



Scoil Eoin Phóil

Covid Logistics Plan

For Return to School on 1st September, 2021

Developed in August, 2020

Updated for the reopening of the school on 1st March, 2021

Reviewed and updated in August, 2021

Pre Return to School

School reopens on Wednesday, 1st September, 2021. All parent(s)/guardians() will be required to fill a **Pre Return to School Parental Declaration Form** before children return to school or after any absence. The form will be completed online via Google Forms.

A Short Overview of the Logistics Plan

Entry to the school in the mornings

- Entry to the school grounds will be from 9.15 a.m. to 9.25 a.m. Please do not bring/send children to school at earlier times as this will lead to congestion at the school gates
- Children will enter the school grounds either through the pedestrian gate or the car park gate – check for assigned gates in the **entry/exit plan**
- Each class has been assigned a door for entry – **see entry/exit plan**
- Class teachers will be in their classrooms or the P.E. hall to welcome the children.
- Adults must wear masks during drop off and collection time.
- Adults are asked not to congregate outside the school gates at these times but to disperse as soon as possible keeping to the family unit.
- There will be extra staff members on duty at the school gates, at the external doors of the corridors and PE hall.
- Children will sanitise hands as they enter the classroom, then sit in their allocated seat and engage with an assigned activity while waiting for formal class to begin.

Exit from school in the afternoon

- Infant classes will go home at 2 pm (Junior Infants will go home at 12.30 p.m. until 10th September). Junior Infants will be collected from the yard. Junior Infants will be collected from the front of the school.
- 1st and 2nd classes will go home at 2.50 p.m. (1st class collected at the front of the school. 2nd class will be collected from the yard.)
- 3rd and 4th classes will go home at 2.55p.m. – no adults allowed on the school grounds for these classes.
- 5th and 6th classes will go home at 3 p.m. – no adults are allowed on the school grounds for these classes
- Children who have to wait for siblings will come to the grass area at the front of the school and wait at the assigned area for their class until siblings finish class.
- Parent(s)/Guardian(s)/Minder(s) who walk to the school to collect children are asked to maintain a social distance in the yard (where applicable) and outside the school gate. The yard will be marked with coloured circles to facilitate this.

Scoil Eoin Phoil

Logistical Plan for Returning to School 1st September, 2021

Assumptions

School will re-open for all pupils on Wednesday, 1st September, 2021

Week beginning Monday 23rd August

Finalise and publish Covid-19 Response Plan and Logistics Plan for the school community
Tuesday, 31st August– all staff on site to finalise arrangements for returning to school

Wednesday, 1st September, 2021

Welcome children back to school

Junior Infants come to school from 10 a.m. to 12.30 p.m. daily from 1st – 10th September

Senior Infants to 6th Class come to school from 9.15 to 9.25

Under normal circumstances parent(s)/guardian(s) have access to the school yard both before and after school. Due to Covid-19 restrictions access to the school grounds will be limited. **Access and exit points are outlined in the entry/exit plan.**

Staggered Drop Off and Collection Times

To help reduce the amount of traffic around the school gates and on Green Lane, children are asked to walk/cycle/scoot to school if it is at all possible.

- The children will enter and leave the building through assigned doors. – doors at the end of corridor 1 and 2, PE hall doors and front door.
- Unfortunately, it will not be possible for parent(s)/guardian(s) to come onto the school grounds before school. An exception will be made for Junior Infants for the first four days and they will start at 10 a.m. for those days. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school gates open at 9.15 a.m.

Summarised Timetable for Drop Off and Pick Up

9.15 All staff to be present to support arrival of pupils

Class teachers to be in their classrooms

SET teachers, SNAs, Principal at designated positions on school grounds to support arrival of pupils

9.15 – 9.25 Arrival of pupils – Drop and Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival. (exception will be made for Junior Infants for the first 4 days)

ENTRY/EXIT PLANS

ENTRY Plan for Corridors 1 and 2

Children may come to school anytime between 9.15 a.m. and 9.25 a.m.

For the first 4 days (1st September to 6th September), Junior Infants will come to school at 10 a.m.

