

Scoil Baile an Áird,  
Baile An Áird,  
Cill Mochgallóg  
Co. Luimní

**Herbertstown N.S.**

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## Covid-19 School Response Plan

### Primary

## Table of Contents

<b>Introduction</b>	2-3
<b>HNS Covid -19 Policy Statement</b>	4
<b>Planning and Preparing for Return to School</b>	4
<b>Procedure for Returning to Work (RTW)</b>	4
<b>Return to work safely and Lead Worker Representative</b>	5
<b>Safety Statement and Risk Assessment</b>	5
<b>General advice to prevent the spread of the virus</b>	6
<b>Managing the risk of spread of COVID-19</b>	7-8
<b>Control Measures</b>	9-11
<b>Dealing with a suspected case of Covid-19</b>	12
<b>Staff Duties</b>	13
<b>Covid related absence management</b>	13
<b>Employee Assistance and Wellbeing Programme</b>	13
<b>Appendix 1: Policy Statement</b>	14
<b>Appendix 2: Plan for parents/guardians</b>	15-18
<b>Appendix 3: Drop off and Collection Plan</b>	19-20

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## Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Herbertstown NS.

The Covid-19 Response Plan details the policies and practices necessary for a 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).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding 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.

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
  - a. **School Building**
  - b. **Signage**
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s)**
5. **Safety Statement and Risk Assessment**

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6. **General advice to prevent the spread of the virus**
  - a. **Wash your Hands Frequently**
  - b. **Hand Hygiene and Hand Sanitiser**
  - c. **Avoid Touching your Eyes, Nose and Mouth**
  - d. **Physical Distancing**
  - e. **Practice Respiratory Hygiene**
  - f. **Do**
  - g. **Do Not**
  - h. **People at Very High Risk (Extremely Vulnerable)**
  
7. **Managing the Risk of Spread of Covid-19**
  
8. **Control Measures**
  - a. **Return to Work Form**
  - b. **Induction Training**
  - c. **Induction Training – On-line Video**
  - d. **Hygiene and Respiratory Etiquette**
  - e. **Personal Protective Equipment (PPE)**
  - f. **Wearing of Gloves**
  - g. **Cleaning**
  - h. **Access to the School Building / Contact Log**
  - i. **First Aid / Emergency Procedure**
  
9. **Dealing with a suspected case of Covid-19**
  
10. **Staff Duties**
  
11. **Covid related absence management**
  
12. **Employee Assistance and Wellbeing Programme**

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

**Note:** The plan is a live working document and may be reviewed and amended to take into account 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);



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## 1. Herbertstown NS COVID-19 Policy Statement

Statement can be read on our website under "Covid-19 Policy".

Also available as **Appendix 1**

## 2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

### a. School Buildings

Before re-opening schools in the new school year schools are reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed

### b. Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

## 3. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (School) [RTW(s)]** form, which is available electronically or from the Principal.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

On receipt of the completed form the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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#### 4. Return to work safely and Lead Worker Representative

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.

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.

#### 5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. IPPN has commissioned an independent Policy Statement and Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.



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## 6. General advice to prevent the spread of the virus

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Herbertstown NS will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

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## 7. Managing the risk of spread of COVID-19

### a. *Wash your Hands Frequently*

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

### b. *Hand Hygiene and Hand Sanitisers*

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

### c. *Avoid Touching Eyes, Nose and Mouth*

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### d. *Physical Distancing*

Physical distancing is recommended to reduce the spread of infection in the workplace.

### e. *Practice respiratory hygiene*

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

### f. *Do*

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

### g. *Do Not*

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

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## *h. People at Very High Risk (Extremely Vulnerable):*

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.



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## 8. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

*Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.*

The following control measures have been put in place:

### a. *Return to Work Form*

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

### b. *Induction Training*

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

### c. *Induction Training for Return to School*

The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols.

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### *Hygiene and Respiratory Etiquette*

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and should be available in each classroom.

#### *d. Use of Personal Protective Equipment (PPE)*

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. 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.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

#### *e. Wearing of Gloves:*

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.



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**f. *Cleaning***

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

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

**g. *Access to the school building /contact log***

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts.

**h. *First Aid/emergency procedure***

The standard First Aid/Emergency procedure shall continue to apply in Herbertstown NS

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.



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## 9. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Herbertstown NS will deal with a suspected case that may arise during the course of work.

A designated isolation area will be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in Herbertstown NS the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- 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.
- 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 staff confidentiality is essential at all times.

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## 10. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

## 11. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

## 12. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

## COVID -19 Policy Statement

Herbertstown NS is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. 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 students 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 in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students 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(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Mary Jones

Chairperson BOM

Date: 25/08/2020

Signed: Carmel Heelan

Principal/Secretary BOM

Date: 25/8/2020



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## **Herbertstown NS**

### **Return to School Guide**

A short guide for children and parents about the changes that will be in place for the long awaited return to school.

