants (Ms. Travers)</p> <p style="text-align: right;">5th (Ms. Nihill)</p>	<p>Line 15</p> <p>Line 13</p> <p>Line 12</p> <p>Line 10</p> <p>Line 9</p> <p>Line 7</p> <p>Line 5</p> <p>Line 3</p> <p>Line 1</p>
Basketball Post		
<ul style="list-style-type: none"> • JI to 2nd class pupils should stand along their line • 3rd to 6th class pupils should stand on an individual dot along their class line. These dots are 1.2m apart 		

Arrangements for pupils entering and exiting the school building for Morning Drop Off and Home Time Collection:

Pupils should come in and out same door in the morning and evening

Garryowen Yard Hall Door	3 rd , 1 st (Ms. Harrington) Senior Infants (Ms. Walters) Language Class (Ms. Hayden)
Garryowen Yard Porch	Senior Infants (Ms. Landers) 1 st (Ms. O Mahony) 2 nd (Ms. Lynch)
Basketball Hall Door	6 th 5 th (Ms Nihill)
Basketball Yard Porch	5 th (Ms. Clancy) 4 th 2 nd (Ms McGeoghegan) Junior Infants (Ms. McNamara)
Ms. Traver’s Side Door	Junior Infants (Ms. Travers)

• Home Time Collection Arrangements:

- As it stands, Junior and Senior Infants are collected at 1.40pm and the rest of the school at 2.40pm. These times will be adjusted as outlined below
- Junior Infant parents should form a single queue on the Garryowen Road against the outside school wall at 1.35pm. Class teachers will bring the pupils to the gate for collection. Pupils will be handed over to the parents according to the order of the queue
- Senior Infant parents should form a single queue on the Garryowen Road against the outside school wall at 1.40pm. Class teachers will bring the pupils to the gate for collection. Pupils will be handed over to the parents according to the order of the queue
- Teachers will walk pupils in 1st to 6th Class onto the Garryowen Road Yard as outlined in the staggered Home Time Collection Slots below
- Classes will walk out separately and teachers will ensure that there is space left between class ‘bubbles’ and 1m spaces will be left between pupils from 3rd to 6th. Classes will line on yard behind their teacher. Pupils who walk home or have an alternative collection point arrangement in place will inform the class teacher and exit the Garryowen Road Gate. Parents who wish to collect their children from the gate should form a single queue on the Garryowen Road against the outside school wall at the allocated collection time which is outlined below. Pupils will be handed over to the parents according to the order of the queue
- Pupils who are not collected on time will be brought to the area outside the main school door by their teacher and the school secretary will contact parents to collect their child. Late pupil collections should be avoided and only happen under exceptional circumstances, due to upset and the disruption it causes

Home Time Collection Slots

- Teachers will bring pupils to the Garryowen Road Gate at Home time
- Parents should queue on the Garryowen Road along the Outside School Wall

1.35		Junior Infants (Ms. McNamara) Junior Infants (Ms. Travers)
1.40	Senior Infants (Ms. Landers) Senior Infants (Ms. Walters)	
2.30	1 st Class (Ms. O Mahony) 1 st Class (Ms. Harrington) 2 nd Class (Ms. Lynch)	2 nd Class (Ms. McGeoghegan)
2.35	3 rd Class	4 th Class
2.40		5 th Class (Ms. Nihill) 5 th Class (Ms. Clancy) 6 th Class
*1:40 or 2:40 for pupils in Ms. Hayden's Language Class		

New Infants Plan for Week 1 and Week 2 Only

An extra special arrangement will be put in place for the New Junior Infants this year to help them settle into primary school. This will run from Monday 31st August to Friday 11th September.

