



## **Appendix 5: Castlegar NS COVID-19 Logistics Plan**

### **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.

### **Assumptions**

- All children return to school and classes operate within a bubble system
- The school is split into 2 groups with each group having different staff rooms, play areas, entry and exit points.
- Groups will be constituted of
  1. Infants - 2<sup>nd</sup> class
  2. 3<sup>rd</sup> – 6<sup>th</sup> class & Special Class
- The day will include breaks 1 x 10mins and 1 x 30 mins.
- Within each class from infants to 2<sup>nd</sup> class, the children will be further divided into pods, with a minimum distance of 1 metre being maintained between pods. These pods will rotate at school holiday times.
- Within each class from 3<sup>rd</sup> to 6<sup>th</sup> class, social distancing will be observed with a minimum distance of 1 metre being maintained between children.
- Hand sanitiser will be available at all entry points and in all class and support rooms

### **Class teachers 2020 – 2021:**

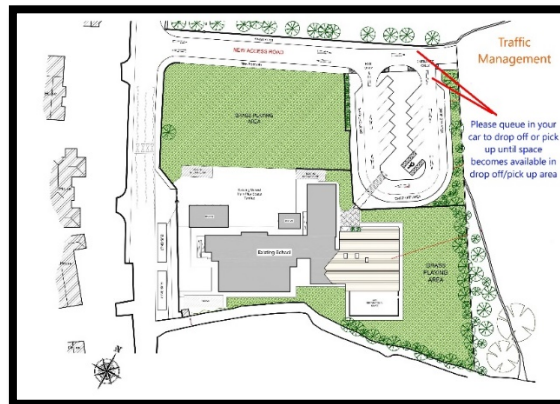
<b>Special Class</b>	<b>Junior &amp; Senior Infants</b>	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Class</b>	<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Class</b>	<b>5<sup>th</sup> &amp; 6<sup>th</sup> Class</b>
Ms. Ryan	Ms. Hogan	Ms Kelly	Ms. Evans	Mr. Gleeson



SCOIL NÁISIÚNTA CHOLMCILLE NAOFA  
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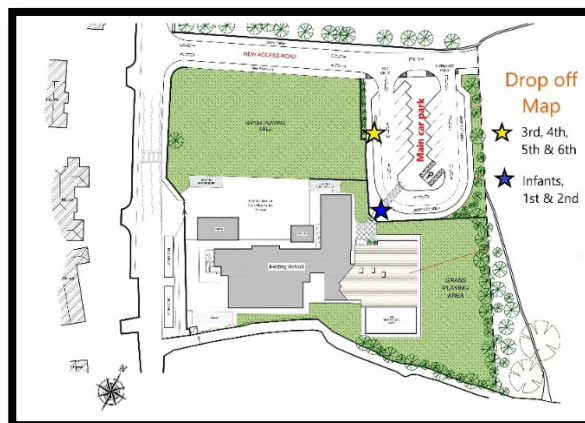
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**Drop off & pick up**



**Please only drop your child(ren) at 8:50am to avoid the situation where they are mixing with others.**

- Children in the special class will enter as normal under the guidance of their escort.
- Children in Infants to 2<sup>nd</sup> class can be dropped off at the new main front gate (see **blue star on drop off map**) and can go their designated yard area until the bell rings.
- Children in 3<sup>rd</sup> to 6<sup>th</sup> class can be dropped off at the AstroTurf gate by the main car park (see **yellow star on drop off map**) and can go their designated yard area until the bell rings.
- Please remain in your car when dropping your child off and adhere to the school traffic management procedures.
- A staff member will guide the children to their designated yard area.
- Every effort must be made to have children at school before 9am, at this time, school doors will be lock for health and safety reasons.
- Children who arrive after 9am, guardian must phone the office and the child(ren) must be signed in by a parent/adult at the school gate.





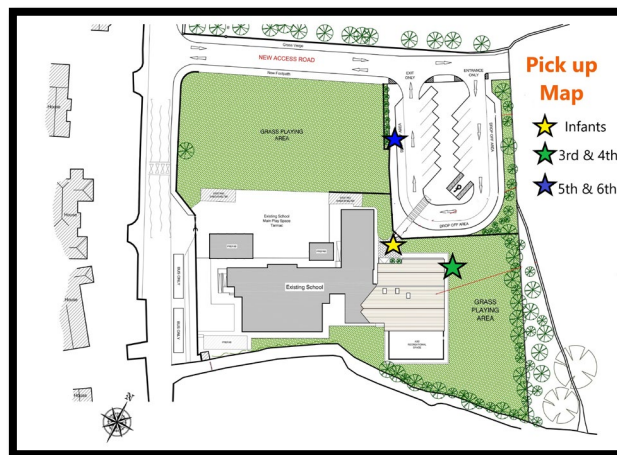
### Collection of Children during the School Day

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

- A phone call should be made to the office to inform the school of an early pick up, preferably with one days' notice if possible.
- When the adult arrives at the school, they should phone the office to say they have arrived.
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school building, unless invited to do so.