Corridor 1 Classrooms 1 - 8

Classes entering school by end door on Corridor 1 **MUST go around by Scoil Mhuire side of our school.**

Class/Teacher	Room No.	Entry Point
4 th Class/Ms Hallissey	Room 1	PE Hall (Sc Mhuire side) via pedestrian gate
Sen Infants/Ms Kelliher	Room 2	PE Hall/Sc Mhuire side via pedestrian gate
6 th Class/Ms Tierney	Room 3	End door Corridor 1 via pedestrian gate
Sen Infants/Mrs Black	Room 6	End door Corridor 1 via pedestrian gate
1 st Class/Mrs Reynolds	Room 7	Front door via pedestrian gate
4 th /Ms. Murray	Room 8	PE Hall via pedestrian gate

Corridor 2: Classrooms 11 - 16

Classes entering school by the end door on Corridor 2 MUST go through the garden

Class/Teacher	Room No,	Entry Point
6 th Class/Mr Mulcahy	Room 11	Front door via pedestrian gate
5 th Class/Mrs Malin	Room 12	Front door via pedestrian gate
2 nd Class/Ms O Connor	Room 13	End door Corridor 2 via car gate
3 rd Class/Mr Matthews	Room 14	End door Corridor 2 via pedestrian gate
2 nd Class/Mrs Gaffney/Ms Stokes	Room 15	End door Corridor 2 via pedestrian gate
Junior Infants/Ms Fadian	Room 16	Car park gate /around by garden to end door Corridor 2

Exit Plans for Junior Infants to 6th Class

Junior Infants and Senior Infants: Departure Time: 2 p.m.

Class/Teacher	Room No	Exit point	Collection Point
Jun Inf/Ms Fadian	Room 16	End door Corridor 2	Enter via car gate and go through garden. Parents stand on coloured circles on yard, teacher hands over child to parent and they leave.
Sen Inf/Ms. Kelliher	Room 2	PE hall door	Parents stand on markings along entrance pathway (left hand side facing front door) and teacher hands over child and they leave.
Sen Inf/Mrs Black	Room 6	Front door	Parents enter via pedestrian gate and stand on coloured circles on right hand side facing front door. Teacher hands over child to parent and they leave.

1st to 6th Classes

Departure Times

1st and 2nd Class: 2.50 p.m.

3rd and 4th Class: 2.55 p.m.

5th and 6th Class: 3 p.m.

Class/Teacher	Room No.	Exit Point	Collection Point
1 st Class/Mrs Reynolds	Room 7	Front Door	Parents stand on coloured circles along entrance pathway (right hand side facing front door) and teacher hands over child and they leave.
2 nd Class/Ms O' Connor 13	Room 13	End Door Corridor 2	Parents enter via a marked section on car park and turn right and go through garden and wait on marked spots on yard. Teacher hands over child to parent and they leave via garden and carpark. (Markings everywhere!)
3 rd Class/Mrs Gaffney/Ms. Stokes	Room 15	End door Corridor 2	Parents enter the yard by going to the left of the front door and down by side of Scoil Mhuire. Teacher brings children to marked area and hands over child to parent. They leave via front gate. (Markings everywhere!)
3 rd Class/Mr Matthews	Room 14	End Door Corridor 2	Parents enter via a marked section on car park and turn right and go through garden and wait on marked spots on yard. Teacher hands over child to parent and they leave via garden and carpark.
4 th Class/Ms. Hallissey	Room 1	PE Hall Door	Teacher brings children to front gate in single socially distanced line and they leave grounds. No parents enter school grounds
4 th Class/Ms. Murray	Room 8	Front door	Teacher brings children in single file socially distanced to front gate and they leave school grounds. Parents do not enter school grounds.
5 th Class/Mrs Malin	Room 12	Front door	Teacher brings children in single line socially distanced to front gate and they leave school grounds. Parents do not enter school grounds.
6 th Class/Mr Mulcahy	Room 11	End door Corridor 2	Teacher brings children in single file socially distanced through school garden to car park they leave school grounds. Parents do not enter school grounds.

Younger siblings who have to wait for older siblings will wait at the marked areas on the grass at the front of the jPE hall. Teachers are responsible for the children in their class until they leave the school grounds.

Breaktimes/Playtime

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

Each class will be assigned an entry and exit door and a specific section of the yard. These are the doors utilised:

- front door,
 - PE hall door (Sc. Mhuire side),
 - Infant yard door
 - doors at the end of corridors 1 and 2
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Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

Class Bubbles

The children and their teachers will work in **Class Bubbles**. A Class Bubble is a class group which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

Pods

Children in class bubbles will be in Pods of 4 to 6 children and there will be limited mixing of these pods in the classrooms.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) may rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 to ensure our support teachers will work as far as possible, within the confines of a bubble.

