

**St. Brigid's Girls' School**  
**Logistics Plan for re-opening**

<b>Version:</b>	<b>Date:</b>	<b>Additions/Amendments</b>
<b>1</b>	<b>17/8/2020</b>	
<b>1.1</b>	<b>28/8/2020</b>	<p><b>Travel abroad</b></p> <p>Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.</p> <p>It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.</p> <p><b>Uniforms:</b></p> <p>There is no reference in the public-health guidance to the daily washing of school uniforms. No advice has been issued by health authorities in relation to this, nor has the Department of Education issued any specific advice in this regard.</p> <p>If parents wish to alternate uniforms for cleaning purposes this will be allowed. However, children will need to wear their uniform on PE days. A specific timetable needs to be organised and your daughter's teacher will communicate these details to you as soon as possible.</p> <p><b>Changes to Drop-off and collection gates for Infants and 5th class</b></p>

**Gate A: Shop Gate:**

This gate will only be used for exiting the school grounds. Parents will exit the school by this gate after dropping off infant children. Infant classes and 5th class will EXIT through this gate only.

**Gate B: (Middle Pedestrian Gate)**

- Children and parents from the infant classes enter the grounds and proceed down the hill towards the Infant Block. The teacher will be waiting at the line up area and the handover of children will occur. Parents are requested not to cross the yellow line and not to enter the building. Markings will be placed off to the side for any children who are upset at handover. Other staff will assist in supervision as the teacher greets children at their line. Parents will exit the school grounds via Gate A.
- Children in 5th classes who are in the prefabs will also enter through this gate (8.40am to 9.00am and without parents). They will walk down the hill towards the Infant Block and will go straight to their classrooms by walking around the back of the school.

**Changes to collection for 1st and 2nd class**

Collection of 1st and 2nd class children will be staggered. 2nd class children will be brought to the yard for 2.20pm and their parents can collect them at this time. From the 14th of September, 1st class will be coming for a longer day and will be brought to the yard at 2.10pm for collection by parents.

**Homework**

There will be no homework for the first week. We will concentrate on getting everyone set up on Seesaw and Google Classroom. Homework will be minimal going forward and we will communicate what that will involve from the different class levels over the next couple of weeks.

		<p><b>Face coverings and masks</b></p> <p>It is a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.</p> <p>Current guidelines state that it is not recommended that children attending primary school wear face-coverings.</p> <p><b>Hand Hygiene</b></p> <p>Older children may bring their own small hand sanitiser but they must be aware of the dangers of ingestion</p>
<b>1.2</b>	<b>10/9/2020</b>	<p><b>Homework</b></p> <p>It will include reading, spellings, maths/tables, and one activity using Seesaw and Google Classroom.</p> <p><b>Drop-off</b></p> <p>1st to 6th class girls will go straight to their classrooms between 8.40 and 9.00.</p> <p><b>Deleted Day 1 and Day 2 plans.</b></p> <p><b>Yard Times change</b></p>

***Please note that this document is a live document which will be updated and amended over the coming days, weeks and months as the Covid-10 situation evolves.***

**Introduction:**

The purpose of this policy is to outline the steps and processes taken by St. Brigid's Girls'

School to mitigate the spread of Covid-19 in the School for our pupils and staff. This plan is in conjunction with the Department of Education and Skills Covid-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools.

St Brigid's Girls' School is committed to providing a safe and healthy workplace for all our staff and pupils. To ensure this, we have developed the following Plan to ensure the safe return to school. All Staff, pupils and families are responsible for the implementation of this plan and a combined effort is required to help contain the spread of the virus. In line with this, the reopening of St. Brigid's Girls' School goes hand-in-hand with the provision of public health measures to reduce the risk of spread of COVID-19.

### **Underlying Principles**

- The school has a responsibility to make an effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

### **Preparing your child for school**

- Practise washing hands properly with soap for at least 20 seconds. Make sure your child knows how to dry their hands thoroughly.
- Children should know how to use hand-sanitiser correctly, and that it should not be ingested.
- Teach your child correct coughing etiquette. Cough or sneeze into a tissue, or into your elbow if you do not have a tissue. Put the tissue into the bin and wash or sanitise your hands.
- Make sure your child can independently open and close their lunchbox and bottle, their coat and their shoes. No shoes with laces for younger children.

- Please ensure all of your child's clothing, books and equipment are labelled clearly with your child's name as equipment cannot be shared.

## **Hand Hygiene**

- Children will perform hand hygiene regularly during the day - on arrival at school, before eating and drinking, after using the toilet, after a cough or a sneeze, after playing outdoors, when hands are physically dirty.
- Automatic hand sanitiser dispensers have been installed throughout the school and in every classroom. Extra soap dispensers have been installed in each classroom at the teacher sinks.
- Children are not required to supply their own hand sanitising products. Older children may bring their own small hand sanitiser but they must be aware of the dangers of ingestion..