Please see an outline of this below:

- The New Junior Infants will start over two days. Group A on Monday 31st August 9.20am to 12.30pm and Group B on Tuesday 1st September 9.20 am to 12.30 pm. Parents will be contacted to indicate which Group their child is in.
- Junior Infant Teachers will meet parents and pupils at the Garryowen Road Gate at 9.20. The class teacher will lead the pupils and parents onto the Basketball Yard to show the pupils their class line. Soon after this the class teacher will ask the parents and pupils to wave goodbye and the teacher will bring only the pupils into the school building to show them their new classroom and to play with some toys. If there are tears and if a child doesn't settle after a while, rest assured that the school will phone you.
- Junior Infant parents should form a single queue on the Garryowen Road against the outside school wall for home time collection at 12.30. Class teachers will bring the pupils to the gate for collection. Pupils will be handed over to the parents according to the order of the queue.
- The full class will start together on Wednesday 2nd September at 9.20am and finish at 12.30pm.
- From Monday 7th September Junior Infants will start at 9.10 and finish at 12.30pm.
- From Mon 14th September Junior Infants will start at 9.10am and finish at the later time of 1.35pm.

• **Break time Arrangements**

- Pupils’ breaks will take place on the yard for SOS and in their classrooms for LÓN
- Teachers will have the use the Hall for break time or may choose to remain in their own room
- Non-teaching staff will use the Parents’ Room for break time or may choose to remain in their own room
- Staff must sanitise before entering the Hall or the Parents’ Room
- Sanitiser will be available at the entrances to these rooms and on the tables
- Staff will be asked to bring their own cutlery and ware and bring this to and from the staffroom and clean it at home
- Cleaning of common touch areas in the Hall will take place before Sos A and between Sos A and Sos B and before Lón. This cleaning will happen in the Parents’ Room before Sos and before Lón. Wipes will also be available on the tables for staff use if required
- Flasks of hot water and cartons of milk will be available for staff to use
- 1 microwave and 1 fridge will be available in the Parents’ Room. 2 microwaves and 2 fridges will be available in the Hall
- Pupils on SOS A will exit and enter the building using the Basketball Yard Porch at break times
- Ms. Traver’s Junior Infants should use the door nearest their classroom. Pupils on SOS B will use the Garryowen Yard Porch
- When on yard class bubbles will be allocated a zone and should remain within this zone. See diagram below for further detail
- Staff will bring their class out to their zones and wait for the supervising teacher to take over
- Pupils will line up on the yard and staff will collect their class from the yard after SOS
- Pupils should use the toilet facilities before going out onto yard. In the event of a child needing to use the bathroom while on yard, they will be accompanied by an SNA to their own classroom bathroom
- Staff and pupils must sanitise before exiting their classroom, the school building and when re-entering the school building and re-entering their classroom

• **Supervision Arrangements:**

- Supervision for Sos : 2 teachers for Sos A and 2 teachers for Sos B. 1 on each yard or 1 on each floor.
- Supervision for Lón: 4 Teachers for Lón A and 4 teachers for Lón B. 1 on each floor of either side of the building.
- SNAs will follow their yard supervision rota

SOS and LÓN Times		
10:30 to 10.45	SOS A	Basketball Yard Side of School
10:45-11:00	SNA SOS	
11:00-11:15	SOS B	Garryowen Yard Side of the School (including Ms. Hayden’s)
12:30-12:45	Lón A	All Classes
12.45-01:00	Lón B	All Classes
01:00-01:30	SNA Lón	

Basketball Yard : Zones for playing during SOS A

School Shed	Preschool Playground	Preschool
Zone A: 2nd	Zone B: JI (Ms. McNamara)	Grass Area
Zone C: JI (Ms. Travers)	Zone D: 5th (Ms. Nihill)	

Zone E: 4th

Garryowen Yard: Zones for playing during SOS A

Preschool	Zone F : 5th (Ms. Clancy)	School Hall
	Zone G: 6th	
	School Gate	

- 1 Supervisor will cover Zone A to D
- 1 Supervisor will cover Zone E to G
- Pupils will enter and exit the building through the Basketball Yard door at SOS A time
- At the end of SOS the pupils will freeze on the spot when they hear the first bell. The yard supervisor will direct one class/zone at a time to walk to their class line. The following order should be followed when directing the pupils to their lines - 5th (Ms. Nihill), JI (Ms Travers), JI (Ms. McNamara), 2nd , 4th , 5th , 6th

