



Bóthar Chillmhochuda Uacht
Stigh Lorgan
Baile Átha Cliath
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Covid 19 Response Plan

Background:

The following is the school's response to Government instructions for our school to deal with the Covid 19 situation and to reopen on 01/09/2020.

Stakeholders in the school community namely Board of Management, Teaching Staff, SNAs, Secretary, Caretaker, Parents' Association and In School Management Team have been consulted during our school responding to the challenges of safe return for everyone. The aim is for everyone to return safely, for there to be clear communication within school of our responses and actions at this time and that our students and staff return to a warm, friendly, safe and clean, well-organised place of work and of education.

Communication so far:

Since the publication of the Roadmap for return to school on 27/07/2020 the following communications have taken place.

1. All Department publications on matter have been sent to teachers, board members, SNAs and to members of Covid Response Committee.
2. School established Covid Response Committee comprising Julie Breen (BOM), Damian Moran (Principal), Moira Killeen (Deputy Principal), Maria Caird (LWSMA), Eileen Gavin (LWT), Caroline Freyne Little (Parents' Association).
3. Initial response sent by Principal to parents.
4. Interaction with staff members.
5. ISM meeting Monday August 10th.
6. Covid Response Committee meeting held 12/08/2020 on site.
7. Staff meeting Wednesday August 19th.
8. Letter from Chair BOM to parents
9. Meeting with SNAs on Monday 24th August.
10. Meeting with BOM Monday 24th August.
11. Continuous communication with stakeholders up to 1st September and throughout the year to make sure every possible action is taken to have all safe and happy and to be as practical and helpful in all measures we take as we can be.

We want to create a calm, responsible atmosphere in the school and take into account also our duty of care to all in the school.

There has been informal discussions with all parties on a continuous basis and this will continue.

Section1 – Planning and Systems:

We have a system in place to take advice from Government and Department of Education and Skills to keep school community informed.

- Principal deals with correspondence as it is published and informs school community as appropriate.
- We have prepared a Covid 19 Response Plan.
- We have displayed Covid 19 posters and informed staff of Covid 19 contact log system in place to support HSE tracing efforts if required.
- We have informed staff of systems to raise issues of concern.
- We have reviewed risk assessment in line with Covid 19 procedures noting the following.

RISK, ASSESMENT AND ACTIONS TO BE TAKEN

RISK

Entry/Exit to school

ACTION

A plan has been put in place to allow for safe entry/exit of pupils to our school.

No cars at all on school premises (including staff car park).

RISK

Movement in school.

ACTION

- A one way system has been put in place to ensure class bubbles are kept apart on corridors in the school.
- Classes will enter the school building from specific entrances.
- Yard times are to be staggered.

Points of entry/exit.

Point A – School entrance (back of school where pupils enter).

Point B – Entrance at Senior Infant Classes (New entrance at corner of school. Was temporary entrance before near church).

Point C – Bus stop (on Upper Kilmacud Road into school car park).

Point D – Main gates to school (on Upper Kilmacud Road into school car park).

Point E – Old school entry (on Lower Kilmacud Road in beside bike shed onto astro yard).

- Pupils will enter between 8.30am and 8.50am each morning.
- Entrances will be signposted:
Point A
Point B
Point C
Point D
Point E.

Point A - (classes - 1st, 2nd, 3rd).

Point B - (classes – Senior Infants).

Point C – (classes – 4th class only).

Point D – (classes - 5th classes only).

Point E – (classes – 6th classes only).

Junior Infants – Special arrangements will be sent to parents next week.

- All parking far side of church.
- P. Association will help to monitor parking in mornings between 8.20 and 9.00am.

- Class teachers in classrooms for 8.30am.
- SNAs, Learning Support and Principal will administer system from school gates. Friendly, safe, relaxed system.
- Boys will social distance on paths from church to school gates and beyond.

RISK - Physical Distancing:

ACTION:

We have identified all available school space to be used to maximize physical distancing. We have reviewed templates and rearranged as necessary all classrooms. Classes that have pods, then pods will be 1m apart.

Separate break times and staggered yard times will be in place for class bubbles.

We have taken action to limit the interaction between class bubbles.

We have encouraged cycling and walking to school and we will implement a social distancing policy indoors in our school at all times.

We have provided a one way system for entering and exiting the school and opened new entrance points to allow for social distancing.

All systems on physical distancing will be constantly reviewed.

RISK -Visitors to the school:



ACTION:

After September 1st.

1. No adults into school grounds except by appointment.
2. Contact tracing form to be used.

RISK – Planning, Training and Staff Induction:

ACTION:

-  Two lead worker representatives have been appointed and are on Covid 19 Response Committee.
-  Teachers have two days training and preparation as per Croke Park Hours Agreement to be completed on site (12 hours) before return to work.