## **Physical Distancing**

- Physical distancing will look different across the various ages and stages of learning.
- Children from Junior Infants to 2nd Class are not expected to maintain physical distance. Children from 3rd to 6th Class are expected to keep a distance of 1m where possible.
- Each class will be a 'Bubble'. Contact between bubbles will be limited as much as possible and break times will be staggered so children will only play within their bubble.
- Junior classes will be divided into groups or 'Pods'. These children will sit, work and play together within the classroom. As far as possible, there will be at least 1m distance between individual pods and children will be spaced as much as possible within their pod.
- Senior classes will also have pods for groupwork, discussions etc but all children will be spaced at 1m distance.
- Staff will try to maintain physical distance from children when they can, and will wear face coverings where this is not possible.
- The school will operate a 'keep to the left system' when moving through the school building and grounds.
- Markings and signage will be prominent both inside and outside of the building to highlight and ensure physical distancing in as far as possible.

## **Cleaning**

- Contract cleaners are employed by the school to carry out daily cleaning.

- Cleaning in the school will be increased considerably. Each classroom will be cleaned daily.
- A cleaning/PPE kit will be available in each room containing the necessary cleaning materials required along with disposable PPE.
- The isolation room will contain an isolation room kit consisting of disposable masks, gloves, tissues and aprons.
- Books, toys and resources will be cleaned regularly or quarantined for 72 hours before being reused.
- Resources will be provided for children individually where possible, or shared within their “pod”. Resources that are shared between classes will be cleaned between uses.

### **Dealing with a suspected case of Covid-19**

N.B. Pupils should not attend school if displaying any symptoms of Covid-19.

The symptoms of Covid -19 are: (taken from DES Covid -19 response plan for Primary and Special Schools Section 5.1 Page 15)

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

If a pupil displays any of the symptoms of Covid-19 while in the building, the following are the procedures that will be implemented:

- Parents/guardians will be contacted immediately. It is the parents’ responsibility to ensure we have up-to-date contact details for you on Aladdin Connect.
- The child will be accompanied to the designated isolation area via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A mask will be provided for the child presenting with symptoms. She should wear the mask if in a common area with other people or while exiting the premises.
- An assessment will be made as to whether the child who is displaying symptoms can immediately be brought home by parents. They will then call their doctor and continue self-isolation at home.
- Staff will take the temperature of the staff member/child using a non-touch thermometer if a child is feeling unwell. (We are aware that taking temperatures is not a reliable indicator but we

will use it as part of our assessment of any child who is not feeling well in school).

- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home.
- The child presenting with symptoms should be advised to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and to put the tissue in the waste bag provided.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP 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, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made 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.

### **Designated Isolation Area**

The School has allocated a designated isolation area in the event of a pupil or staff member developing symptoms of Covid-19 while at school.

### **Children who should not attend school**

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19.
- Children who have been in close contact with a person who has been diagnosed with Covid-19.
- Children who have a suspected case of Covid-19 and the outcome of the test is pending.
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending.
- Children with underlying health conditions who have been directed by a medical professional not to attend school.
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days. Please see note on Travel abroad.
- Children who are generally unwell.

### **Supporting the Learning of Pupils at “very high risk” to COVID-19**

There may be some pupils for whom the return to school may not be appropriate because the relevant public health guidelines indicate they are at “very high risk”. If a parent supplies certification from a medical practitioner additional support will be provided to support the child’s ongoing learning.

### **Impact of a Suspected or Confirmed Case of Covid-19 in a Class**

If the school is notified that a person in your child’s class has a suspected or confirmed case of Covid-19 public health advice will be sought and followed. The school will follow the protocols and instructions given by the HSE at all times and communicate information to parents as instructed by the HSE.

### **Communication Procedure**

- All correspondence will be sent to parents by email and our school website will be continually updated.
- Messages for teachers can be sent by email, written in the Homework Journal or by phoning/emailing the school office.
- If a parent needs to speak with a teacher or vice-versa, best practice is to do this by an arranged phonecall. Appointments in the school building will be kept to a minimum and will only take place by prior arrangement with the school Principal.
- Phonecalls and meetings can also be arranged by email or phonecall to the office.
- If information needs to be given to the teacher during the school day please contact the school office by phone or by email.

### **Schoolbags and Lunches**

Please take particular note of the underlined points of information in this section.

- Children from 1st to 6th should have a school only pencil case which will stay in school at all times. This pencil case should be wipeable and contain their essential stationery as outlined on the booklist. It is important that your child has all the stationery they need as they will not be able to share with classmates. All items within the pencilcase should be clearly labelled with your daughter’s name.
- Children from 1st to 6th will all require a plastic wipeable box to store their own class books, copies, whiteboards and dry wipe marker. The recommended box is the Samla box (39cm x 28cm x 14cm) from Ikea. If you purchase a different box please do not exceed the length x width dimensions of this box.

