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**COVID-19 Response Plan for the safe and
sustainable reopening of
Belgrove Senior Girls' Primary school
on
1ú Meán Fómhair 2020 / 1st September 2020**

This is a working document and may be reviewed and amended to take into account new guidance from www.Gov.ie , www.dbei.ie , www.hse.ie , www.hpsc.ie , www.hsa.ie ; www.education.ie or agreements with education partners as appropriate for primary and special schools.

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Appendix A Belgrove Senior Girls' School information

1) INTRODUCTION

The Minister for Education has published “The Roadmap for the Full Return to School” on the 27th July. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context. See Department of Education (DES): **COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools**

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

1.1) Underlying Principles

- The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

2) WHAT IS A COVID RESPONSE PLAN?

A Covid-19 Response Plan is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of Covid-19 in the school environment (DES Guidelines)

It is important that the resumption of school-based teaching and learning and the reopening of school facilities complies with the public health advice and guidance documents prepared by the Department.

3) SCHOOL COVID-19 POLICY

Belgrove Senior Girls’ School has been emailed to all parents and is also available on the school website www.belgroveseniorgirls.ie

4) PLANNING AND PREPARING FOR RETURN TO SCHOOL

The BOM aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

4.1) Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building.

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available online or from the principal.

4.3) Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace and a deputy Lead Worker Representative. (DES Guidelines)

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and school management.

All staff, pupils, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures. (DES Guidelines)

4.4) Signage

The Department has provided printed posters to our school, with age appropriate key health messages – hand washing, sneeze and cough etiquette etc. Additional ones have also been purchased by the school.

4.5) Making Changes to School Layout

Classrooms and the school corridor have been reconfigured to support physical distancing in line with the guidance issued in advance of the school reopening.

4.6) Health and Safety Risk Assessment

The BOM are currently undertaking a risk assessment to identify the control measures required to mitigate the risk of COVID-19 in the school setting.

First Aid/Emergency Procedure

The standard First Aid/emergency procedure shall continue to apply in the school. In an emergency or in case of a serious incident, the school should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

4.7) Access to School and Contact Log

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

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

5) CONTROL MEASURES: TO PREVENT THE INTRODUCTION AND SPREAD OF COVID-19

It is critical that staff, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements

5.1) Children who should not attend school

If a pupil is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19

- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell

The child may return to school in accordance with the HSE guidelines.

5.2) Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

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

5.3) Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

5.4) Hand Hygiene

The school will promote good hygiene and display posters throughout the schools on how to wash hands. Time will be allocated for hand washing and hand sanitising.

5.5) Physical Distancing

Physical distancing can be usefully applied in primary and special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. See Appendix A

5.6) Use of PPE in Schools

PPE will not be required to be worn within schools according to current occupational and public health guidance.

Masks

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- Has trouble breathing
- Is unconscious or incapacitated
- Is unable to remove it without help
- Has special needs to who may feel upset or very uncomfortable wearing the face covering.

The Department of Education recommends that staff make use of masks for first aid or intimate care or where social distancing cannot be maintained.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

6) IMPACT OF COVID-19 ON CERTAIN SCHOOL ACTIVITIES

The Department will work with stakeholders to provide more detailed advice on certain schools activities in advance of school reopening – currently we are awaiting this advice.

6.1) Arrival and Departure

Times for class bubbles to arrive and leave school have been staggered. We ask for co-operation from all of the school community as congregating of numbers needs to be minimised. See Appendix A

6.2) Entrance & Exit Points for Specific Classes

There are 4 doors available to be used. Each class will be assigned a door which will be clearly numbered and colour coded. See Appendix A

The main door will only be used by staff.

6.3) Line

- Yard lines will be spaced further apart on the yard
- Yard lines will be painted to match the colours of the designated door.
- Pupils will be encouraged to stand an arm length away from the girl in front of them.

