



**Scoil Baile Mháirtín**

## **Covid- 19 Response Plan**

**2020/21**

### **Introduction**

This Covid-19 Response Plan is designed to support the Board of Management and staff in putting measures in place that will prevent the spread of Covid- 19 in Martinstown National School.

The Covid-19 Response Plan details the policies and practices necessary for our school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE). As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The plan is a working document and may be reviewed and amended as necessary or considering new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie).

The response plan supports the safe reopening of our school where the ultimate objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

### **COVID-19 Policy Statement**

Martinstown NS 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, who will be supported in line with the agreement between the Department and education partners.

Signed: Helen O' Flaherty

Date: 27/08/2020

Chairperson BOM

### **DES Roadmaps**

<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/> This Policy Document notes measures to reduce the risk of Covid-19 coming into our school community. The full DES Document must be read in full. 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/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/cl0045_2020.pdf)  
[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0040\\_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 <https://www.education.ie/en/> for updates.

**Health and Safety Officer:** Ms Lucy Butler – Staff/ Thomas Ryan – BOM

**Covid – 19 Response Person:** Ms Majella Clarke **Deputy CRP:** Ms Claire Whelan

**Lead Worker Representative:** Ms Lisa Kirby. **Contact:** [lisamartinstown@gmail.com](mailto:lisamartinstown@gmail.com)

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 the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. The role of the worker representative is to ensure that COVID-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.

- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.

- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace. **NOTE:** If a staff member has any concerns or observations in relation to the COVID-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM. All staff, parents/guardians, 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.

### **Symptoms of COVID-19**

No member of the school community can come to school if they display any Covid-19 Symptoms, available here: <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

In summary, common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry shortness of breath or breathing difficulties
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Staff or pupils should not attend school if displaying any symptoms of COVID-19.

### **Dealing with Suspected Cases of Covid-19 Procedure**

If a pupil becomes unwell and is displaying COVID-19 symptoms listed below:

High Temperature (above 38 degrees, shortness of breath, a cough, loss or change to your sense of smell or taste)

- If a pupil becomes unwell in the classroom, mainstream class teacher informs the Covid Response Person (CRP)
- Mask is given to child
- CRP escorts child to the sick bay/ isolation area and telephones the child's parents.
- 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;
- CRP remains with child until parent arrives.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
- 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

confidentiality is always essential. **Before** a pupil can return to school, parents **must** complete a return to school absence form.

Procedure if staff member becomes unwell and is displaying COVID-19 symptoms listed

- The staff member contacts the CRP for assistance.
- All adults put on a mask and gloves.
- If the patient is a mainstream teacher, the relevant SET Teacher will continue teaching his/her class.
- Staff member will be escorted to the sick bay/isolation area.
- If the staff member presenting with symptoms is well enough to drive home, he/she may do so. Responsibility rests with the unwell staff member to make this decision.
- 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.
- The CRP will remain with an unwell staff member until a person nominated by the patient arrives to bring the patient home, observing proper social distance at all times.
- 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;
- Carry out an assessment of the incident which will form part of determining follow up actions and recovery.
- 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 confidentiality is always essential. Before returning to work, the staff member will have to self-declare in writing that he/she is free of COVID-19 symptoms.

#### **Isolation area for a suspected case**

Two isolation areas have been allocated within the school building. Chairs, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags and a bin and he/she will be supervised by the CRP. Nobody else may enter this area while a child is awaiting collection. It will be sanitised after the person leaves.

Parents should contact GP and follow GP instructions. Contact must be made with the school office thereafter providing us with an update on the status of the child's health before they can return to school.

	Yes	No
Has the whole school been fully sanitised prior to re-opening?	✓	
Has the water system been flushed to prevent legionella disease?	✓	
Have sanitising stations been installed at all entry and exit points?	✓	
Have all toilet areas been fitted with soap and hand paper towel dispensers?	✓	
Have all staff members completed the return to work safety training?	✓	
Have all Parents and staff completed a Covid- 19 Declaration prior to returning to Martinstown NS?	✓	
Have all staff completed the Return to Work Safety Protocol checklist?	✓	
Have all staff read/signed and are aware of the Risk Assessment and Covid- 19 Response Plan documents	✓	
Have all staff been given PPE packs to Include: masks, visors, gloves, Aprons, Safety glasses etc.	✓	
Has each classroom been given a cleaning checklist which must be completed and signed each day?	✓	
Have extra cleaning measures been put in place?	✓	
Have all parents been given information regarding the Covid- 19 Protocols for Martinstown NS to include: drop off and collection times, contacting the school, in-class measures, what to do if your child is feeling unwell, extra – curricular activities?	✓	
Are contact tracing protocols in place for all visitors to the school?	✓	
Is there adequate signage displayed throughout the school ?	✓	

### **EPV days and Staff absences**

All Staff absences /EPV Days will be covered by a substitute teacher. Staff may carry EPV days forward to 2021. Substitutes will be asked to complete a Return to Work declaration form and will be logged for Contact Tracing.

### **Principal/Deputy Principal Duties**

The Principal/Deputy Principal must be able to speak with each member of staff and visit each classroom as necessary to fulfil her duties. These visits will be limited as much as is practicable. Like with all staff she will sanitise before entering/leaving each room and will wear a face mask and maintain social distance.

### **Support teaching:**

When using their own rooms support teachers will maintain as much social distance as possible. They will work with smaller groups/one to one. Teachers will disinfect desks, chairs and support materials after each child. All support teachers will sanitise between each group/child. Medical Grade Facemasks will be worn. Children visiting the support rooms will sanitise before and after each session.

### **Class Pods:**

Social distancing will be practiced as much as is practicable in each classroom. Each classroom has its own pods within the room. Children must stay in their own pods during this time. Changing of children's pod groupings may only occur at mid-term breaks or where there is a sufficient break within any given week.

Children have their own storage facility for their own books. There is no sharing of books or writing implements allowed. Teachers have protocols in place for correction of work. Each pod has access to a box of library books for their pod. Books will be quarantined after each change.

### **Yard**

The yard areas have been divided into four sections. Each classroom play within their own designated area are under no circumstances allowed to mix with other classrooms. P.E will consist of primarily non-contact games. All equipment must be sanitised before and after use.