We are really looking forward to welcoming you all back to school. There will be some changes to keep us all safe when we return. This guide is subject to change as every day brings new challenges, but the basic fundamentals should remain the same.



#### **What the children need to know...**

1. You must only come to school if you are feeling well. If you are not feeling well, you must stay at home
2. In the morning when you get to school, you must go straight to your classroom using the gate and door according to the 'Drop off and Collection Plan'. Sanitise your hands and go straight to your seat
3. Your parents/minders won't be allowed come into school this year. They will have to drop you at the gate.
4. Washing and sanitising your hands is so important! Please remember to wash or sanitize before you eat, when you come in from the yard, after you cough or sneeze, after using the toilet. There is hot water in every classroom with soap and handtowel dispensers installed in each room. There will be sanitizer in every room also.
5. Unfortunately you won't be able to share with your friends this year so make sure you have all your own pencils, colours, rubber etc with your name on every item.
6. To keep safe, your class will be a bubble. You will be able to sit with some of your friends in class, in what we will call a 'pod'. You can still talk to everyone but you may not be able to sit together. Out on the yard you will be able to play with everyone in your class bubble, in your own area of yard, but you won't be able to mix with other bubbles.
7. After breaks when the bell goes you will line up in your new spot (we will show you on 1<sup>st</sup> September) Line up with your pod in the space marked out for you.
8. We know some of you like to bring in things from home like toys, teddies, cards etc but this year you will only be allowed bring in the things you need for school
9. You will have no homework in Week 1 and it will phased in weekly from Week 2. You will do all your homework in one copy labelled 'Homework' instead of using different copies for different subjects.

All the teachers and staff cannot WAIT to see you all back in school. All these changes will seem completely normal after a few days and we are looking forward to having a great year.

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## What the parents/ guardians need to know...

- Our main aim is to prevent the further risk of infection coming into school and your help here is most important. We are keeping up to date with guidelines and are adhering to the schools Covid-19 Response Plan. If there are any changes we will inform you straight away.
- Under no circumstances should any child be sent to school if they have a temperature, a cough of any kind, loss of smell/taste or any shortness of breath. If you are in any doubt about sending your child to school, please err on the side of caution.
- Junior & Senior Infants will need a change of clothes including underwear in case of an accident at school.
- Please refer to 'Drop off and Collection Plan'. 2 gates and 3 doors will be used to avoid congestion at any one point. (Appendix 1)

## Measures to keep your child safe...

1. Throughout the school there will be sanitisers which the children will be required to use.
2. Classes will be confined to mixing with their own class group (bubble). This will also be the case for breaktimes with specific zones for each class group in the yard.
3. Within each class, children will be grouped in pods. From 3<sup>rd</sup> – 6<sup>th</sup> class, children will be in pods spaced 1m from other pods in the room
4. Children will be required to use their own resources where possible ie stationary, scissors, glue sticks etc. Please ensure that all children's belongings are labelled. There will be no sharing of resources between children
5. Surfaces and high frequency touch points will be disinfected daily and shared equipment will be sanitised after use. The school has arranged for cleaners to be on site daily.
6. If you child becomes ill in school with any of the symptoms of Covid-19, they will immediately be taken to an isolation room where they will remain until collected. They must be collected as soon as possible. Please ensure contact details are up to date.

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7. Homework will not be assigned in Week 1. It will be reviewed and phased in from Week 2. Books and copies to remain in school. Only schoolbag, lunchbox and coat to travel to and from school. We encourage pupils to have a 'school pencil case' and a 'home pencil case' if possible to minimise items between locations.
8. Toilets: 1<sup>st</sup>/2<sup>nd</sup> Class & 3<sup>rd</sup>/4<sup>th</sup> Class will use the en-suite toilets in their classrooms. Mrs Murphy's class and Mr Franklin's class will use the toilets at the end of the corridor with arrangements in place that pupils from different classes will not mix at any time. Mrs Heelan's class will use the toilet adjacent to the staff room (previously staff toilet). This will minimise volume and congestion in toilets and also crossover of pupils.
9. Children and staff will bring lunch waste home
10. The focus of the school for September is very much on wellbeing and allowing children to readjust to school life
11. Pupils wear school uniform as usual except on PE days and astro turf days i.e. 2 days in PE gear allowing for washing of uniforms. It is recommended to change out of uniforms once home from school. Class teachers will notify you of PE days in Week 1.

<b>Astro Turf Timetable (lunchtime)</b>	
Monday	Mrs Murphy's class
Tuesday	Mr Fitzgerald's class
Wednesday	Mrs O' Dwyer's Class
Thursday	Mr Franklin's class
Friday	Mrs Heelan's Class

12. All lunch boxes and drinks bottles must be washed daily
13. Adults within the school will observe social distancing. Staff will wear face coverings when 2m social distancing cannot be maintained in day to day routines.
14. Should an outbreak occur the school will follow the protocols of the HSE and DES
15. The school has taken every measure to ensure that we are prepared for the return to school.