6.4) Corridors

- A one way system will be in operation for classes:
 - DOWN THE CORRIDOR to the hall
 - OUT THE SIDE FIRE DOOR TO COURTYARD and return to your classroom via the designated/ colour coded door. See Appendix A

6.5) Library

- The use of the library will not be permitted for class library time. Class libraries will not be used for the time being.

6.6) Hall use and P.E

- Each class will have an allocated hall time (16 classes)
- Teachers may also take the pupils outside for PE or other activities.
- The PE equipment will not be available for use for the foreseeable future, this will be reviewed throughout the term.
- If the PE hall is being used by class groupings, common touch points will be cleaned at intervals throughout the school day.

6.7) Yard

- There have been adjustments made to Sos/ Lón. There will be three separate times for Sos.
- There will be 3 separate Lón/ big breaks. Children will be allowed to play freely in their classes, they are not restricted to their pods.
- There will be staggered times for how classes enter and exit the school. This is explained fully in Appendix 1.

6.8) Collection of Children during the School Day (non covid-19 related)

If an adult has to collect a child during the course of the school day, the following arrangements will apply

- When the adult arrives at the school, they should ring the doorbell for the Senior Girls' office intercom at the front door of the school to alert the office that they have arrived
- The child will be brought from their class to the adult by a member of staff
- The secretary will note the name of the child and the time they leaving
- No adult should enter the school building, unless invited to do so

6.9) Extra-curricular Activities

There will be no before or after school activities, this will be reviewed in October by the Board of Management.

6.10) Personal Equipment

- In so far as possible, it is requested that children will bring their own pens, pencils, colours, rubbers, etc., to school in their own pencil case, this will be left in school for school use only.
- It is further requested that all items have the child's name on them for ease of identification.

6.11) Shared Equipment

By necessity, some classroom equipment may need to be shared.

6.12) Uniform

- School uniform (tracksuit) will be worn as normal, however it has never been more important that they are clearly labelled.
- Please keep tracksuit uniform for school related activities only.

7) CLEANING IN SCHOOL

- The hours for cleaning the school have been extended.
- A DEEP clean of the school took place 18th, 19th, 20th and 21st August.
- The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

8) DEALING WITH A SUSPECTED CASE OF COVID-19

8.1) If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately
- The child will be given a mask to wear.
- The Teacher will wear a mask, shield and gloves.
- The child will be accompanied to the designated isolation area by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home, and will assist them by calling their GP.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect. If a parent or guardian is not available then a member of staff will accompany the child. This is subject to medical advice on the day.
- Arrangements will be made for appropriate cleaning of the isolation area and work areas involved.
- The Class teacher will bring the class outside to allow the room to be cleaned and ventilated.

Staff or pupils should not attend school if displaying any symptoms of COVID-

8.2) Isolation Area

The isolation area is located outside the Principals office, where the photocopier used to be.

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.

(DES Covid-19 Response Plan for the safe and sustainable re-opening primary and special schools)

8.3) Impact of a Suspected or Confirmed Case of Covid-19 in a Class

If the school is notified that a person in your child's class has a suspected or confirmed case of Covid-19

- The parents of all children in the class will be notified, Public health advice will be sought and followed

- This may mean that the POD will have to stay at home, this will be subject to HSE advice.

9) SPECIAL EDUCATION TEACHERS (SET)

In keeping with our Special Education policy, support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of a bubble.

- Classes are assigned a specific member of the SET Team.
- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- Where children receive support in one of the SET rooms, social distancing of 1 metre will be maintained between each child in the group.
- The tables and chairs in SET rooms will be wiped clean in between different groups attending

10) STAFF DUTIES

10.1) Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

10.2) Adjustments

In effort to reduce the amount of movement around the school, staff will be permitted to have access to their mobile phone should they need to:

- Phones must be kept on silent on the teachers desk. SNAs to be kept on her person.
- Staff may text secretary/principal with a query if needs be
- Staff may phone office if urgent
- Staff will not make any unnecessary trips out of their room during the school day.