Basketball Yard : Zones for playing during SOS B		
School Shed	Preschool Playground	Preschool
Zone A: LU	Zone B: SI (Ms. Walters)	Grass Area
Zone C: SI	Zone D: 1st (Ms O Mahony)	

Zone E: 1st (Ms. Harrington)
--

Garryowen Yard: Zones for playing during SOS B		
Preschool	Zone F: 2nd (Ms. Lynch)	School Hall
	Zone G: 3rd	
	School Gate	

- **1 Supervisor will cover Zone A to D**
- **1 Supervisor will cover Zone E to G**
- **Pupils will enter and exit the building through the Garryowen Yard door at SOS B time**
- **At the end of SOS the pupils will freeze on the spot when they hear the first bell. The yard supervisor will direct one class/zone at a time to walk to their line. The following order should be followed when directing the pupils to their lines : 3rd, 2nd, 1st (Ms Harrington), SI (MsLanders), 1st (Ms. O Mahony), LU, SI (Ms. Walters)**

- **Yard/PE Timetable**
 - A PE Timetable will be completed as normal but it will also include slots for extra outdoor breaks for all classes. Class bubbles will be required to remain in their allocated zone. The timetable will be for the school yards as the hall isn't available.

- **Arrangements for School Visitors throughout the day**
 - **As per point 4.7 'Access to School and Contact Log' of the DES Covid-19 Response Plan**, "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." Therefore the DES Contact Tracing Log (**Appendix 7**) will be used instead of the Visitor's Book.
 - The school secretary will hold onto the Contact Tracing Log and fill it in by asking the visitor the relevant questions
 - All deliveries must be left at the front door. Deliveries must be planned when secretary or caretaker is present to take in the items.
 - All meetings must be by appointment and be essential meetings. All meetings should take place over the phone/ zoom where possible
 - Pupil collections outside of normal hours must be by appointment and be essential collections. The sign out sheet will be completed by the secretary in the presence of parent. The pupil will be brought to the front door
 - Visitors who enter the school through the front door must wear a face mask and sanitise upon entry to the school and maintain a 2m distance where possible
 - Visitors entering the school will be kept to a minimum. However, sometimes it is necessary for visitors on official school business to enter through the double doors at the secretary's office e.g. I.T. maintenance, school psychologist, inspectorate, EWO etc. This will be by prior appointment only. They will be asked to sanitise and wear their own face mask and to maintain a 2m distance where possible. The secretary will fill in their details on the Contact Tracing Log and also their responses to the Covid questions. The secretary will PP their name to the end of the Covid 19 questionnaire if they do not have a pen to hand. Visitors will be asked to listen to/read the physical distancing measures and the hygiene etiquette the school has in place and will be required to agree to adhere to these while in the school building. Before leaving the school building visitors will be required to check back in with the Secretary. (**See Appendix 6**)

- **Movement around School**
 - This should be kept to a minimum.
 - Flow should be maintained at all times
 - Keep left and keep a safe distance from others
 - Adults should keep a 2m distance where possible
 - If pupils are lining up inside, class bubbles should stay 1m apart. A distance of 1m should be kept between individual pupils from 3rd-6th
 - Internal phone system can be used for messages
 - Intercom can be used for messages

- **Principal Duties**
 - The Principal, as leader of the school, must be able to speak with each staff member and visit each class as necessary to fulfil her duties. Like with other staff, the principal will sanitise before and after entering each room, wear a visor and maintain social distance. The internal phone system and intercom will also be used.

