

**Return to school - August 2020**  
**COVID-19 Response Plan - Working document**  
**St Aidan's National School**

**COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools**  
**- Sections 4 to 10.**  
**Working Document**

**General:**

**Note\* Most up to date information contained in info for parents – Supersedes any information contain within this document – to be updated w/e 23<sup>rd</sup> August.**

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 plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment.

The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

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.

Schools must have a **COVID-19 policy** in place prior to the reopening of schools for the 2020/21 school year.

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<b>Document guideline:</b>	<b>Guideline - action required:</b>
4) Planning and Preparing for Return to School	<p>Before reopening schools for the 2020/21 school year St Aidan's National School will have the following processes in place;</p> <ul style="list-style-type: none"> <li>• Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of schools and Department of Education updates;</li> <li>• Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;</li> <li>• Training material provided to staff from the Department of Education and Skills.</li> <li>• Provide staff with access to the Return to Work (RTW) form.</li> <li>• Identify a Lead Worker representative and Deputy Lead Worker Representative (details at Section 4.3);</li> <li>• Displayed posters and other signage to prevent introduction and spread of COVID-19 (details at Section 4.4);</li> <li>• Made the necessary changes to the school or classroom layout if necessary, to support the redesign of classrooms to support physical distancing</li> <li>• Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;</li> <li>• Updated Risk assessment to identify the control measures required to mitigate the risk of COVID-19</li> <li>• Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school</li> <li>• Reviewed the school buildings to check the following: <ul style="list-style-type: none"> <li>- Does the water system need flushing at outlets following low usage to prevent Legionella disease;</li> <li>- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;</li> <li>- Have bin collections and other essential services resumed.</li> </ul> </li> </ul>

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4.1) Induction Training	<p>All staff will undertake and complete Covid-19 Induction Training from the Department of Education and Skills prior to returning to the school building. The link to this training will be sent via email by the school principal.</p> <p>Staff meetings will take place in the school on August 26th. During these meeting, the Covid-19 Response Plan will be presented to staff by school management.</p>
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4.2) Procedure  
for Returning  
to Work  
(RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which will be emailed to all staff by the school principal. School-based form also in situ.

People at very high risk:

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

- are over 70 years of age - even if 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
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they 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 are pregnant.

If a staff member is in the very high-risk category they should go to their GP/Consultant or Medmark to obtain a letter for the school principal.

In the event that a pupil cannot return to the building due to being at high risk (see above) their learning will be facilitated at home through work packs and support from a designated teacher via Seesaw.

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<p>4.3) Lead Worker Representative</p>	<p>The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.</p> <p>Two Lead Worker Representatives will be appointed in St Aidan's National School. The Lead Worker Representatives are namely:  Mairead McGill  Sarah Finnegan</p> <p>Sarah and Mairead will deputise in each other's absence.</p>
<p>4.4) Signage</p>	<p>Signage outlining the signs and symptoms of COVID19 and to support good hand and respiratory hygiene will be displayed throughout the building.</p> <p><a href="http://gov.ie/backtoschool">gov.ie/backtoschool</a> for signs.</p>
<p>4.5) Making Changes to School Layout</p>	<p><b><u>Mainstream Classrooms:</u></b></p> <p>Infants – 2<sup>nd</sup> class:</p> <ul style="list-style-type: none"> <li>- Class acts as one pod. Layout changes not required.</li> <li>- Teacher desk should be 2m from pupil desks</li> </ul> <p>3<sup>rd</sup> Class – 6<sup>th</sup> Class</p> <ul style="list-style-type: none"> <li>• Class is referred to as a 'bubble'</li> <li>• Within the bubble, the pupils are divided into pods. The pupils sit in these pods and there should be at least 1m distance (shoulder to shoulder - DES) between pods.</li> <li>• Layout of classroom will meet DES requirements.</li> <li>• Teacher's desk should be 2m from pupil desks.</li> </ul> <p><b><u>SET Rooms:</u></b></p>