10.3) Photocopying

- Will be located in the in staffroom
- Staff will sanitise their hands before and after use.
- Staff will maintain social distancing

11) COVID-19 RELATED ABSENCE MANAGEMENT

Please see the School Information Booklet regarding absences, illness.

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

11.1) Teacher absence and substitution

In the event that teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. If a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes as has been done previously. In such circumstances, it may not be possible for the class to attend on that day. If that is the case, as much notice as possible will be given to parents. We are awaiting further guidance from the DES.

12) EMPLOYMEE ASSISTANCE AND WELLBEING ASSISTANCE PROGRAMME

See Department of Education (DES): **COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools**
<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

APPENDIX A

Arrival at school

- Pupils should arrive at the school in the 10 minutes immediately preceding their start time
5th and 6th: 8.30 – 8.40 with teaching starting at 8:50 sharp.
2nd, 3rd, 4th: 8.40 – 8.50 with teaching starting at 9:00 sharp.
- Roll will be called promptly.
- We ask for co-operation with these times as it will mean that the numbers congregating on school grounds at any one time will be minimised.
- **There will be no morning assembly in the yard, pupils will go straight to their classroom through the designated door.**
- Pupils hang up coats and sanitise hands and sit at their seats.
- No adults, other than staff members, should pass the main gate.
- If your children have different start times please adhere to these. This is an interim arrangement and will be reviewed in due course.
- Messages for teachers can be given by writing in the journal or phoning the school office.

Special Arrangements for 2nd Class Pupils Tuesday 1st and Wednesday 2nd of September.

On these days:

1. One parent/ guardian may walk the child to the yard where their teacher will be waiting.
2. There will be signs identifying each teacher.
3. Adult must wear a mask
4. Wave and leave!
5. Please be mindful of social distancing

End of School Day/ Departure

Please be prompt when collecting your daughter.

5th and 6th Classes depart at 2:10pm:

1. Teacher escort class down the stairs and out of their designated door to the main gate.
2. Pupils are to go straight home or to an agreed meeting point with parent/ guardian if necessary.
3. Siblings: may wait for each other at our green railings in class bubbles.

2nd, 3rd and 4th Classes depart at 2:20pm:

4th Class pupils:

1. Teacher escort class down the stairs and out of their designated door to the main gate.
2. Pupils are to go straight home or to an agreed meeting point with parent/ guardian if necessary.
3. Siblings: may wait for each other at our green railings in class bubbles.

3rd Class pupils:

1. Teacher escort class down the stairs and out of their designated door to the main gate.
2. Pupils are to go straight home or to an agreed meeting point with parent/guardian if necessary.
3. Siblings: may wait for each other at our green railings in class bubbles..

2nd Class pupils:

1. Teachers escort class via main door of School to designated area outside the Main front door/ Infant Girls' School.
2. Where **parent/guardian is collecting pupil from School**, teacher will wait with pupils in Class Bubbles until they are collected.
3. If your daughter sees you, she may leave her class to go to you
4. For those parents who wish to proceed to the collection area, enter via the Infant Girls' School side gate. (We are operating a **one-way system**).
5. The teacher will send your daughter to you through the gap in the blue/white barriers.
6. Keep walking and follow the one-way system please.
7. Pupils can, with the prior approval of their parents/guardians, leave the designated area to go straight home, to go to an agreed meeting point outside the School or to go meet their siblings at our sibling collection points at the green railings. Please send a note/or email to info@belgroveseniorgirls.ie to the class teacher advising of the arrangement.

Appendix A

Entrance & Exit Points for Specific Classes

There are 4 doors available to be used in the main school building. Each class will be assigned a door which will be cleared numbered and colour coded.

The main door will only be used by staff.