- **SNAs**
 - SNAs will be timetabled for morning supervision, breaktime supervision and assigned to pupils with additional needs accordingly. Every effort will be made to minimise the number of pupils allocated to the SNA and the movement between class bubbles
 - All SNAs will sanitise if moving between pupils within the same class bubble and if moving between class bubbles
 - Visors/face coverings must be worn

- **Support Teachers and Interventions**
 - Support Teachers will be timetabled to minimise as much as possible the movement between bubbles.
 - All Support Teachers will sanitise if moving between pupils within the same class bubble and if moving between class bubbles
 - Visors/face coverings must be worn
 - Support Teachers using their own rooms will maintain as much distance as possible between themselves and the pupils. Where bigger groups had been originally timetabled for additional support, this may have to be broken into shorter sessions for fewer pupils with reduced teaching time
 - Whole school Intervention Programmes will be reviewed and reorganised in line with physical distancing guidance
 - Special attention will be given to the use of and cleaning of shared resources and equipment. A guidance document will be drawn up in September regarding the use of shared SET resources and equipment
 - Children attending support settings will continue with the targets set out in the January 2020 review of School Support Plan will be reviewed in January 2021

- **Staff Meetings/Board of Management Meetings/ Parents Association Meetings etc.**
 - These will be held in the school hall and social distancing guidelines will be followed
 - Meetings of smaller groups may take place and some staff may be facilitated via Zoom if necessary
 - Parent Association meetings will not take place in the school building during school hours. The HSCL will be in contact and will keep in touch with the Parents' Association by phone.

- **Shared Equipment/Resources**

See DES Covid -19 Document Section 6 'Impact of COVID-19 on certain school activities'

 - **Staff will need to review the measures listed below further in September**

Photocopying

- Sterilised wipes will be left at all copiers –user to wipe copier after use.

Intercom

- Only the school secretaries may use the intercom. Staff will ask the school secretaries to give messages to the whole school where necessary

Office phone

- Only the school secretaries may use the office phone. Staff can ask the school secretaries to place a call or staff can use their school mobile

Electronics

- Shared electronic devices such as Ipads , white board touch screens, keyboards should be cleaned between uses
- Shared computer keyboards will have wipeable covers
- Ipads will be allocated to a class bubble at a time. Ipads can be used by one pupil at a time and will be wiped down between uses.
- A review of the timetable for the class use of top floor computers will take place in Term 1

Books

- Where practical, each child must use their own books
- Where the sharing of books is necessary, pupils should sanitise before use and after use

Visual Art

- Where practical, each child shall use an individual set of art supplies. Where the sharing of equipment and resources is necessary, pupils should sanitise before use and after use. The cleaning of this shared equipment will also need to take place

Toys

- Guidance as outlined in **DES Covid -19 Document Section 6 ‘Impact of COVID-19 on certain school activities’** should be followed. The use of Brill Blue spray as detailed in the ‘cleaning section’ of this document will be helpful for the cleaning of toys

Music

- Music instruments should not be shared
- Teaching tin whistle will not take place initially
- Choir practice will not take place initially
- Class singing will not take place initially

PE Equipment

- The PE Post Holder will devise a plan for the shared use of PE equipment and resources as well as the timetable for yard breaks referred to previously. This plan will minimise equipment sharing and outline the procedures for cleaning the shared equipment

12. Curriculum

- Staff should follow the curriculum guidance here: <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#supporting-the-wellbeing-of-school-communities-as-schools-reopen-guidance-for-schools>
- All teachers will start from where the children are. Some teachers are continuing with the children they had last year, both in class and support settings. Where this is not the case, curriculum progress records are available to new teachers which detail the curriculum covered last year. Teachers are

having 'handover' meetings in June/August where the existing teacher informs the new teacher of progress

- The RSE strand of SPHE for the 2020-2021 school year will be prioritised for Term 1 2020
- The link to return to Sport protocols is found here <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

13. Blended Learning

- If a child is ill and cannot come to school, the support teacher assigned to that class will be asked to work with the class teacher in providing learning activities for pupils to work on while at home
- Staff collaboration will take place in September to devise a blended learning plan which could be used in the event of a future school closure

14. Correction of pupils' work/pupil feedback

- Self-correction where possible will be encouraged under the supervision of the teacher
- Teachers can correct open copies and ask the pupils to turn the page if necessary
- Where it becomes necessary for the teacher to handle a piece of work for correction a gap of 72 hours can be allowed before handling
- Teachers should sanitise before and after correcting each pupils work particularly in the instances where a lot of contact with copies/books took place
- Sneeze screens will be in place on teachers desks and teachers will wear visors when moving around the room

