

# Logistics Plan for Re-opening of Esker Educate Together National School September 2021

## Underlying Principles

- The school has a responsibility to make 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.

## Assumptions

- All children return to school and classes operate within a bubble system. We will be aiming to keep Classes/ bubbles separate from each other in as far as is practical.
- Each class will be subdivided into groups, called pods. Teachers will minimise interactions outside of these pods.
- Children from Junior Infants to 2<sup>nd</sup> class are not required to socially distance but they will be grouped in pods of 4-6 for all their activities.
- Within each class from 3<sup>rd</sup> to 6<sup>th</sup>, the children are spaced one metre apart. They are also divided into pods (groups of 4).
- The day will include one fifteen minute morning break (indoor) and one 25-minute break outdoors. Children will also be brought to the yard or Castle Road area by their teachers for a run during the morning (weather dependent).
- Hand sanitiser will be available at all entry points, at the entry point of each class rooms, in all classrooms and support rooms.
- Windows and doors will be kept open in classrooms to ensure correct airflow in line with DES advice. Windows will be left wide-open 15 minutes before children arrive and 15 minutes after they depart in line with advice from the DES regarding ventilation. CO2 monitors will be used in each classroom to ensure airflow is continuous. If the CO2 monitors go RED, this indicates that the airflow is not sufficient. In this case, the teacher will open all windows fully and bring the class outside for ten minutes for a walk or an outdoor lesson (Sun bell garden). The teacher will inform the principal if the class are vacating the building.

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## Timetables ESKER ETNS – Starting / Finishing times

Class	Start Time	Finishing time
Junior Infants	9.10 – 9.30	1.50
Senior Infants	9.10 – 9.30	2.00
1 <sup>st</sup> & 2 <sup>nd</sup> class	9.10 – 9.30	2.50
3 <sup>rd</sup> – 6 <sup>th</sup> Class	9.10 – 9.30	3.00

Please see our website for updates: [www.eskeretns.ie](http://www.eskeretns.ie)

## Key to Entrances & Exits

Entrance and Exit Points	Number
Back entrance from yard beside Gemma's office	1
Front left of school beside 2 <sup>nd</sup> class classrooms	2
Hall left door	3
Hall right door	4
Main entrance to school beside secretary's office – this entrance is for staff only.	5
Front right of school	6
Side entrance at right of school near flagpoles	7

## Entrance & Exit Points for Specific Classes

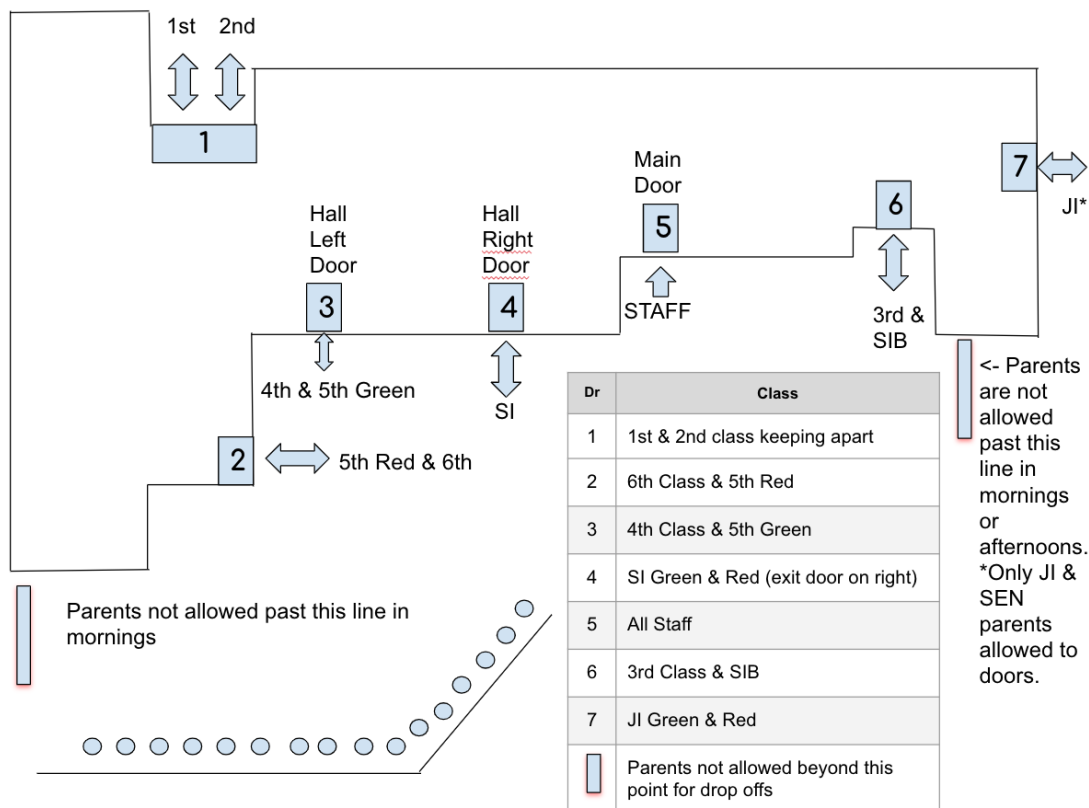
Teacher	Class	Entrance	Exit Point	Collection point
Georgia	Jun Inf Green	7	4	Green socially distanced spots opposite hall
Niamh	Jun Inf Red	7	3	Red socially distanced spots opposite hall