- 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Junior Infants to 2nd Class

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble. However, these classes will be organised in pods of between 4 to 6 children and interaction between pods in the classroom will be limited. Pods in individual classes will be able to play together on the yard.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be 1 metre physically distant in the classroom. Each class is a distinct bubble and will study and play together throughout the day.

The children will also be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture has been removed from these classrooms to create as much space as possible.

PE Hall

Whole school assemblies will be held via Zoom or in class bubbles in the PE hall. As far as possible PE classes will be held outdoors.

Corridors

Briefly passing someone on a corridor is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

Children will always walk on the corridor on the same side as their classroom. Two lines on the floor delineate the sides clearly.

Socially distant markings are also on corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows: Ventilation

CF: Practical Steps for the Deployment of Good Ventilation Practices in Schools

Windows and doors will be left open as fully as possible when classrooms are not in use – during break times and at the end of the school day. They will be partially open when classrooms are in use.

Where practical, all internal doors will be left open to minimise hand contact with common surfaces and to increase ventilation. Door stops are provided for each room.

Lunches

Mams and Dads must make sure that children bring their lunches to school to avoid adults having to come to the school during the day. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice. Children must be able to open all items in the lunch box to reduce contact with teacher.

Forgotten lunches and other school items should be left in the box in the alcove at the front door. These items should be clearly labelled with the child's name to aid delivery to the classrooms.

Books, Copies, Pencils, etc.

Children should use their own books, pens, pencils, etc. Individual containers are provided for these items in Infant classrooms. Children should have a 'home' pencil case and a 'school' pencil case

Uniforms/Tracksuits

We will follow our usual practice in relation to uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days, or when otherwise requested by teachers.

As a school, we strongly advise that children should wear their school uniforms or tracksuits **for school related activities only**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn to after-school facilities, shops, during after-school activities, visiting family, etc.

Coats will be placed in school bag on arrival in school. Wet coats will be placed on the back of the chair to dry.

School Bags

Bags should be roomy and capable of holding a folded coat as coats will be stored in the school bag during the day. Children are asked to have a strong plastic bag in the pocket of the school bag for emergency use.

Please wipe down the school bag with a disinfectant wipe daily

Office

A contactless payment system is in place to minimise the amount of cash that needs to be handled. Parent(s)/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through the school office.

Meetings with parent(s)/guardian(s) will be by appointment only. Please call/email the office to arrange this. Some meetings may be on the phone or via Zoom.

Numbers in the office areas will be limited.

ICT

A timetable will be drawn up for the use of communal ICT devices. Devices will be cleaned after use and before they are returned to the charging trolley.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as games coaching, will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons/coaching etc

Substitute Teachers and SNAs

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online induction training.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows. The PE hall will be used for PE classes during inclement weather with breaks incorporated in the timetable to facilitate cleaning/ventilating.

Staff members and pupils may take additional breaks outside during the school day.

Parent/ Teacher Meetings

Decisions re. whole school Parent/Teacher Meetings will be made closer to the time (these are usually held in January)

Parent(s)/guardian(s) wishing to meet their child's teacher should contact the office via phone or email. These meetings may take place via phone.

Staffroom

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room/arriving to work/ after school finishes etc

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. All items should be placed in box/bag after meal time and returned to class with teacher.

There are 2 staffrooms – the existing staffroom and a newly created staffroom in the PE hall. Numbers in each staffroom will be limited. Teachers will be organised in pods to minimise interaction with large numbers of people.

Teaching and Learning

The Department of Education and Skills has published Curriculum guidelines for teachers and we will follow these guidelines.

Supporting the learning of children who cannot attend school

Children in The Very High Risk category as defined by the HSE and who cannot attend school will be supported by the school in line with Department of Education guidelines.

Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) may rotate between areas/classes but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed.

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 to ensure our support teachers will work as far as possible, within the confines of a bubble.

- 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.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support Plus involving targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are not required to wear PPE. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provides healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

The children are not required to wear masks or face coverings.

Masks must be worn by all members of staff both indoors and outdoors on the school grounds. Visors may also be worn **in addition** to masks if desired.

SNAs and Support teachers will be provided with surgical masks EN 14683

Staff must wear masks where a 2 metre distance cannot be maintained between them and other individuals.

Masks and visors are available for staff use.