15. Homework

- Written homework will not be given at the start of the year and books will remain in school. We will review oral and written homework in September

16. Pupil Books and Equipment

- All books and equipment, should be labelled
- Books and copies should be covered in wipeable plastic coverings. (Book Rental Books and Workbooks will be covered)
- All books and equipment should be brought to school on the first day where they will remain for use in school only initially. This will ensure there is no borrowing pens/ colours/books etc. and also help to minimise the cross contamination from school to home and vice versa
- If a teacher has to loan a school item to a child, the teacher will be wipe it with a disinfectant wipe before and after
- Parents are asked to provide a pencil case for home use only for when homework starts

17. Uniform

- Children should wear their school uniform or the school tracksuit to school
- Children should take their school uniform/school tracksuit off when they go home and keep it for wearing during school time only
- School uniform/school tracksuit should be washed regularly
- School uniform/school tracksuits and school coat should be labelled

18. School Lunches

- There will be no hot meals initially. A review will take place in Term 1
- Carambola School Lunches will be provided for every pupil. The caretaker will distribute Carambola School lunches to each classroom before classes begin
- No sharing of lunches/ drinks among children
- Pupils will bring their Carambola lunch paper bags and wrappings home each day

19. Money Collections

- All monies should be placed in an envelope with your child's name on it. This envelope should be given to your child to give to the teacher. The class teacher will place envelopes in a poly pocket and give it to the school secretary
- The school secretary will use disposable gloves when handling money and will dispose of these gloves and sanitise her hands and work station afterwards
- Parents will not be able to drop money to the office when dropping pupils in the mornings
- The school is going to examine electronic payment through The Aladdin School Management System to reduce the handling of notes and coins. The school will keep parents updated on this matter

20. First Aid

- This will be administered as normal. Visors or face coverings must be worn by staff. First Aid Staff will wear a fresh pair of gloves for each pupil they attend. Hands should be sanitised before and after gloves are worn. Gloves must be safely disposed of afterwards
- The First Aid policy will be reviewed and amendments will be made where necessary

21. Fire drills

- The Post holder for Fire Safety and Evacuation will review the current policy and make amendments where necessary

22. School Premises Rental

- The school premises will be unavailable for rental to external groups until further review

Implementation and Review

The whole school community are responsible for playing their part in implementing this plan. The Board of Management will meet again on ----- (mid September) to review this plan.

Ratification: This plan was ratified at a Board of Management Meeting which took place on 21/08/2020.

Signed: Margaret Hickey

Date: 21/08/2020

(Chairperson)

Appendix 1: Review Section

Review Section

All review decisions will be outlined below and where relevant supersede decisions in the original plan

Review 1: _____

Date: _____

Consultation Process:

Ratified Decisions:

-
-
-

Review 2: _____

Date: _____

Consultation Process:

Ratified Decisions:

-
-
-

Appendix 2: Training Log

Training Log		
Type of Training	Who was notified	Date when notified
HSE video resource ‘How to wash hands and dry them correctly’ https://youtu.be/lsgLivAD2FE https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html	Staff Pupils Parents	
How to use sanitiser		

Appendix 3: Pre-Return to Work Questionnaire COVID-19

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

This form should be completed and returned on Tuesday 25th August 2020. It can be emailed to johnslimerick@gmail.com

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____ Date: _____

Name of School: St. John's Girls' and Infant Boys' School

Name of Principal: Aoibheann Ruane Name of Acting Principal: Virginia O Neill

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

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

Signed: _____

Appendix 4: Dealing with Suspected Cases of Covid-19 ‘School Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms’

School Procedure if Pupil becomes unwell and is displaying COVID-19 symptoms listed below:

High Temperature (above 38 degrees), a cough, shortness of breath or breathing difficulties, loss of smell, of taste or distortion of taste

