



## Education, Encouragement, Empowerment

COVID19 has caused huge upset and posed many challenges to us personally and professionally. As a school community, we need to be united in our response to managing our schools reopening. We have faced many challenges previously and overcome them; there are challenges ahead but with a common sense of purpose and the hard work and commitment of all, they too can be overcome. Our priority is to keep everybody safe; working together we can achieve this.

Planning and preparations that have taken place to date.

Following the issue of Government advice, we have completed a comprehensive review of the operation of the school in all areas. PPE has been sourced, sanitiser put in place, procedures reviewed and the timetable has been redone. In redoing the timetable, we have made every effort to reduce the size of our classes to allow for maximum social distancing. There have been a number of infrastructural changes also, additional teaching spaces set up, work on toilets, rooms enlarged etc. The school has also enhanced the cleaning and disinfecting regime across the school.

The following is a summary of the key points of our plan, any plan is a starting point and this will be kept under continual review, as such, changes to this are likely.

The schools Covid response plan, associated risk assessment and Policy is available from the school website [WWW.killinaschool.ie](http://WWW.killinaschool.ie)

The following document outlines the good practices that are required in Killina Presentation.

All (STAFF, STUDENTS, VISITORS) in the school community are required to cooperate with these requirements. Blatant disregard of, or failure to cooperate with the Covid good practices is a breach of the schools Code of Behaviour and a breach of Health and Safety and may be dealt with through disciplinary channels.

## **Before return to school**

Students/ staff who have travelled abroad (non-green list countries) and have returned within 14 days before their planned return date to school, will not be in a position to return to school on reopening. (In line with public health advice at the time) They must contact the school so a return date can be arranged

## **Uniform**

Students should wear their uniform to school as normal. There is currently no public health advice advising against the wearing of school uniforms.

## **Drop off and pick up.**

Students should be dropped off and picked up as close to the start and end of the school day as is possible. Students must enter the building through the marked entry doors and sanitise on arrival. They should then proceed to the classroom for their first class, no congregating outside or around the school.

Bus drop off is at the front of the school, BUS set down. No cars should stop off or drop off using the bus bay.

Cars should drop off at the back of the school ONLY. Do not stop on the roadway, please use the set down area.

## **Traveling to school by bus**

If traveling to school by bus students are expected to fully adhere to public health advice, sanitising when getting on and off the bus, by sitting in the assigned seats and wearing face masks. While waiting for buses, social distancing is to be observed. Students who are unwell, or present as unwell during the school day, are not to travel on school/ public transport.

## **Entry – Exit**

Entry and exit is through the marked exit/ entry doors. Doors are clearly marked, Exit doors are for exit only, Entry doors are for entry only. This is to allow for a free flow of movement.

Visitors must enter and exit via the main door only (adjacent to the office). They must sign the contact tracing log in the office.

Parents are asked not to call to the school without prior arrangement. Business that can be conducted by email or by phone call should be completed this way.

Sanitiser is available and must be used on entry/ exit from the building.