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	<ul style="list-style-type: none"> <li>• Pupils can be withdrawn for additional support.</li> <li>• No more than 2 pupils in a SET room at one time.</li> <li>• Teacher should maintain social distancing from the pupils.</li> </ul>
4.6) Health and Safety Risk Assessment	<p>COVID-19 represents a hazard in the context of health and safety in the school environment. A Risk Assessment will be carried out by the Management Team prior to pupils and staff returning to the building. Please see attached Document.</p>
4.7) Access to School and Contact Log	<p>Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal.</p> <p>The school will maintain a log of staff, pupil and visitor contacts.</p> <p><b><u>Staff sign in:</u></b>  Staff are required to sign in each morning as per Fire Safety requirements. A table will be placed inside the main entrance with a sign in book and hand sanitiser. Please sanitise hands before and after use.</p> <p><b><u>Visitor sign in:</u></b>  Visitors will fill out a detailed Contact Tracing Log document upon entering the school building. For any person delivering classes, for example the Music Generation Teacher, or the Principal Release Teacher, these persons will fill out a 'Self- Declaration Form Covid-19' upon entry to the school.  All forms are presented on a table directly inside the door together with Masks and Hand Sanitiser.  All visitors to St Aidan's will be asked to wear a mask and /or Visor for entirety of their visit.  A special toilet is assigned to visitors to St Aidan's National School which is cleaned and sanitised on a daily basis.</p> <p><b><u>Collection of Children during the School Day:</u></b>  This should be avoided as much as is possible. If an adult has to collect a child during the school day, the following arrangements will apply:</p>

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	<ul style="list-style-type: none"> <li>• The parent should have informed the office/ class teacher via Dojo that the child will be collected early and stated the time that the child will be picked up. The child will be brought from their class to the school gate by a member of staff. The adult should wait outside the school gate and not come into the reception area.</li> <li>• Where a parent needs to collect a child unexpectedly, when the adult arrives at the school, they should phone the office to alert the office that they have arrived and wait outside the school gate until the child is delivered to them by a member of staff.</li> <li>• The same rule applies to a forgotten Lunch item. The parent/guardian must phone the school on arrival to the school then wait outside the school gate until a staff member meets them to receive the item.</li> <li>• No adult should enter the school building, unless invited to do so.</li> </ul>
<p>5) Control Measures - To prevent Introduction and Spread of COVID-19 in Schools</p>	<p>How to Minimise the Risk of Introduction of COVID-19 into Schools:</p> <ul style="list-style-type: none"> <li>• Promote awareness of COVID-19 symptoms</li> <li>• Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;</li> <li>• Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;</li> <li>• Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly (see Section 8);</li> <li>• Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (see Section 8);</li> <li>• Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;</li> <li>• Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;</li> <li>• Physical distancing (of 2m) should be maintained between staff and visitors where possible.</li> </ul>
<p>5.1) Know the Symptoms of COVID-19</p>	<p>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</p>

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5.2) Respiratory Hygiene	Make sure you, and the people around you, follow good respiratory hygiene.
5.3) Hand Hygiene	<p>Hand Hygiene will be promoted in the school in the following ways:</p> <ul style="list-style-type: none"> <li>• Pupils will be taught why hand hygiene is important as well as when and how to wash their hands during SPHE lessons</li> <li>• Posters showing hand washing techniques will be displayed throughout the building and at hand washing points</li> <li>• Hand sanitiser dispensers provided at entry and exit points of the school building and each classroom</li> <li>• Frequency of pupils and staff performing Hand Hygiene: <ul style="list-style-type: none"> <li>- Use hand sanitiser upon arrival at school</li> <li>- Wash hands before eating</li> <li>- Use hand sanitiser after the playground/PE</li> <li>- Wash hands after using the toilet or when hands are physically dirty</li> <li>- Wash hands after coughing or sneezing</li> </ul> </li> <li>• Paper towel and soap and hand sanitizer dispensers will be checked daily by the school staff after the school day has ended.</li> </ul>
5.4) Physical Distancing  Staff, school, pupils and classrooms	<p>Physical distancing will look different across the various ages and stages of learning.</p> <p>It is recognised that it is not always possible for staff to maintain physical distance from pupils. However, where possible staff should maintain a minimum of 1m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down where possible.</p> <p>If teaching up close to a pupil then the wearing of a mask and a visor together is advisable.</p> <p><b><u>Bubbles &amp; Pods:</u></b></p> <ul style="list-style-type: none"> <li>• All Classes will be structured into Class Bubbles (i.e. a class grouping which stays apart from other classes</li> </ul>