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<b>Emma</b>	<b>Sen Inf Green</b>	<b>4</b>	<b>4</b>	<b>Green socially distanced spots opposite hall</b>
<b>Brid</b>	<b>Sen Inf Red</b>	<b>4</b>	<b>3</b>	<b>Red socially distanced spots opposite hall</b>
<b>Ciara</b>	<b>Blue</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Niamh</b>	<b>1<sup>st</sup> Class Green</b>	<b>1</b>	<b>1</b>	<b>Green socially distanced spots beside grassy area</b>
<b>Jane</b>	<b>1<sup>st</sup> Class Red</b>	<b>1</b>	<b>6</b>	<b>Red socially distanced spots beside grassy area</b>
<b>Aoife</b>	<b>2<sup>nd</sup> Class Green</b>	<b>1</b>	<b>4</b>	<b>Green socially distanced spots opposite hall</b>
<b>Seona</b>	<b>2<sup>nd</sup> Class Red</b>	<b>1</b>	<b>3</b>	<b>Red socially distanced spots opposite hall</b>
<b>Colm</b>	<b>3<sup>rd</sup> Class Green</b>	<b>6</b>	<b>6</b>	<b>Off school grounds</b>
<b>Deirdre</b>	<b>3<sup>rd</sup> Class Red</b>	<b>6</b>	<b>6</b>	<b>Off school grounds</b>
<b>Rob</b>	<b>4<sup>th</sup> Class Green</b>	<b>3</b>	<b>3</b>	<b>Off school grounds</b>
<b>Susan</b>	<b>4<sup>th</sup> Class Red</b>	<b>3</b>	<b>3</b>	<b>Off school grounds</b>
<b>Sarah</b>	<b>5<sup>th</sup> Class green</b>	<b>3</b>	<b>3</b>	<b>Off school grounds</b>
<b>Heidi</b>	<b>5<sup>th</sup> Class Red</b>	<b>2</b>	<b>2</b>	<b>Off school grounds</b>
<b>Paula</b>	<b>6<sup>th</sup> Class Green</b>	<b>2</b>	<b>2</b>	<b>Off school grounds</b>

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Komeera	6 <sup>th</sup> Class red	2	2	Off school grounds
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## Arrival at school

- We have allowed for twenty-minute assembly time for all children to ensure that children enter at their assigned door in an orderly and distanced fashion.
- Parents of children from **Junior infants to 2<sup>nd</sup> class are allowed on the school grounds** (up to a **designated point**) to drop off (and collect) their children.
- Parents of children from **3<sup>rd</sup> class to 6<sup>th</sup> class are not allowed on the school grounds**, either on foot or by car (except for Parents of children with diagnosed Special educational needs). We are encouraging all of our children to walk, scoot or cycle to school. Children can be dropped at any of the school gates or in the Castle Road drop off points.
- There will be teachers at all our entrance points to ensure children enter the building in an orderly and distanced fashion.