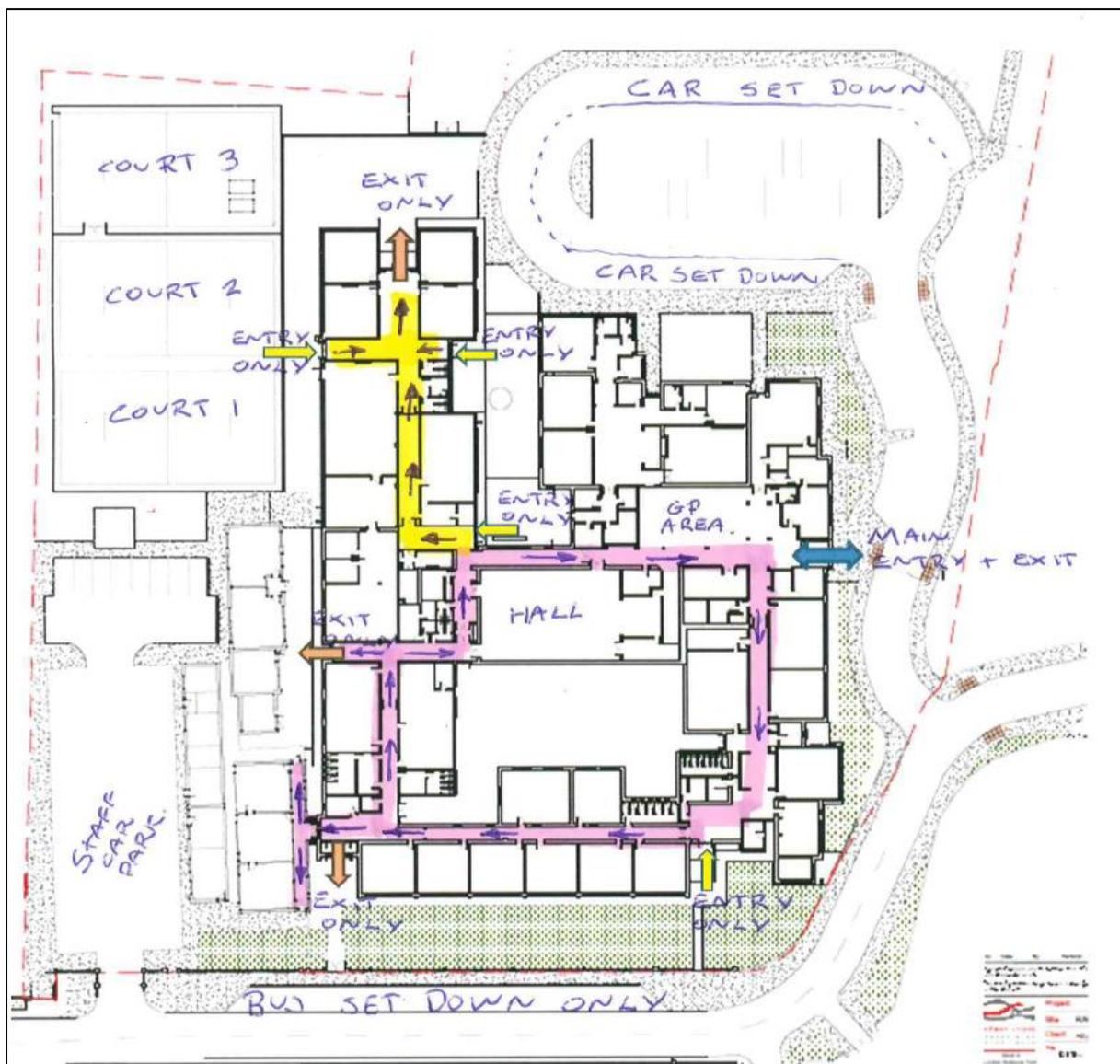
## **Enhanced cleaning schedules**

The cleaning regime in the school has been enhanced to ensure the requirements outlined in the Covid response plan have been met. Notwithstanding this students/ staff are encouraged to wash hands regularly, sanitise regularly and to observe good cough/ sneeze etiquette.

## One way system

There is a one way system in place on the corridors throughout the school, it is marked by arrows. This must be strictly adhered to. It may mean that movement between rooms may not be via the shortest route. Students and staff are encouraged to move between classes by exiting through the nearest exit, walking around the outside of the school and re-entering via the entry nearest their next class. If there is an exit from the classroom to the external, this must be used.

It is strongly advised that staff and students bring a good jacket with them to school to be worn during inclement weather from movements between classes/ lunch and break times.



Leaving the school building to the outside gives students a break and allows them to breathe freely in the fresh air.

## PPE

Staff will be provided with the necessary PPE. All will be required to wear it in line with public health advice at the time. Reusable PPE, supplied to staff will be maintained by them. Damaged or lost PPE will need to be replaced by the staff member.

**HSE advice Face coverings** <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Where social distancing is not possible, face coverings will be required to be worn by staff/ students. This will be determined by the room size and layout. We have completed a study of each room and adjusted the layouts to ensure maximum social distancing.

## School Bell

Students will leave rooms at the end of class, marked by the bell. They make their way to their next classroom observing the one way system. This is important so that rooms are free and empty before the next class arrives to avoid congestion.

## Class seating plans/ Class rolls

All classes will have a seating plan. Base classes will have the same seating plan. In non-base classes (choice subjects) class groups will be seated/ grouped in the rooms together.

## Supervision/ substitution

Supervision and substitution is in place to ensure safety and compliance with this good practice guide. It is important, if on S and S to be there, be on time and be vigilant. All areas in the school require supervision. Students are to observe social distancing during break and lunchtimes.

