**Castlegar NS COVID-19 Response Plan**

**Class teachers 2020 – 2021:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Special Class | Junior & Senior Infants | 1st & 2nd Class | 3rd & 4th Class | 5th & 6th Class |
| Ms. Ryan | Ms. Hogan | Ms Kelly | Ms. Evans | Mr. Gleeson |

**Please note a small change to morning drop off procedures**

**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 2nd 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 3rd to 6th 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.

**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.
* When the adult arrives at the school, they should either 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.

**Please pick up your child(ren) 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 11th 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 1st & 2nd class will be picked up at 2:30pm from the main school door (please see **yellow star on pick up map**)
* Children in 3rd & 4th 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 5th & 6th 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 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. We really appreciate your compliance with these guidelines.

**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 2nd 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.
* 3rd to 6th 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.

**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. The 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 1st & 2nd will spend their yard time in Area 2 (see **Area 2 on Play area map**)
* Children in 3rd & 4th will spend their yard time in Area 3(see **Area 3 on Play area map**)
* Children in 5th & 6th will spend their yard time in Area 4 (see **Area 4 on Play area map**)
* Yard times are as follows:
  + 1st Break: 10:50 – 11:00
  + 2nd 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.
* Where children from 3rd to 6th 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**.
* Children/staff will be isolated immediately and sent home if they display any of the following symptoms consistent with COVID-19:
  + High temperature
  + Cough
  + Shortness of breath or breathing difficulties
  + Loss of smell, of taste or distortion of taste
* Please provide the school with 2 contact numbers for your 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

**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.
* Each classroom will have a supply of cleaning products, hand sanitiser and disinfectant wipes for use throughout the day.
* 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.
* Various types of PPE will be used by school staff when/where a distance of 2 metres cannot be maintained.
* Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing, coughing, or spitting.
* 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.)

**Teaching and learning:**

* Our first priority is that the children feel safe and welcome into the school environment. We want 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.**

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.
  + Ruth
  + Laura
  + Dearbhla
  + Marie-Claire
  + Mary
  + Marie M
* Staff room 2 (GP room)
  + Clarice
  + Danny
  + Helena
  + Caitriona
  + Una
  + Christina
  + Siobhan
  + Laura
  + Marie C
  + Jason
  + SCP worker - 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 Glynns room:
  + L Hogan
  + R Kelly
  + D McMahon
  + MC Daly
  + M Glynn
* 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:

* Where
* 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 you clean a toilet sign the list

Isolation room:

* SEN teacher brings child to room & waits until the parent arrives.

**Quick glance ‘Parents To do list’:**

* Update contacts for school – at least two numbers per family and a valid email address. These contacts can be updated via the school email address, castlegarns@gmail.com.
* Ensure your child knows correct handwashing procedures and respiratory hygiene (see enclosed).
* Prepare your child’s school bag with all necessary equipment (see booklist) and a pencil case that can be left in school on a permanent basis, with your child’s name clearly labelled on each item. **Remember: no sharing of equipment**.
* Ensure you are aware of your child(ren)’s drop off and pick up point.