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Co. Luimní

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## How can you help...

1. Take your child's temperature every day before coming to school
2. Do not enter school grounds unless an appointment has been arranged through contacting the school
3. HNS will be operate a cashless system. Please make all payments via Aladdin e-payments
4. Do not allow your child to bring any personal items which are not necessary for school into school
5. Do not congregate at the school gates. Drop and go system

It is a daunting time for all teachers, staff, children and parents/guardians. We understand this fully. If you have any concerns, please contact the school and we will do our best to ease your worries. Please do not feed into unofficial discourse on social media. Let the school be your primary source of reliable information. Contact us directly by email should you have a question and we will get back to you. Each school in the country will be approaching reopening differently and adopting different procedures to suit their individual needs and circumstances. We are confident that Herbertstown NS is fully prepared to deal with the new protocols asked of us in a way that ensures the life and atmosphere of our school is not impacted hugely or negatively.

We are delighted to be welcoming back each of our pupils and we will take care of them. Children are adaptable and they have shown great resilience in the past 6 months. Our new measures will be second nature to them in a matter of days.

Here is a link to a short video for younger children on returning to school [https://youtu.be/92MLB\\_0nq8Q](https://youtu.be/92MLB_0nq8Q)

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## Drop off and Collection Plan

The schools doors will be opened at **9.00**. Pupils who arrive prior to 9.00 must line up in their designated area, marked on the footpaths. (Teachers will be on yard Day 1 to guide pupils to their areas). It is recommended that pupils do not arrive before 9.00 to avoid unnecessary congregating.

From 9.00, as pupils arrive, they enter the school grounds via their designated gate and enter the school building via their designated door. (*see table*) They make their way swiftly to their classroom and seat.

Parents/guardians are asked to follow a 'drop and go' system at school gates. Parents/guardians are not permitted to enter the school grounds or school building without prior arrangement. Please do not linger at the school gates.

Pupils from the Breakfast Club will be escorted on to school grounds by HCC staff and must enter the building via their designated door as per class level.

This plan, of using both gates and 3 external doors, is designed to avoid crossover of pupils, congregation at any point and efficient use of hand sanitizing stations

Class	Gate (depending on siblings)	Door	Classroom
	<i>Pupils from same families may use same gate in the morning to avoid drop off at 2 separate gates. Enter via oldest sibling's gate. Once on school grounds pupils must enter via their designated door for their class level</i>		
<b>Junior / Senior Infants</b> <i>Mrs Murphy's Class</i>	Front gate	Front door	Same classroom as last year.  ie last classroom on left
<b>1<sup>st</sup>/2<sup>nd</sup></b> <i>Mr Fitzgerald's Class</i>	HDA gate	Usual pupil door	Mr Fitzgerald's room last year
<b>3<sup>rd</sup>/4<sup>th</sup></b> <i>Mrs O Dwyer's Class</i>	HDA gate	Usual pupil door	Mrs Heelan's room last year
<b>5<sup>th</sup> Class</b> <i>Mr Franklin's Class</i>	Front gate/HDA gate	Back door aka 'Teacher's door'	Mrs Davis' room last year
<b>6<sup>th</sup> Class</b> <i>Mrs Heelan's Class</i>	Front gate	Front door	Mr Franklin's room last year

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## Collection Plan

### 2pm

- Junior/Senior Infants will exit via **front door** at 2pm for collection from the **front gate**.
- Classes will be accompanied by their teacher.
- Please wait in your cars until children come out the door.
- A one way system will be in place: enter via gate at front of school, go up footpath towards front door, collect your child, follow footpath around building and exit via double gates by the stones.

Pupils attending the after school club in HCC will line up at the wall and will be collected by a member of staff.

### 3pm

HDA gate: 1<sup>st</sup>/2<sup>nd</sup> Class & 3<sup>rd</sup>/4<sup>th</sup> Class (if you don't have siblings in 5<sup>th</sup> or 6<sup>th</sup>)

Front gate: 5<sup>th</sup> Class & 6<sup>th</sup> Class **and their siblings**. This allows for families to park in relevant area and not have to try and collect from 2 different gates. (eg) A 6<sup>th</sup> Class pupil and their brother from 2<sup>nd</sup> Class will go out the front gate.

Teachers will accompany their classes out in their lines. Children will be excused in order of their pods to avoid congestion, there will be a few minutes delay between pods (max pod is 6 pupils). After Day 1 pupils will know their pods and will be aware of what order they will be excused.

Pupils are asked to swiftly exit the school grounds, get into their car and leave the carpark. Parents/guardians are asked not to congregate at the school gates and to observe 2m social distancing guidelines when out of the car.

Pupils attending the after school club in HCC will line up in the usual spot and will be collected by a member of staff.

Pupils are encouraged to walk or cycle to school where possible and use entrances as instructed once they arrive.

Parents/guardians are asked to exercise extreme caution when using carpark and driving along front of school as there will be a lot of circulation of children