## Lockers/ Books

Lockers cannot be used at present. (This is under continual review) Books supplied through book rental will be distributed before the school year commences. They should be kept at home for homework/ study. Students should bring copybooks and pens/ pencils (as outlined by teachers to class). Students will be let know of the pages of the text books for the work being taught.

The old saying “neither a borrower nor a lender be” applies and students should not borrow or loan their materials to others.

## Toilets

The maximum number allowed into a toilet at one time has been set (this will be under continual review). A number of pegs are outside the doors (no of pegs equal to the max occupancy) adjacent to sanitiser. A student sanitises, takes a peg (if available) puts it in his/her pocket, uses the toilet, washes and dry's his/her hands, exits the toilet, returns the peg to its holder and sanitises. **There is strictly no congregating in toilets. If there is an issue in the toilets it must be reported to the office, without delay.**

## **Sick bay (Covid isolation room)**

If a student is feeling unwell, displays any COVID19 symptoms his teacher accompanies him/her to the sick bay, Room 10. They use the one way system and exit/ entry plan. The student wears the appropriate PPE available in sick bay. The teacher reports the matter to the office. Not every student who presents as sick/ unwell will have symptoms (or have COVID19) however all students once unwell will be isolated and arrangements made for them to go home.

**Do not send a student to school that is unwell. The school response to students who are unwell is to withdraw them to the sick bay and send for parents to collect them. In line with public health advice, students who are unwell in school are not allowed to travel home on school/ public transport and have to be collected, collection has to be arranged by parents.**

## **Staff room/ study**

The rooms have a maximum capacity for seating. When full staff can use the facilities of these spaces but should not congregate in the rooms. If using the phone/ photocopier the handset/ keypad should be sanitised afterwards. There is no availability of communal cups/ plates cutlery etc. Staff should arrange to bring any necessary eating utensils. Staff can use available rooms and establish pods for lunchtimes if necessary.

## **Lunchtime/ Break times**

There will only be a lunchtime catering service commencing on **Monday 7<sup>th</sup> September**. We are encouraging the pre-ordering of lunches online, an app is in development (details will follow in due course). Payment can be made by debit card or revolut card at the card terminal in the school. Payments/ orders can be made on arrival at the school at the kitchen, but pre-ordering and payment is strongly encouraged.

Break and lunch times are split.

	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
10:05	3rd Years	1st Years	3rd Years	1st Years	1st Years
Break 1	TY	2nd Years	TY	2nd Years	2nd Years
	6th Years	5th years	6th Years	5th years	5th Years
10:45	1st Years	3rd Years	1st Years	3rd Years	3rd Years
Break 2	2nd Years	TY	2nd Years	TY	TY
	5th Years	6th Years	5th Years	6th Years	6th Years
12:25	2nd Years	2nd Years	2nd Years	2nd Years	
Lunch 1	3rd Years	3rd Years	3rd Years	3rd Years	
	6th Years	6th Years	6th Years	6th Years	
13:00	1st Years	1st Years	1st Years	1st Years	
Lunch 2	TY	TY	TY	TY	
	5th Years	5th Years	5th Years	5th Years	

This is no catering provided in school at break time, students should bring in a snack and remain in the assigned areas.

Separate queues are in place for each year group. Students must sit in the assigned seating area. Students must sanitise before and after eating, once finished, weather dependant, students are encouraged to go outdoors, there are allocated areas for each year and students must stay in these areas. Again, good warm and appropriate outdoor wear is important. There will be no sports played in the ball courts during lunch and break.

## **Water**

Staff and students should bring any drinking water they require with them. In line with public health advice the water fountains have been disconnected.

## **TY Work experience**

TY work experience will now take place in 2 two week blocks, one before Christmas and the second post-Christmas.

Our plan is underpinned by a common sense and calm approach to mitigating the COVID19 Risks. Parents, students and staff should be familiar with and observe the safe practices outlined in this document and updated versions of this document.

The measures set out in the Public Health Advice are predicated on two general recommendations:

1. Minimising the risk of introduction of COVID-19 into the school community; and
2. Managing the risk of spread if introduced through:
  - Regular hand hygiene;
  - Maintaining physical distancing;
  - Application of respiratory hygiene and cough etiquette; and
  - Environmental hygiene.

In terms of *Minimising the risk of introduction of COVID-19 into the school community*, **it is critical that people stay at home if unwell**. Nobody should go to school if they are unwell or any members of their household are unwell with symptoms consistent with COVID-19.