

Covid-19 Response Plan Operating Procedures For the Students Parents and Guardians of Colaiste Muire

Dear Parents and Guardians of Colaiste Muire,

Following our Board of Management Meeting tonight I am forwarding a set of Covid-19 operating procedures specific to the students and staff of Colaiste Muire. These procedures have also had the benefit of substantial input from our Parents' Council.

As the Board has now approved the Covid-19 response plan, *we are all under statutory obligation to mind our own health and the health of others.*

You, as parents and guardians, have your part to play in protecting the safety of the occupants of our school. We must all socially distance, wear face protection, sanitise our hands and recognise and respond quickly to the symptoms of a coronavirus infection. These pillars of prevention will be implemented fully in Colaiste Muire. Your son/daughter will be safe from infection in Colaiste Muire if these procedures are followed.

Firstly, I am requesting, in the strongest possible terms, that *you do not send your son/daughter to school if they have a temperature / new cough / new breathing difficulty / a loss of smell or taste.* Sniffles, a runny nose, or having to clear your throat are not symptoms of Covid-19.

I ask you to encourage your son/daughter to walk / cycle to school. It would also be helpful for 1st to 3rd years to arrive earlier (about 8.30am) in the mornings than our senior students.

First Years will be required to stay in school for lunch. Parents and guardians of older students will be asked in early September, to opt **in** to students staying in school for 1.05 to 2pm break. This will be done by e-form on your son's/daughter's 365 account. This eform will be completed before full school days commence. You will receive a text when this eform is to be prepared. We encourage you to provide a packed lunch if staying in school. Non-socially distanced gatherings outside the school, e.g. on Midleton St. (i.e. 'top of the hill') are completely unacceptable in light of our mutual obligation to mind each other. Your son/daughter goes home for lunch, or goes to a friend's house, or stays in school. See below for more detail.

The Board reminds you to provide your son/daughter with a washable mask which they wear upon entering the school. Please provide a spare mask, which is to be stored in a zip lock bag. We also ask that your son/daughter has a pair of headphones with a 3.5mm jack for use in our online learning area (OLA). A packet of tissues helps with maintaining coughing etiquette.

There is significant detail in our procedures, which follow after this letter. Your son/daughter will be made familiar with these at their induction assembly.

Regards,

Fergus O'Brien

Procedures Summary

- **Face Protection**

All students enter the school building wearing their own mask / they must not enter the building without a mask / deliberately entering the building without a mask is a serious infringement / students will be asked to have a washable mask and a spare in a zip lock bag at all times / students who forget, or lose masks must walk around to the front of the building and enter reception and wait to be supplied with a disposable mask / 2m only situation where masks come off

Visors for students under certain conditions (SEN, breathing difficulties/medical note). Students will have a visual aide to indicate they can wear a visor/ Parents can email the school

- **Student Pods**

By core class 1st to TY, by year group 5th and 6th / Separation where possible / Seating plans.

- **Breathing Breaks**

Can allow if student feeling lightheaded /will review

- **Corridors**

2m distancing / 2 way / single file and keep left / lanes taped off / students taught awareness of bunching- encouraged to look ahead and don't join a crowded area / masks on

- **Main building doors open at 8.30am. Entry and exit doors by year group**

1 st and 2 nd years	East door
3 rd years	Dining Assembly door
TY	Rofabs
5 th years	Students' door coming up from gym
6 th years	Students' door by kitchen

Enter / go straight to 1st period's classroom via designated entry door / supervisor on corridor / enter classroom – the door will be open

- **Students who arrive early in School (8.15am)**

Dedicated Rofab for each year group from 8.15am / Supervisor present

- **Lockers**

Junior Years -there will be less need to go to lockers at usual times due to base classrooms for students / from 8.30 base classrooms open / enter the room and go to usual seat / then go to lockers, which are nearby, in small numbers until class commences / Senior Years stagger –intercom.

- **Lunch Break**

Vending machines removed due to floor space being needed / Students from 2nd year up + friend(s) within year pod can go home for lunch - 3 households rule must be followed / students who stay in school - supervised inside in classrooms for lunch break if wet, outside if dry.

Outside 2m, including on the astro tarmac / on wet days, most classrooms will be used by students and there will be an overflow to gym. 2m spacing inside for the entire 55 min break will be difficult if significant numbers don't go home for lunch. Local businesses have agreed to deliver in. Vetted supervisor from school must be present. Reduced menu options / prepaid orders.

- **Hand Sanitising Routine**

Outside classroom- every time a student touches a door – use nearest hand sanitizer station and sanitise.

Inside classroom. Upon entry to a room, students will take a sanitising wipe / clean chair sides and top back (touch points) desk and hands.

- **Cleaning**

School cleaners, start at 4.30pm – surface wiping routine added – extra 30 min per day. School must be vacated for cleaners – no supervised study for the moment. One cleaner will be cleaning surfaces during the school day

- **Ventilation**

Enough classroom windows open to get air circulating. Slats above doors open or door ajar.

- **Morning break staggered**

1st 2nd 3rd years 10.10 – 10.25am

TY 5th 6th years 10.50 – 11.05am

- **Uniform**

Normal uniform policy to be required / regular washing expected / fleece can be worn under jacket if temperatures drop due to ventilation / thermal layers encouraged / no gloves or hat

- **Coughing etiquette**

Reinforced in assembly

- **Online Learning Area (OLA)**

Located on gym balcony/ students being asked to supply own headphones – disposable earbuds supplied. Sitting in pods. Random number generator to decide which student learns online.

- **Suspected case of Covid 19 in school**

Teacher rings office – secretary escorts straight to meeting room / parent contacted immediately / family member takes home / enhanced cleaning / We cannot measure

a student's temperature /if there is a positive test result– HSE contacts 'all relevant parties' – we follow their directions- confidentiality of student important

- **Visitors**

Contact tracing record / GDPR compliant – parents call by appointment only

- **Items being dropped off in reception -**

A drop off point near reception – office will not handle / parent contacts their son/daughter

- **Room timetable**

Will change, especially for older classes, depending on class size

- **Review**

These procedures may change upon school review and NPHET guidelines

Reviewed by FOB MKy YHx6 LWRs PCouncil

BOM approved

26.8.2020