- a) Staff member alerts Covid Lead worker for assistance. In the event that the Covid Lead Worker is not available the Assistant Lead Worker will deputise
- b) Staff member notifies Principal
- c) Staff member asks secretary to phone pupil’s parent/guardian. Parent/ guardian will be asked to collect their child
- d) Mask is given to the child
- e) A visor/facemask should be worn by the accompanying/supervising staff member
- f) A distance of 2m should be kept from the symptomatic person where possible
- e) Child will be brought to our isolation area by the Covid Lead Worker. A class teacher or SNA may remain with the child if deemed necessary. The most direct route should be taken i.e. exiting room to the nearest corridor area, travelling down the stairs(where necessary) and walking along the ground corridor to the isolation area on ground floor. Nobody else may enter this area while a person is awaiting collection. The school will be mindful of keeping the number of adults interacting with the symptomatic person to a minimum. The Covid Lead Worker/other staff member will remain with the child until their parent/guardian has arrived

The Isolation Room will be in the room beside the HSCL room on the ground corridor

- Contents will include: Wall display of protocols outlined in DES Covid-19 Response Plan Section 7 and 8 , School Procedures for if a pupil/staff member becomes unwell and is displaying COVID-19 symptoms ,a thermometer, a chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags and a pedal bin. For ventilation purposes the door can be left open
 - In the event of there being a second suspected case the Parents’ Room can be used
- f) 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 to put the tissue in the waste bag provided
 - g) While in the Isolation Room the child’s temperature will be taken
 - j) Adults should report to the Secretary’s Office for collection and a staff member will bring the child to the front door. The protocol for visitors will be followed
 - k) If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their G. P. by phone of their symptoms. Public transport of any kind should not be used
 - l) 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
 - m) The Covid Lead worker will carry out an assessment of the incident which will form part of determining follow-up actions and recovery
 - n) The Covid Lead worker will arrange 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. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. Before pupil can return to school, parents will have to declare in writing that his/her child is free of COVID-19 symptoms.

Appendix 5: Dealing with Suspected Cases of Covid-19 ‘School Procedure if Staff Member becomes unwell and is displaying COVID-19 symptoms’

School Procedure if Staff Member becomes unwell and is displaying COVID-19 symptoms listed below:

High Temperature (above 38 degrees), a cough, shortness of breath or breathing difficulties, loss of smell, of taste or distortion of taste

- a) Staff member alerts Covid Lead Worker for assistance. In the event that the Covid Lead Worker is not available the Assistant Lead Worker will deputise
- b) Staff member notifies Principal
- c) If staff member who has become unwell is a mainstream teacher, relevant SET Teacher will continue teaching his/her class
- d) Staff member puts on their face mask
- e) A visor/facemask should be worn by the accompanying/supervising staff member
- f) A distance of 2m should be kept from the symptomatic person where possible
- g) Staff member will be accompanied to our isolation area by the Covid Lead Worker. The most direct route should be taken i.e. exiting room to the nearest corridor area, travelling down the stairs (where necessary) and walking along the ground corridor to the isolation area on ground floor. Nobody else may enter this area while a person is awaiting collection. The school will be mindful of keeping the number of adults interacting with the symptomatic person to a minimum. The Covid Lead Worker will remain with the staff member.

The Isolation Room will be in the room beside the HSCL room on the ground corridor

- Contents will include: Wall display of protocols outlined in DES Covid-19 Response Plan Section 7 and 8 , School Procedures for if a pupil/staff member becomes unwell and is displaying COVID-19 symptoms , a thermometer, a chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags and a pedal bin. For ventilation purposes the door can be left open
 - In the event of there being a second suspected case the Parents’ Room can be used
- h) 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 to put the tissue in the waste bag provided
 - i) While in the Isolation Room the staff member’s temperature will be taken
 - j) If the staff member presenting with symptoms is well enough to drive home, he/she may do so. Responsibility rests with unwell staff member to make this decision
 - k) If the person is not well enough to drive home, arrange for him/her to be transported home by a family member, as soon as possible and advise them to inform their G.P. by phone of their symptoms. Public transport of any kind should not be used.
 - l) Adults should report to the Secretary’s Office for collection and a staff member will bring the member of staff who is feeling unwell to the front door. The protocol for visitors will be followed
 - m) If they become too unwell or advice is required, 999 or 112 will be contacted and informed that the sick person is a COVID-19 suspect
 - n) The Covid Lead Worker will remain with the staff member until they leave the building
 - o) The Covid Lead Worker will carry out an assessment of the incident which will form part of determining follow up actions and recovery
 - p) The Covid Lead Worker will arrange 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. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times. Before returning to work, staff member will have to self-declare in writing that he/she is free of COVID-19 symptoms.