### Children must be picked up promptly at their designated pick up time and place:

- Children in the special class will leave school as normal under the guidance of their escort.
- **Children in the Infant classroom will be picked up at 12pm each day until Friday the 11<sup>th</sup> of September from the main school door (please see yellow star on pick up map).**
- Thereafter infants will be picked up at 1:30pm from the main school door (please see **yellow star on pick up map**)
- Children in 1<sup>st</sup> & 2<sup>nd</sup> class will be picked up at 2:30pm from the main school door (please see **yellow star on pick up map**)
- Children in 3<sup>rd</sup> & 4<sup>th</sup> class will be picked up at 2:30 pm from the GP room fire escape (please see **green star on pick up map**)
- Children in 5<sup>th</sup> & 6<sup>th</sup> class will be picked up at 2:30 pm from the AstroTurf gate by the main car park (please see **blue star on pick up map**)
- Children will be released to parents once the car can be seen by the class teacher, please remain in your car and adhere to the traffic management school plan procedures until your child is released.



It is so important that all parents adhere to the drop-off and collection plans as outlined above and ensure that all adults do not come within 2m of each other at any time.



## Classroom layouts

- Each classroom will be adapted to accommodate social distancing.
- Windows will be left open to help ventilate classrooms at intervals during the day. We would ask that children wear an extra base layer during colder periods and always bring a coat to school.
- Special Class
  - Each child will have their own individual Teacch station.
  - Please ensure your child has all equipment needed for school. Pencils, rubbers, colouring pencils, toppers etc and that each item is clearly labelled with his/her name.
  - Sharing of personal equipment/resources/books is strictly not allowed.
  - We ask that children have two pencil cases, one for home and **one pencil case to be left permanently in school**, clearly labelled with your child's name.
- Infants to 2<sup>nd</sup> class
  - Pods of 4/5 children will be created in the classroom and each pod will be seated at least 1m away from others.
  - These pods may rotate at mid-term breaks and other school holidays.
  - The school will provide all necessary stationary supplies, as stated on your booklist, this is covered in the book rental fee.
  - This stationary will be stored individually per child and will not be shared amongst other children.
  - Sharing of personal equipment/resources/books is strictly not allowed.
- 3<sup>rd</sup> to 6<sup>th</sup> class
  - each child will be seated at least 1m from all other children.
  - Please ensure your child has all equipment needed for school. Pencils, rubbers, colouring pencils, toppers etc and that each item is clearly labelled with his/her name.
  - Sharing of personal equipment/resources/books is strictly not allowed.
  - We ask that children have two pencil cases, one for home and **one pencil case to be left permanently in school**, clearly labelled with your child's name.

## Ventilation:

The following practical measures for the deployment of good ventilation practices in schools will be adopted in Castlegar NS:

- Windows will be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. It is worth noting that windows do not need to be open as wide in windy/colder weather in order to achieve the same level of airflow into the classroom. This will assist in managing comfort levels in classrooms during periods of colder weather.
- All windows and air vents can be accessed and opened.
- Rooms will be well ventilated before occupancy each day. This will be achieved by ensuring that at the end of the school day each evening, the windows in each room will be opened (as wide as practical and safe while also considering security issues) for at least 15 minutes to ventilate the room fully.
- Windows will be open at break times and at lunchtimes for at least 15 minutes where possible.
- Classrooms will maintain partially opened windows as per guidance below to keep the room fresh and prevent stuffiness and condensations etc.



- Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.
- In colder weather any local chilling effect will be offset by partially opening the windows nearest and above the radiators.
- It is ensured that air movement is not blocked by furniture or window blinds and curtains.
- **Rooms with adequate fresh air should not be stuffy or have condensation on the window glass.**
- It is ensured that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc.
- Corridors will be ventilated before and after break times by opening doors etc.
- Internal doors into classrooms will be kept open to assist with increasing air movement and ventilation.
- It is ensured that there is appropriate ventilation of staffrooms, offices and other areas used primarily by staff. Windows will be opened each morning in common areas.