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as much as possible) and discrete groups or “Pods” within those class bubbles from 3<sup>rd</sup> – 6<sup>th</sup> classes.

- There should be at least 1m distance between individual Pods within the classroom.
- Objective is to limit contact and sharing of common facilities between different Bubbles and Pods as much as possible; avoiding all contact may not always be possible.

**Classroom considerations:**

Infants – 2<sup>nd</sup> Classes:

- All pupils should have their own stationary and this cannot be shared with other pupils.
- Pupils are asked to bring all the stationary they need in a zip lock bag with the necessary items from home. These will be transferred to a special tray which will be beside them for the school day. Children will not share these items with others in their class.
- Avoid the use of items that are not easily cleaned e.g. soft toys

3<sup>rd</sup> – 6<sup>th</sup> Classes:

- All pupils should have their own stationary and this cannot be shared with other pupils.
- Avoid the use of items that are not easily cleaned e.g. soft toys
- Resources should be cleaned between use by pods for example computers and ipads.
- Coats, outdoor shoes and lunch boxes should be kept in the corridor/cloakroom area

Storage of books:

- Infants – 2<sup>nd</sup> classes: Books should be stored in special boxes assigned to each individual child.
- 3<sup>rd</sup> – 6<sup>th</sup> classes: Books should be stored in special boxes assigned to each individual child.

Homework:

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Home work in the Junior room.

- Homework will be kept to a minimum with the bulk of the work being done at school
- Homework in the junior room will be assigned on the Monday and asked to be returned to school on the Friday. This homework will be sent home in a plastic folder. Please sanitise the folder before opening and again before returning to school.

Homework in the Senior room.

- ClassDojo will be used as a tool to facilitate homework in the senior room.
- Homework books will be kept at home and no books should be sent from home to school. A decision on which workbooks will be sent home to remain at home will be made at each class level in September. Worksheets sent home should remain at home.

Correction of Work:

- Self-correction should be used when possible (pupil lessons re same)
- If correcting work during a lesson (going around to pupils), the teacher should wear a mask and visor and hand sanitise.
- If correcting work at the end of the day, books should be stored in Pod piles until the correction takes place. Staff member should sanitise hands in between correction of Pod piles of books

Communication with home:

- All class teachers will be required to use the messenger feature of Class Dojo this year to facilitate communication between school and home. If parents are not already connected, this will be a priority in September.
- This will reduce notes being sent home and notes being sent into school
- Parents will be asked to communicate with staff through Class Dojo as parents will not have the opportunity to speak with staff in the playground after school
- Elements of the Covid-19 Response Plan will be shared with parents by email, as will the Covid -19 School Policy Statement. Parents will receive communication from the school regarding the return to school procedures and protocols by Friday 21<sup>st</sup> August

Break Times & Playground:

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- As there are only sixteen pupils in our school in which there are a mixture of siblings in both rooms it is deemed unnecessary to divide the children into areas in the school grounds. The grounds cover a very large area with children having ample space to move around and maintain social distance from other class groupings.
- We will have three break times to break up the school day. This will be revised after Halloween Break.
- The times consist of: First break: 10.30 – 10.45, Lunch Break at: 12 pm to 12.30. An extra fresh air break will be given to children from 1<sup>st</sup> class to 6<sup>th</sup> class at 1.30 – 1.40. this will be reviewed after Mid-term.