Adults bringing children to school or collecting them from school are asked to wear masks outside the school gates. All adults entering the school grounds must wear masks.

Gloves

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid or dealing with bodily fluids.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

26 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom, in the staffroom, in the PE hall

Soap dispensers are available in all bathrooms, at each sink in the classroom and in staff bathrooms and staff room.

Hand hygiene will be promoted and encouraged, and parent(s)/guardian(s) are asked to support the school in reinforcing this message.

The school will be cleaned twice daily. Particular attention will be focused on frequently touched surfaces – door handles, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) and take them home.

Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. However, under the current circumstances, parent(s)/guardian(s) must keep children at home if they display any Covid-19 Symptoms.
<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Staff must not attend school if they display any symptoms.

Children must not attend school if they display any symptoms

2 designated isolation areas have been created in the school.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

The individual will be accompanied to the isolation area. A distance of 2 meters will be maintained. If this is not possible, the person accompanying the individual must wear a face covering.

If a pupil has a suspected case, parent(s) will be contacted immediately by telephone. To help us in this regard, Mams and Dads are asked to make sure that their contact details are kept up to date at all times.

Staff members who are symptomatic should immediately inform the Principal/Deputy Principal and go to the isolation area.

A face covering will be provided to the staff member/child who is symptomatic.

The staff member or child who is symptomatic should avoid touching people, surfaces and objects.

If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.

Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.

If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

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 staff and pupil confidentiality is essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal/class teacher as soon as possible.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes. In such circumstances, it may not be possible for the class/pupils to attend on that day. If that is the case, as much notice as possible will be given to parents.

Tasks Identified to Date

Task	Who?	Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	Y
Appoint LWR and DLWR	Staff	Y
Provide Return to Work Forms to all staff	Principal	Y
Provide links to training	Principal	Y
Complete and return RTW forms	All staff	Y
Complete Induction training	All staff	TBC
Draw up list of PPE in advance of procurement process	Principal	Y
Purchase required PPE	Principal	Y
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide/Caretaker/Principal	Y
Purchase signage	Principal	Y
Display signage	Aide/Caretaker	Ongoing. Replaced when necessary
Create Isolation Area	Caretaker/Principal	Y
Covid19 Risk Assessment	BOM	Y
Designation of toilets for staff	Staff	Y
Agree timetable for SETs and SNAs	SETs/SNAs/All staff	Ongoing: reviewed regularly
Agree sanitising routines SET/SNAs moving between Pods or Class Bubbles	SET/SNAs	Ongoing
Provide Notes to all school staff	LWR	Y
Agree classroom layouts	Principal/All staff	Y
Timetable for ICT and plan for sanitisation	Staff volunteer	Y

Plan for provision of ICT needs to pupils in the event we need to return to Home Learning	SET/Class teachers	In progress
Staffroom – arrange for social distancing.	Principal/caretaker	Y
Plan for a visit to the school by incoming Junior Infants	Class teacher and Principal	Y
Organise and distribute Book Rental books to classrooms	SNAS	Y
Agree daily timetable to include staggered breaks	Staff/Principal	Y
Agree supervision rotas	Staff/Principal	Y
Agree and plan for morning drop off and afternoon pick up routines	Staff/Principal	Y
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	Ongoing Seesaw agreed as the online platform
Plan for how P/T meetings, General Information Meetings might take place.	All staff	TBC
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	Y
Plan for the management of substitutes	Principal/DP/Secretary	Ongoing
Plan for enhanced daily cleaning routines	Principal	Y
Arrange for the provision of sanitising/cleaning materials for staff	Principal	Y
Arrange for training meetings with cleaning staff	Principal	Y
Arrange for additional cleaning and employ personnel	Principal	Y
Plan for Teaching and Learning for September and October	Staff/Principal	Y
Arrangements for Wellbeing of staff and pupils on return to school	Principal post holder Wellbeing Committee	Ongoing
Reorganisation of classrooms to facilitate physical distancing	Staff/Principal/Caretaker/Aide	Y
Arrange purchase of storage container for furniture storage	Principal	Y
Plan for school repairs and hiring of tradesmen where necessary	Principal/Caretaker	Y
Contact parent(s)/guardian(s) where there are concerns re illness/Covid concerns	Principal	Y/Ongoing
Arrange for school visits for some pupils	Principal/class teacher	
Arrange for First Aid at breaks	Principal/staff	Y