### Shared Equipment

- By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

### School Uniform:

- Full school uniform must be worn each day. The department of education says “the HPSC has not issued public health advice regarding the wearing of school uniforms.” Therefore, current policy on the wearing of uniforms remains unchanged. We advise the regular washing of uniforms.
- **NB: Children do not need to have indoor shoes or slippers.**

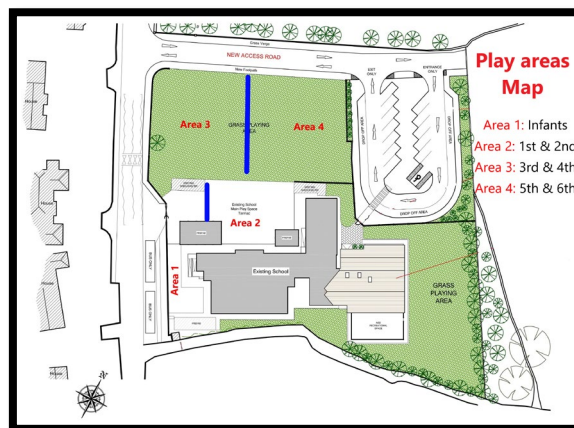
### School Lunches:

- School lunches will be available through Treat Café as in previous years. Menus will be issued in the second week of school, and a selection of items will be provided in the first week.
- **All food waste must be brought home daily in your child’s bag.**



## **Break times:**

- **NB: Children do not need to have indoor shoes or slippers.**
- To avoid mixing of class bubbles, **each class bubble will have a designated play area** on either the main yard or the AstroTurf.
- Children in the special class will spend their yard time on their dedicated play area as per usual.
- Children in Infants, as always, will spend their yard time in the designated infant play area (see **Area 1 on Play area map**)
- Children in 1<sup>st</sup> & 2<sup>nd</sup> will spend their yard time in Area 2 (see **Area 2 on Play area map**)
- Children in 3<sup>rd</sup> & 4<sup>th</sup> will spend their yard time in Area 3 (see **Area 3 on Play area map**)
- Children in 5<sup>th</sup> & 6<sup>th</sup> will spend their yard time in Area 4 (see **Area 4 on Play area map**)
- Yard times are as follows:
  - 1<sup>st</sup> Break: 10:50 – 11:00
  - 2<sup>nd</sup> Break: 12:30 – 1:00
- All children will be required to wash and sanitise their hands when returning to class.



## **Learning Support**

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised in so far as possible to ensure our support teachers will work within the confines of a class bubble or two at max.

- 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. When this is not possible PPE must be worn by each teacher.
- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class 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





## Stay at home if sick

- **Children and staff must remain at home if they are displaying any cold or flu like symptoms.**
- Staff must not return to or attend school if:
  - They live with someone who has symptoms of the virus.
  - They have travelled outside of Ireland.
- Children/staff will be isolated immediately and sent home if they display any of the following symptoms consistent with COVID-19:
  - High temperature
  - Sore throat & runny nose
  - Cough
  - Shortness of breath or breathing difficulties
  - Loss of smell, of taste or distortion of taste
- Parents must provide the school with 2 contact numbers for their child(ren), this is of utmost importance.

## Dealing with a suspected case of COVID 19

Pupils should not attend school if displaying any symptoms of Covid-19. 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 accompanied to the designated isolation area via the isolation route 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
- Arrangements will be made for appropriate cleaning of the isolation area and classrooms involved once the child has been collected by their parents/guardian.
- **Parents will be advised to contact their GP for a consultation and to arrange a test for COVID-19 if recommended by their GP.**

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.

## Children who should not attend school

If your child 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 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, **a precautionary approach should be taken.**



## Cleaning:

- The school will be cleaned at the end of each day by our contract cleaner with daily COVID-19 specific checklists to be maintained.
- High contact areas such as door handles, table tops will be cleaned during the school day as necessary. Teachers will ensure children's table tops are clear of books etc at the end of each school day.
- Each classroom will have a supply of cleaning products, hand sanitiser and disinfectant wipes for use throughout the day.
- Each teacher is responsible for cleaning down their own work area, morning and evening
- Children must wash/sanitise their hands before mealtimes and at other significant points throughout the day.
- **Children should not bring personal hand sanitisers to school**, as stated in the COVID-19 response plan for the safe opening of Primary and Special Schools... "Young children should not have independent use of containers of alcohol gel." We assure you they will have access to sanitiser in school.