1	2	3	4
Emergency exit beside room 1	Regular door beside room 3	Regular door beside room 4	Emergency exit beside room 5

Teacher	Class	Room	Door	Colour
Ms. Finn	2 nd	1	1	
Ms. Daly	2 nd	2	2	
Ms. Mason	2 nd	3	2	
Ms. O'Connell	2 nd	P/C	P/C	
Mrs. Stokes	3 rd	4	3	
Mrs. Brodie	3 rd	5	4	
Ms. Mohan	3 rd	9	4	
Ms. McCarthy	4 th	6	2	
Mrs. Daly	4 th	7	2	
Ms. Duffy	4 th	8	1	
Ms. Carroll	5 th	11	2	
Ms. McManus	5 th	12	1	
Ms. Furness	5 th	13	1	
Ms. Davey	6 th	10	3	
Ms. Moore	6 th	14	4	
Ms. Deegan	6 th	15	3	

Classrooms

- Class room windows will be open for air to circulate
- All strings hanging across the classroom/blinds or from the ceiling will be removed to declutter.
- Desks will be kept as clear as possible
- Pupils will wipe their own desks down twice a day.
- Teachers will wipe their own desks down twice a day.

Generic layout of classroom

- Each class room will be laid out in the same way.
- Table & bins will be located at top of the classroom under the whiteboard
- Floor markings and signs will be displayed.

Class is a bubble with PODS

- There are 14 tables placed in 6 pods:
 - 3 pods at top of class, near whiteboard, consisting of 2 tables each (seat 4 at each)
 - 2 groups of 3 tables (seat 6), with a pod of 2 tables at end of class
 - Children will be assigned a seat in the classroom, these seats and pods will be changed throughout the year as appropriate.

Playing on the Yard

- During yard time the classes will play within their own class bubbles. The children do not have to play exclusively with the children from their pod.

Yard: Sos

There will be 3 separate Sos (small break). Zones will be allocated to each stream (year group). The tarmac will be divided in two parts to facilitate this.

- 10:00 5th and 6th Classes
- 10:15 2nd Class
- 10:30 3rd and 4th Classes

Yards will be supervised by class teachers, the SET team and SNAs working within those bubbles. Each bubble will work out their own rota for Sos- one teacher will be needed along with relevant SNAs. SET will join 2nd class rota. (As they have 4 classes on yard and the other groups have 6).

Yard: Lón (Big Break)

- 11:45-12:10 2nd Classes
- 12:15-12:40 4th and 5th – Astro
6th on the tarmac
- 12:45-1:10 3rd Classes

There will be 3 separate Lón/ big breaks. There will be zones allocated to each class bubble. Children will be allowed to play freely in their classes, they are not restricted to their pods.

The Astroturf will be divided into a section for each class bubble (4th and 5th classes)
When the Tarmac is in use it will be divided into a section for each class bubble (2nd, 6th, 3rd)

Break 1: 2nd Class

11:45 File out to yard

12:10 First Bell: Freeze

Second Bell: Line up as following at their normal lines on the tarmac.

File into the school through their designated door promptly.

Break 2: 4th / 5th / 6th Class

12:15 4th class file out to the yard

12:20 5th and 6th file out to yard

12:40: First Bell: Freeze

Second Bell: 4th and 5th Classes will line up on the Astroturf.

6th class line up on the tarmac

6th and 4th classes will file in go in first using their designated doors.

5th class will file in after the 4th classes are inside.

Break 3: 3rd Class

12:45 File out to yard

1:10 First Bell: Freeze

Second Bell: Line up as following at their normal lines on the tarmac.

File into the school through their designated door promptly.

Yard: Toilets

1. The children must be given opportunities to use the toilet before each break.
2. The toilets in the Portacabin will be used by 4th/ 5th and 6th classes
3. These toilets will be cleaned after Lón by a cleaner.
4. The 2nd and 3rd classes will use their own toilets during yard time.

Yard First Aid

Should there be an incident requiring first aid on the yard, the pupils will be sent to the staffroom door to seek assistance, as normal.