- We recommend that all books and copies are covered in wipeable covers.
- Ensure your child does not have any unnecessary items such as toys in their schoolbag.
- The infant children will be provided with their pencil case for school use and do not need to bring any extra stationery to school.
- Infant children will also be provided with a storage box for their individual books and copies.
- Please ensure your child has enough water for the day as we will not be in a position to refill bottles.
- All girls should bring a paper napkin, piece of kitchen roll or clean tea towel to place on their desk for lunchtime. When they are finished eating, the girls can then wrap up all their crumbs etc and place in their lunch box/bag.

## **Homework**

There will be no homework for the first week. We will concentrate on getting everyone set up on Seesaw and Google Classroom. Homework will be minimal going forward. It will include reading, spellings, maths/tables, and one activity using Seesaw and Google Classroom.

## **Teacher Absences**

- In the event that the teacher is unable to attend school, every effort will be made to secure a substitute teacher for the class. A supply panel cluster of substitute teachers is being set up to increase substitute availability. However, if a substitute teacher is not available, it is not appropriate for the class to be divided into groups and accommodated in other classes.
- If the school is unable to secure a substitute teacher, the school may use a non-mainstream teacher to cover the absence. This includes the SET team and the principal.
- In certain circumstances, it may not be possible for the class to attend school on that day. If that is the case, parents will be given as much notice as is reasonably possible.

## **Learning Support**

- In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work within the confines of assigned bubbles.
- Where a support teacher is working alongside a class teacher in a classroom, both teachers will be mindful of maintaining physical distance from one another.
- Where children receive support in one of the SET rooms, physical distancing of 1 metre will be maintained between each child in the group.

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

### **Extra-curricular Activities**

St. Brigid's Girls' School will not be in a position to offer any after school activities at present. Due to the requirement for children to remain in their class bubble it will not be possible to mix them outside of this. It is also not possible to have them in the classroom of another bubble.

The Board of Management will continue to monitor the situation as the year progresses and should it be feasible we will explore it further.

### **PE**

Due to the hall being redeployed for use as extra staffroom space, we will no longer have PE indoors. PE will take place outdoors. A kit of essential PE equipment will be given to each class level (JI, SI, 1<sup>st</sup> etc.) and use of equipment should be confined to the sets that have been distributed to this level. The equipment used will be wiped down after use.

### **Contact Log**

- The School will maintain a contact log to record attendance of parents, suppliers, contractors and/or any other visitors. The objective of this is to facilitate contact tracing in the event of a confirmed case of COVID-19.
- The log will facilitate easy identification and contacting of visitors and relevant suppliers and at the same time minimise data collected to conform with GDPR.
- Pens will not be provided: All visitors should use their own pens. Sanitisers will also be available at the location of the contact log.

### **Travel abroad**

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of 'normal precautions' ("green"), to restrict their movements for 14 days, and this includes school staff, parents and children or other students coming from abroad to attend school in

Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.

### **Uniforms:**

There is no reference in the public-health guidance to the daily washing of school uniforms. No advice has been issued by health authorities in relation to this, nor has the Department of Education issued any specific advice in this regard.

### **Drop-off and Collection of Students**

- Children arrive at somewhat staggered times based on their class group and location of their classroom. Children will not be allowed on the premises before their allocated time. Children are encouraged to walk to school and if a car journey is necessary, please wait in the car until their arrival time to avoid congregations of students or parents near the school.
- Junior Infants will have an earlier finish for the first two weeks. 1st class also finish at 1.20pm for the first two weeks (until 11th September). The arrangements below apply to all classes doing their usual day. Place of pick-up will be the same when times change.
- Children/Parents will only use certain gates. Only parents of children from Junior Infants to Second Class will be allowed on the grounds to drop off/collect their children. We request that one adult only accompanies a Junior child for drop-off or collection.
- Children from 3rd Class to 6th Class will enter the school grounds by themselves.
- All parents are required to wear a mask to enter the grounds. They will maintain a physical distance of 2m between themselves and all other adults and children who are not in their own family.
- SNAs/SET/School Leadership will be at the 3 entrances of the school ensuring only parents with masks enter the school grounds.
- Drop-off and collection times must be strictly adhered to.
- If a parent has children from two different Junior classes (Infants-2nd) that have the same drop-off time the older child should be dropped off first.
- If a parent has Junior children with two different drop-off times, the parent must leave the school premises after dropping the first child and only re-enter the school with the other child at her assigned time and through the designated gate.
- If a parent needs to bring a younger sibling onto the school premises, we ask you to ensure this child remains with you at all times and if possible to hold your hand.
- There will be a 'keep to the left' system in place and a one-way system around the yard at drop-off and collection times.