## Hygiene and PPE

- As set out in the roadmap for reopening of schools, PPE is not necessary for children under the age of 13.
- Medical grade masks in the EN16483 category, namely Type 2R, will be provided to all staff.
- Medical grade visors will be provided to all staff.
- Lanyard hand sanitisers will be provided for all staff
- Various types of PPE will be used by school staff when/where a distance of 2 metres cannot be maintained.
- Staff are encouraged to wear PPE when/if circulating throughout the school.
- Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing, or spitting.
- It is required that children and staff wash their hands after activities that are likely to soil hands e.g. playing outside or certain sporting activities. This is due to the fact that sanitiser does not work on dirty hands.
- It is required that all persons upon entering and exiting the school building sanitise their hands.
- Staff and pupils must sanitise when entering or exiting vehicles.
- We would be grateful if you could also emphasise safe behaviour in this regard to your children at home as part of the preparation for returning to school.





### **Access to school:**

- Visitors to school will be greatly limited and only by a **pre-arranged appointment**
- Please do not try to have meetings with members of staff in the playground at drop-off and collection times
- Meetings between parents and staff members **can only take place by prior arrangement.** (This may have to be more restrictive depending on guidance - it is quite possible that the recommendation will be for remote meetings/telephonic communications.)
- Any outside visitors to school, such as substitute teachers, maintenance workers etc must complete a contact tracing log at the office before entry is given.

### **Teaching and learning:**

- Our first priority is that the children feel safe and welcome into the school environment. We aim to make the transition back to school as easy as possible for our students.
- Much of the first period of schooling will be spent teaching new routines and hygiene procedures.
- Socialisation is very important, giving the children time to reacquaint themselves with their peers and settle back into school life. PE classes will be taught frequently
- Our focus for the children's education will firstly lie in assessing where the children are at in their learning and meeting them at that point.

**IMPORTANT: Please be aware that this is a working plan and may change upon receiving further advice from the government or as the school management and school COVID response committee see fit.**



## COVID-19 Logistics plan appendix for staff

### Separate Staff Rooms:

- There are now 2 staff rooms, the GP room has become our second staff room.
- Staff room 1 (old staff room) only 6 people allowed at any one time.

R Kelly	R Murphy
D McMahan	M McNamara
M Glynn	A O'Connor

- Staff room 2 (GP room)

C Evans	D Gleeson	H Gaughan
C McCormack	U Ryan	C Schaefer
S Fallon	L Timothy	M Callaghan
J Byrne	SCP - Claire	

- Please keep a 2-metre distance between yourself and others at all times.

### Staff toilets:

- There are now three designated staff toilets. You must only use the toilet assigned to you.
- WC 1 single toilet beside Mary Glynn's room:

R Murphy	R Kelly
D McMahan	A O'Connor
M Glynn	Claire (SCP)

- WC 2 where washing machine & dryer is:

C McCormack	H Gaughan
C Evans	D Gleeson
M McNamara	J Byrne

- WC 3 opposite new front door in new build:

U Ryan	C Schaefer
L Timothy	S Fallon
M Callaghan	

### PPE:

- The PPE is located in the cupboard in the GP Room and in the cupboard in the Staff room 1.
- Please use as you see fit.
- If you cannot keep 2m distance you must wear wither mask or visor.

### Cleaning:

- All staff are responsible for cleaning their own work area, as they see fit during the course of the day.
- If a toilet needs cleaning during the day, please ensure to sign the checklist.

### Isolation room:

- SEN teacher brings child to room & waits until the parent arrives.
- Child and teacher must wear PPE



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**Lunches:**

- Teachers must be responsible for distributing the lunches within each classroom.

**Restriction of movement:**

- Children can no longer do the jobs they once did in class, e.g. they cannot be allowed to circulate around the room distributing books etc
- It is hugely important that children are no longer to be sent on messages to other rooms. A telephone is now installed in each room, please use to make contact with another staff member.

**Office:**

- A 2m distance has been marked out with tape on the floor around office desk, please respect this distance.
- Max 2 staff members in the office at any one time and please respect social distancing.
- Use the hatch for communicating with Marie, only enter the office if absolutely necessary for the safety of all.
- If using the photocopier/filing cabinet etc, please wipe down are once finished.
- We hope to organise that the printer will move to a different area at a later date.

**Getting around:**

- Please try to restrict your own movement in so far as is possible.
- When travelling in the corridors, please abide by the routes mapped by floor markings.