**Arrival & Dismissal: See Return to School Parent Information Document**

**All adults required to wear facemasks on school grounds (inside the main gate).**

**Staffroom:**

- Physical distancing should be maintained in the staffroom. If this is not possible, masks/visors should be worn.
- Staff should bring their own cutlery to school and this cutlery should be brought home daily
- Personal staff cutlery will be stored in separate storage boxes with lids.
- Staff should sanitise their hands before and after use of shared appliances: toaster, fridge, microwave etc.

**Staff:**

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- Staff meetings will be held in large spaces to facilitate social distancing (senior classroom)
- Staff should not shake hands with other staff members/visitors to the school
- Cleaning will begin at 3.15 pm. Should a cleaner come to a room while a staff member is working in the room, the staff member should maintain social distance from the cleaner.

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	<p><b><u>Secretarial Office:</u></b></p> <ul style="list-style-type: none"> <li>• Parents are not permitted to visit the school office; Information for class teachers can be communicated over the phone/via Class Dojo.</li> <li>• Please only enter reception area when invited to do so. Only one person in reception area at a time; masks to be worn; additional person to wait outside adhering to social distancing</li> <li>• No pupils should be sent to the office with messages</li> <li>• Staff entering office must wear PPE</li> </ul> <p><b><u>Photocopying area:</u></b></p> <ul style="list-style-type: none"> <li>• Physical distancing of 2m should be maintained or PPE used.</li> <li>• Sanitise hands before and after use of the photocopier</li> <li>• Sanitise the photocopier before you use it by using snaitiser wipes provided.</li> </ul> <p><b><u>Shared materials:</u></b></p> <ul style="list-style-type: none"> <li>• Sharing educational material between Pods should be avoided/minimised where possible.</li> <li>• Toys/concrete materials used by pupils should be sanitised at the end of the school day/during infant hour</li> <li>• Sprays can be used to sanitise toys and resources. The cleaner will use the fogging machine on all hard toys used at the end of each school day.</li> <li>• The cleaning of resources should be a shared endeavour between the class teacher, SET teacher, SNA and pupils in older classes.</li> </ul>
5.5) Use of PPE in Schools	PPE not required to be worn within schools according to current occupational and public health guidance. PPE (visor and/or mask) will be worn by staff as a precaution.

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	<p>PPE must be worn in the following cases;</p> <ul style="list-style-type: none"> <li>• When assisting with intimate care needs</li> <li>• Where a suspected case of COVID-19 is identified while the school is in operation</li> <li>• 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.</li> <li>• Social distancing of 2m cannot be maintained</li> </ul> <p>Masks not required for children under 13.  Gloves not required unless in intimate care settings or cleaning.</p> <p>The following PPE will be provided by the school;</p> <ul style="list-style-type: none"> <li>• Disposable masks</li> <li>• Hand sanitiser</li> <li>• 2 visor</li> <li>• 2 spray bottles for classroom at all times.</li> <li>• Blue Rolls as required.</li> <li>• 2 packets of wipes for classroom at all times.</li> </ul>
<p>6) Impact of COVID-19 on certain school activities</p>	<p><b><u>Teaching &amp; Learning:</u></b></p> <ul style="list-style-type: none"> <li>• The curriculum has been narrowed to allow for the implementation of procedures for Covid-19 and to provide a focus/starting point for resuming in school learning</li> <li>• The focus areas are Literacy, Gaeilge, Numeracy, PE and Wellbeing</li> <li>• Teachers may wish to integrate some other subject areas into these 5 focus areas e.g. history as part of a Literacy lesson</li> <li>• A presentation has been created for staff detailing the curriculum changes. This will be shared with staff via email and will be discussed at Croke Park meetings on August 25<sup>th</sup></li> <li>• Standard school planning templates will continue to be used. All focus areas should be planned for and any</li> </ul>

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integration of other subjects can and should be included in plans. If a subject is not being planned for it should be stated that “as per DES guidelines focus for learning is in the areas of Literacy, Numeracy, Gaeilge, PE and Wellbeing”

- Cuntais Míósúl should be completed as normal

**Sports Activities/PE:**

- Out door areas can be used for PE. Equipment used must be sanitised at the end of the lesson. No ‘soft equipment’. E.g. beanbags to be used.