These include:

- Preparing workspace for return.
- Helping in school preparations.
- Curricular preparations and work with L/S and year colleague.
- Training and induction of new measures introduced to school day.
- Meeting with Principal.
- Meeting with LWR.

- SNA staff return for eight hours preparation before school reopens.
 - Preparing workspace for return.
 - Helping in school preparation.
 - Meeting with Principal.

- Meeting with LWR.
- Training and induction of new measures.

All staff have been advised regarding sourcing PPE.

Second full staff meeting will be held on Monday August 31st (Zoom) before we return.

RISK – Interactions among class bubbles:

ACTION:

Staggered yard times.

Monitoring entry and exit to and from school.

One way system on corridors.

Clear understanding of procedures.

Supervision.

RISK – Child Unwell/Staff Unwell:

ACTION:

- Symptoms of Covid 19 awareness.
- Pupils does not leave room. Teacher calls Principal/Deputy Principal.
- Pupil brought to isolation.

After September 1st.

Isolation areas in the school:

Area 1. “Mr. Moran’s Office”.

Area 2. “PE Hall”.

Procedures followed as per Health Guidelines for Schools.

All staff have been trained in procedures regarding staff health and dealing with suspected symptoms of Covid 19 in pupils or adults as part of return to work protocol.

RISK – Stop spread in school:

ACTION:

- Social distancing.
- Increased cleaning.
- Hand cleaning policy.
- Information.
- Routine.

Section 2 – Staff.

- Staff have been informed throughout this process and their views, expertise and opinions have been sought and listened to.
- We have made each staff member aware of Covid 19 return to work form that must be completed.
- If staff have underlying conditions they have been given responses to follow.

Section 3 - Buildings and Equipment.

Classrooms have been checked regarding –

- Toilets working.
- Excess furniture removed.
- All equipment, desks, benches, doors and frequently touched surface points have been cleaned before reopening.
- Carpets have all been hoovered, washed and cleaned.
- All classroom have been examined regarding layout for next year and physical distancing measures have been noted and will be administered as much as practically possible.
- Class pods and class bubbles will be administered in our school in line with guidance.
- Class teachers will redesign their classrooms (2nd time) now that all cleaning has been completed. This was done earlier in the summer also as part of our preparation.
- Corridors and will be free of furniture. Noticeboards will contain only public health or school notices.
- Met with cleaners, twice during summer. Checklist drawn up with them regarding each classroom each day in school.
- Teachers and SNAs made aware of responsibilities regarding cleaning surfaces.
- Hand sanitizer stations installed in each classroom.

Section 4 - Dealing with a suspected case of Covid 19.

- Area 1 Isolation – “Mr Moran’s Office”.
- Area 2 Isolation – “PE Hall – corners”.
- Available – Tissues, hand sanitizer, wipes, gloves, bins, bags.

Procedure:

- Teacher contact office.
- Principal/Deputy Principal visits classroom.
- Pupil brought to area face covering applied.
- Follow up cleaning routines will happen after such an event.
- Staff aware of procedures.

Section 5 - Lead Work Representative.

- The school's LWR for teaching staff is Eileen Gavin.
- The schools LWR for SNAs is Maria Caird.

Both have been made aware of responsibilities and are carrying out accordingly.

Section 6 - Cleaning and Cleaners.

Three meeting have been held with our cleaners and school management. New cleaning protocols have been put in place and each staff member gets a checklist signed by the Principal showing all pre school return measures that have been done.

New cleaning equipment has been given to each classroom and staff have been made aware of their responsibilities also.

A new checklist for daily cleaning routine has been agreed by school and cleaners.

Supplies of sanitizer/soaps/wipes are on site and are checked regularly.

Supplies of toilet paper/toiletries and blue papers have been checked. Blue paper dispensers and bins fitted in all classes.

Areas for this week to be considered:

This is an evolving process. Our aim is that on 1st September all in our school return to a safe environment, understand new protocols and procedures and have a fruitful and enjoyable experience back in St. Laurence's for both staff and pupils and this leads to reassurance to wider school community.

Main concerns ATM.

1. Entrance at Senior Infants classes will need help, ideas to get that sorted.
2. 6th class graduation cancelled in school.
Virtual on Tuesday at 7.00pm – Mr. Mullins class.
Virtual on Wednesday at 7.00pm – Mr. Canny's class.
 - Junior Infant parents allowed in first few mornings after that no adults – only by appointment. Against school ethos but has to be done.
 - Want school to remain a friendly place where students feel safe and happy and staff continue to operate in a positive environment.
 - Further updates to follow.

Damian Moran – Principal St. Laurence's BNS Kilmacud.
21/08/2020.

For a signed copy, please contact the school.