- **Gate A: Shop Gate:**

This gate will only be used for exiting the school grounds. Parents will exit the school by this gate after dropping off infant children.

- **Gate B: Middle Pedestrian Gate:**

- Children and parents from the infant classes enter the grounds and proceed down the hill towards the Infant Block. The teacher will be waiting at the line up area and the handover of children will occur. Parents are requested not to cross the yellow line and not to enter the building. Markings will be placed off to the side for any children who are upset at handover. Other staff will assist in supervision as the teacher greets children at their line. Parents will exit the school grounds via Gate A.
- Children in 5th classes who are in the prefabs will also enter through this gate (within a 20 minute window and without parents). They will walk down the hill towards the Infant Block and will go straight to their classrooms by walking around the back of the school.
- Children from 3rd and 4th will enter through this gate (within a 20 minute window and without parents).

- **Gate C: Main School Gate:**

- 1st, 2nd and 6th class children will enter through this gate (within a 20 minute window and without parents) and go straight to their classrooms.

***Junior and Seniors Infant Collection:***

- The Class teacher will bring out their class and line them up around the corner at 1m distance between each student.
- Parents will enter the grounds by the middle pedestrian gate (Gate B) and leave via the shop gate (Gate A) for a smooth flow of traffic. As they walk down the hill parents will pick up their daughter from the line and exit by the shop gate.
- 1.10 - Junior Infants pick-up time
- 1.20 - Senior Infants pick-up time

***1st - 6th Classes Collections:***

- 1st and 2nd Class students will be collected from the yard by their parents. The Class teacher will bring the class out and have them lined up as in the morning arrival. Parents will enter and leave through Gate C keeping a policy of 'keep to the left'. All students and

parents are also asked to adhere to the one-way system around the Junior Yard. They will collect their daughter from the yard.

- Children in 2nd class will be brought to the yard at 2.20 where their parents may collect them..
- Children in 1st class (from Monday 14th September) will be brought to the yard at 2.10 where their parents may collect them..
- Children exit one class at a time from each block/prefab and leave through the gates they arrived through.
- Children in 3rd, 4th and 6th Class will leave through the gates they arrived through in a brisk and orderly fashion. Adults can meet them off the school grounds.
- Children in 5th class will leave by Gate A, walking around the back of the school building.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

### **Late Arrivals**

- Children who arrive late to school (after 9 o'clock) must go to the main entrance by the office. No other entry point is allowed. They must sanitise their hands at the foot pedal sanitiser before pressing the bell for entry to the school. If there is more than one child at the door waiting they must observe physical distancing by waiting on the markings on the ground.
- Only parents of children from Infants to 2nd class may accompany their children to the main entrance if the child is arriving late to school.

### **Collection of Children during the School Day**

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

- When the adult arrives at the school, they should either phone the office or use the intercom at the front door of the school to alert the office that they have arrived.
- A mask must be worn by all parents on the school premises.
- The child will be brought from their class to the adult by a member of staff.
- The adult who is collecting will be asked to sign the child out.
- No adult should enter the school building, unless they are requested to do so.

### **Dropping off items during the School Day**

- We ask parents and pupils to be vigilant this year in ensuring all required items are

brought to school in the morning – lunches, drinks, required books and copies.

- If an essential item must be dropped to school during the school day please follow the steps above regarding arriving on the school grounds.
- Please advise the member of staff you are speaking to via the phone/intercom what item you are leaving and the child it is for.
- A table will be left outside of the door and items can be placed there. They will be collected and distributed by a staff member.
- If it is raining, you will be permitted entry and the item will be left on a table directly inside the front door.
- Please use hand sanitizer that is provided at the front door and label the items.

## **Yard and breaks**

### **Draft Yard Time Plan**

	<b>Group 1 10.15-10.25 11.50 - 12.20</b>	<b>Group 2 10.40-10.50 12.30-1.00</b>
<b>Infant Yard</b>	<b>SI, SI</b>	<b>JI, JI</b>
<b>Junior Yard</b>	<b>Upstairs</b>	<b>Senior Block</b>
<b>Senior Yard</b>	<b>Mr. Cronin and 1st class</b>	<b>2nd and 5th class</b>

- The Infant yard is divided into two areas, Junior and Senior yards are divided into quarters.
- Each class bubble will have their own area to play in.
- Classes will move one at a time to avoid crossover of bubbles.
- Children will be asked to go to the toilet before or after breaks. If infant children need to go in an emergency, they will be assigned a different 'middle' prefab toilet and they will be cleaned after use. These 'middle' toilets are located between prefabs and are not used by the classes that are located beside them.