**Aistear:**

- Aistear will continue in infant classes. Toys used by pods should be sprayed after use.
- Soft toys such as teddy bears, should not be used as they cannot be easily cleaned
- Soft toys such as playdough are for individual use only and should not be used if this cannot be accommodated

**Lego Room:** This room will not be in use for the first half term of the 2020/2021 school year. This will be reviewed. The cleaner will use the fogger machine to sanitise the lego and work stations each day after school.

**Art supplies:**

- Concrete art materials to be washed/sanitised after used (paintbrushes; paints; etc).
- Any art lessons that take place should focus on the use of individual materials (drawing, colouring, painting). Pupils may not share materials (pencils, crayons, etc.) outside pods (3<sup>rd</sup>-6<sup>th</sup>).

**Electronic devices:**

- Pupils from 2<sup>nd</sup> to 6<sup>th</sup> Class iPads must be wiped down after each use.
- Pupils from JI to 1<sup>st</sup> Class: iPads will be wiped down after each class use.

**Musical Equipment/Instruments:**

- Shared musical instruments should not be used for the first term. This will be reviewed.

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	<p><b><u>Class Library Policy:</u></b></p> <ul style="list-style-type: none"><li>• Pupils can continue to select books from the library.</li><li>- One pupil may select a book at a time</li><li>- The pupil should only choose the book they intend to take</li><li>- Pupils should keep this book until it has been completed</li><li>- Once completed, the book should be placed in a box for 72hours before being placed back into the library</li></ul>
7) Hygiene and Cleaning in Schools	<p>The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.</p> <p>The following cleaning procedures will be put into place:</p> <ul style="list-style-type: none"><li>• Each school setting/classroom will be cleaned daily.</li><li>• Areas that were previously cleaned weekly will now be cleaned daily</li><li>• Cleaning will focus on frequently touched surfaces - door handles, chairs/arm rests, tables, communal eating areas, sink and toilet facilities.</li><li>• All classroom bins will be emptied by cleaning staff daily</li><li>- Note: ALL lunch waste must be brought home by pupils.</li></ul> <p>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. A separate document is attached outlining cleaning logistics for all school staff.</p> <p>Cleaning resources:</p>

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	<ul style="list-style-type: none"> <li>• Used toys should be placed at the back of the room and cleaned and sanitised by the cleaner using the fogging machine daily.</li> <li>• Curriculum has been narrowed (DES) to provide more time to adapt to new procedures</li> </ul> <p><b>Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present</b>  The room should be cleaned as soon as practicably possible.  Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.</p> <p>Person assigned to cleaning should wear mask/visor and avoid touching their face while they are cleaning.</p>
<p>8) Dealing with a Suspected Case of COVID-19</p>	<p>Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting:</p> <p>The designated isolation rooms in St Aidan's National School is situated to the left, inside the old front door. This door will have no other use during the school day.</p> <ul style="list-style-type: none"> <li>• The isolation room will be organised so that the pupil with symptoms will be asked to sit and wait until a parent is available to collect them.</li> <li>• The school Principal is responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.</li> <li>• Resources in the isolation rooms will include: disposable masks, tissues, wipes, antibacterial spray, bins, gloves, visors, hand sanitizer.</li> </ul> <p><b>If a pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:</b></p> <ul style="list-style-type: none"> <li>• The teacher should move the pupil to the back of the classroom or sitting outside the door. The pupil should be given a facemask to wear.</li> <li>• The teacher should ask the neighbouring teacher to monitor their class while the teacher can phone the child's parent for immediate collection.</li> </ul>