Appendix 6: Protocol for Visitors

Arrangements for School Visitors throughout the day

- As per point 4.7 'Access to School and Contact Log' of the DES Covid-19 Response Plan', "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." Therefore the DES Contact Tracing Log (Appendix 6) will be used instead of the Visitor's Book.
- The school secretary will hold onto the Contact Tracing Log and fill it in by asking the visitor the relevant questions
- All deliveries must be left at the front door. Deliveries must be planned when secretary or caretaker is present to take in the items.
- All meetings must be by appointment and be essential meetings. All meetings should take place over the phone/ zoom where possible
- Pupil collections outside of normal hours must be by appointment and be essential collections. The sign out sheet will be completed by the secretary in the presence of parent. The pupil will be brought to the front door
- Visitors who enter the school through the front door must wear a face mask and sanitise upon entry to the school and maintain a 2m distance where possible
- Visitors entering the school will be kept to a minimum. However, sometimes it is necessary for visitors on official school business to enter through the double doors at the secretary's office e.g. I.T. maintenance, school psychologist, inspectorate, EWO etc. This will be by prior appointment only. They will be asked to sanitise and wear their own face mask and to maintain a 2m distance where possible. The secretary will fill in their details on the Contact Tracing Log and also their responses to the Covid questions. The secretary will PP their name to the end of the Covid 19 questionnaire if they do not have a pen to hand. Visitors will be asked to listen to/read the physical distancing measures and the hygiene etiquette the school has in place and will be required to agree to adhere to these while in the school building. Before leaving the school building visitors will be required to check back in with the Secretary.

Covid 19 Questionnaire for Visitors

(For those entering past the double doors at the Secretary's Office)

Name: _____ Date: _____

Name of School: St. John's Girls' and Infant Boys' School

Name of Principal: Aoibheann Ruane Name of Acting Principal: Virginia O Neill

Questions	YES	NO
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been advised by a doctor to cocoon at this time?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups	<input type="checkbox"/>	<input type="checkbox"/>

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.
Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____

School Protocol for Social Distancing for Visitors

(For those entering past the double doors at the Secretary's Office)

- Sanitise upon entry and as you move throughout the school, especially if entering into different rooms
- Wear a face covering
- Keep left where possible
- Keep 2m distance from others where possible
- Return to the secretary if you wish to use the toilet facilities
- Return to the secretary at the end of your visit in order to complete the final step of the Contact Tracing log

Hygiene etiquette

- ***Respiratory Hygiene:*** All members of the school community will practise respiratory hygiene to limit the spread of the virus:
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin
- ***Hand Hygiene:***
- Sanitiser is available throughout the school
- Pupils, staff and visitors should perform hand hygiene i.e. wash their hands with antibacterial soap or use hand sanitiser:
 - before leaving home
 - before and after being on public transport
 - when arriving/leaving the school /other sites
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms

If you do not agree to adhere to the above school measures to stop the spread of Covid-19 please inform the secretary before entering through the double doors at the secretary's office.

Thank you

Appendix 7 : Contact Tracing Log

Contact Tracing Log

Name of School	St. John's Girls' and Infant Boys' School		School Contact Person	Virginia O Neill (Acting Principal) Covid Worker: Marie Keogh	
Address of School	Cathedral Place, Limerick		For Queries only: Phone No	061-416752	
			Email	johnsns@eircom.net	
Name of Visitor					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