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- We ask that parents (from J1 to 2<sup>nd</sup> class) ensure that they socially distance on the grounds of the school. We require the wearing of masks for all parents on the school grounds.
- The teachers will invite the children to enter the building via their designated entrance point during the twenty-minute assembly time.
- No adults, other than staff members, should enter the building – unless by appointment with principal.
- Messages for teachers can be sent by email, or by phoning the school office 01- 6241462. The school office can be contacted at [office@eskeretns.ie](mailto:office@eskeretns.ie)

## End of School Day

- There will be socially distanced markings on the ground to ensure that the adults practice safe social distancing.
- Only parents of Junior infants to 2<sup>nd</sup> Class are allowed on the school grounds either by car or on foot.
- When the school day for that class is over the following arrangements will apply –
  - Jun Inf – Senior infants. There will be designated areas for each individual class and socially distanced markings for parents to stand. The class teacher will release the children to you, one by one, in this area.
  - 1<sup>st</sup> and 2<sup>nd</sup> Class - the class teacher will bring the children to their designated /exit point and will release the children into the care of the adult who is there to collect them. Socially distanced markings also here for parents to stand.
  - 3<sup>rd</sup> – 6<sup>th</sup> Class – the class teacher will allow each pod to leave the classroom separately in order to minimise contact. If your child is to be collected by you, this must be done at Castle Road or at another collection point off site that you arrange with your child. Please note that the teacher will release the children from 3<sup>rd</sup> to 6<sup>th</sup> without meeting any parent. It is up to you to have arrangements in place for your child to go home safely.

## 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.

The school must be made aware of this before the parent arrives, either through an email to the school office or to the class teacher.

- When the adult arrives at the school, they should phone the office to alert the school secretary that they have arrived
- 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
- If a child has to be collected from the school during the school day, we ask that they do not return to school that day.
- No adult should enter the school building, unless invited to do so

## Esker ETNS procedure for 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 Esker ETNS will deal with a suspected case that may arise in a school setting.

If a pupil displays symptoms of COVID-19 while at school, the following are the procedures to be

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implemented:

**These procedures should be carried out in a manner designed to avoid alarming the child.**

Designated isolation areas have been identified within the school building. These are:

1. The Servery (hall)
2. Catherine's room
3. Tania's room
4. Gemma's office

None of these rooms can be used again until thoroughly cleaned if they have been used by a person with a suspected case of Covid-19

The following items are available in each of the isolation rooms.

- ☒ Tissues
- ☒ Hand sanitiser
- ☒ Disinfectant/wipes
- ☒ Gloves/Mask
- ☒ Medical grade mask (for teacher)
- ☒ Waste bin with bag
- ☒ Thermometer

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

1. The support teacher or SNA (where appropriate) assigned to the class level will escort the child to the isolation area, using the shortest route possible. If the support teacher is unavailable, the class teacher will accompany the child. Provide a mask (regular, disposable) for the symptomatic child.
2. As far as possible, the teacher should avoid contact with other people en route to the isolation area. The accompanying teacher will maintain a 2m distance from the child, and will ensure that any other person encountered en route to the isolation area will also maintain 2m distance. The staff member caring for the symptomatic pupil should wear the medical grade mask (in the Covid Supplies box, in the isolation room)
3. The parents/guardians of the child will be contacted immediately, and we will request the parent/guardian comes to the school to bring the child home. The person collecting the child will wait outside the school building and the child will be brought out to them.
4. Advise the child to cover their mouth and nose with disposable tissues when they cough or sneeze and put the tissue in the waste bag provided; advise them to avoid touching people, surfaces or objects.
5. Advise the parent or guardian to inform their general practitioner **by phone** of their child's symptoms. Remind them that public transport of any kind should not be used.