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- The pupil should be accompanied to the isolation room via the isolation route by a member of staff.
- The staff member should keep at least 2m away from the symptomatic person where possible and ensure others do the same. The staff member should wear PPE (mask/visor) and the pupil should wear a disposable mask.
- The parents/guardians of the pupil will be contacted immediately.
- If the pupil is very unwell the staff member should call 999/112 and inform the operator that the child is showing symptoms of Covid -19.
- If a parent/guardian cannot be contacted after 30minutes, they school will contact the pupil's GP or a local GP in the area.
- The teacher who accompanied the child to the isolation room writes up a record of this. This record is to be kept in the Covid Response file in the school office.
- Protocol for phoning parents/guardians:
  - Phone number 1
  - Phone number 2
  - Phone emergency contact
  - After 30 minutes the pupil's GP or a local GP/HSE will be contacted for advice.

**If a staff member displays symptoms of COVID-19 while at school the following are the procedures to be implemented:**

- The staff member should put on a face mask (if not wearing one)
- Maintain a 2m distance from pupils and staff
- Alert the another staff member from a distance or phone the office from your phone. Either the another staff member or the office should call the principal.
- Wait for the principal or deputy principal to come to you to accompany you with physical distance to the isolation room
- The staff member will be asked if they feel well enough to travel home.
- If the staff member cannot immediately go home, they should remain in the isolation room and will be advised to call their GP or the HSE helpline and a family member to come to the school to take them home.
- A Suspected Case Record Form will be completed by the school Principal/Deputy Principal.

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	<p><b>Cleaning following a suspected case:</b></p> <ul style="list-style-type: none"> <li>• After the pupil has been sent to the isolation room, teachers/SNAs and pupils (as appropriate) use the cleaning products in the classroom to wipe down their area and a deep clean will take place at the end of the school day.</li> <li>• The staff member who accompanied the pupil to the isolation room should ensure that the pupil has placed all tissues/wipes into the bin, spray the bay the pupil used and a deep clean will take place at the end of the school day.</li> </ul> <p><b>Returning to school following Covid symptoms/ a suspected case absence:</b></p> <ul style="list-style-type: none"> <li>• If a pupil or staff member has been absent with or had to go home with symptoms of or a suspected case of Covid-19, before returning to school, parent must provide a written declaration that your child is well enough to return to school. This should be supplied to the office or to the following email: ballintrillickns@gmail.com</li> <li>• Staff provide this letter to the school principal.</li> <li>• Pupils/Parents should email a copy of this letter to the school.</li> <li>• 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.</li> </ul>
9) Special Educational Needs	<p>For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Similarly, staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.</p> <p>PPE will be provided for all staff and should be worn when working with any pupil where a social distance of 2m cannot be maintained.</p>

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	<p>Hand hygiene: Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean)</p> <p>Where an SNA is working with a pupil, the SNA and Class Teacher should identify the level of support needed by the pupil. Some pupils may need an SNA sitting beside them at all times. Other pupils may require SNA support for specific tasks e.g. completing a task/piece of work. The SNA and Class Teacher should identify times (if any) where the SNA does not need to sit next to the pupil. This will also help to develop the pupil's independence skills.</p>
<p>10) Staff Duties</p>	<p>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. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Adhere to the School COVID-19 Response Plan and the control measures outlined.</li> <li>• Complete the RTW form before they return to work.</li> <li>• Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.</li> <li>• Must complete COVID-19 Induction Training and any other training required prior to their return to school.</li> <li>• Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.</li> <li>• Coordinate and work with their colleagues to ensure that physical distancing is maintained.</li> <li>• Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.</li> <li>• Self-isolate at home and contact their GP promptly for further advice if they display any of the symptoms of COVID-19.</li> <li>• Not return to or attend school if they have symptoms of COVID-19 under any circumstances.</li> <li>• If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.</li> <li>• Keep informed of the updated advice of the public health authorities and comply with same.</li> </ul> <p><b>This Covid-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.</b></p>

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