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6. If the child is too unwell to go home or advice is required, contact 999 or 112 and inform the responders that the sick person is displaying symptoms of Covid-19;
7. Inform staff members that the area where the child is waiting/has waited to be collected is out of bounds – “Do not enter” sign to be placed on door.
8. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
9. Arrange for appropriate cleaning of the isolation area and other areas of the school involved by contract cleaners– (***see policy on deep cleaning***).
10. 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.

## **If a staff member displays symptoms of Covid-19:**

1. Provide the staff member with a mask.
2. Ascertain if he or she feels well enough to travel home.
3. If the staff member feels well enough to travel home, facilitate them to leave the school building promptly, maintaining a minimum of 2m distance between themselves and any other person.
4. If the staff member does not feel well enough to travel home, accompany them to the isolation area and phone 999 or 112. Inform the emergency services that the sick person is displaying symptoms of Covid 19.
5. Follow respiratory hygiene procedures outlined above.

## **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 (in household) 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 (from a Red list county) and must self-isolate for a period of 14 days
- Children who are generally unwell

## **Supporting the Learning of Children who cannot attend school**

If a child is not able to attend school for an extended period of time, and where this has been medically indicated by a doctor, the class teacher (and/or the learning support teacher, where relevant) will suggest activities to support the child’s learning at home. A bank of educational activities is available on the school website: [www.eskeretns.ie](http://www.eskeretns.ie) to support children who are obliged to remain at home for short periods of time.

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## 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 confirmed case of Covid-19

- The parents of all children in the class will be notified. **The individual child will not be named by the school.**
- Parents of children who are a close contact will be informed and a Covid-19 test will be arranged by the HSE. These children will be asked to restrict their movements for 14 days.
- Public health advice will be sought and followed – the full class may be closed if Public Health cannot be reached before the children return to school. Parents will be informed by e mail by the principal.

## Personal Equipment

- The school will provide stationary for children – pencils, crayons, rubbers etc. It is intended that they remain in school. Children may need their own supply for home.
- All children must bring a **hand towel** to school for the drying of hands after handwashing. We recommend that parents purchase 5 facecloths/handtowels for each child (one of each day of the week) and replace with a clean towel every day. There will be no sharing of towels.
- It is recommended that you put these small face-cloths /hand towels in a zip-lock plastic bag with your child's name on the plastic bag.
- Children are asked **not to bring any toys or PE equipment eg. footballs to school**

## Shared Equipment

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

Communal areas, corridors, halls etc. will be cleaned after the school day. Enhanced cleaning measures for after school to include cleaning/disinfecting of all chairs and desks will be in place. Our Cleaning company have been specifically trained for this purpose.

## Yards

- The children will remain with their own class and play with their own class only during outside play time.
- Yard times are staggered and the yards themselves have been subdivided into distinct areas.
- Children will be supervised by their own class teacher or SEN teacher and or SNA assigned to their class.

## 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 2 classrooms. Typically each class level (eg. 6<sup>th</sup> red and green) will share one SEN teacher.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.



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- Where children from 3<sup>rd</sup> to 6<sup>th</sup> Class receive support in one of the SET rooms, social 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

## **Mask wearing:**

Children of primary school age are not required or advised to wear masks. Teachers and staff will wear masks at all times, if in the company of others, except when eating or drinking in designated staff rooms. Parents must wear masks when collecting their children on the school grounds at all times.

## **PPE**

With the exception of face masks, it is not envisaged that PPE will be worn by staff in general. Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves.

## **Teacher Absence and Substitution**

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

## **Bathrooms**

Bathrooms will be designated according to pods rather than gender, to minimise cross contamination between pods.

## **PE**

Where possible, PE will take place outdoors and use of equipment should be confined to the sets that have been distributed to class groupings.

## **Extra-curricular Activities/ Homework clubs**

It is not recommended that children from different bubbles would participate in extra-curricular activities at the same time. The staggered finishing times will also make the scheduling of after-school activities problematic. Further updates will be provided periodically throughout the school year.