

## Procedures and Protocols for returning to school – Risk Assessment re Covid 19

Please note all these procedures are on a trial basis.

Risk	Procedures to Reduce risk	
Morning	<p>Arrival to school will be from 8.45 – 9.10. Yard will have a marking for parents to stay behind.                      Supervision by SNAs and Rota of teachers (Croke Park Hours)                      Children sanitise hands on entry and go straight to class.                      Children go into classrooms with coats and come out to hang coats in their assigned peg one at a time with class teacher supervision.</p>	<p>SNAs put out signage                      See Supervision Rota</p>
Hygiene	<p>Avoid all physical contact. Social distance at all times. Staff and pupils must regularly wash/sanitise hands.                      Staff must wear a face covering. Staff can bring their own but there will be a supply for school use.                      Make sure to disinfect personal items.... Mobile phones etc. Do not share items such as pens etc.                      Watch &amp; show videos to pupils re hand washing, respiratory hygiene etc                      Remind children to change their hand towel every day in their wash bag. If children do not have a wash bag they can wash their hands in the class room sink or bring the soap to the bathroom.                      Explain and practise social distancing, line ups, entry and departure of school to children regularly.</p>	<p>Please see RESPONSE PLAN DOCUMENT FOR FULL DETAILS                      Visitors not recommended. All wearing masks. Disposable masks supplied and reusable offered.                      Mics purchased to ease the strain on teacher voices.                      Medical grade masks available for staff</p>
Class Room layout	<p>Pods of 4/6 – 1 metre apart. Pods cannot be changed – may be able to mix pods after midterm or holidays                      Bubble is their class group.                      Sanitiser &amp; soaps in each room.                      Tissues and waste bins in each room                      Disinfectant spray and drying paper in each room.                      Furniture may have to be removed to allow space – left outside your classroom door</p>	
Eating	<p>Teachers bring Glanmore lunches to the rooms each morning and return baskets.                      Wipe down tables (Pupils should be able to do this) before eating lunch. Clean hands.                      Children must use toilet before going to the yard.</p>	
Break times	<p>Split breaks – see timetable. Time/ organise exits so that no classes are meeting in corridor.                      No bell for first group : only one bell to mark end of first group’s play and start of next group.                      No equipment in yard for first week or two at least.                      No use of toilet during break times                      Encourage social distancing                      At end of break – a very short line up time with social distancing &amp; quick entry to classroom – supervised. Children must be brought in straight from yard as promptly as possible to allow the next group to go out.</p>	<p>No bell being used                      Skipping ropes &amp; Ball per group for play time: Sanitised after each use                      Importance of ventilation</p>

First Aid	Usual protocols – designated area in the yard.	SNA's carry a first Aid bag
Wet Play	Teachers make their own decision about bringing children to the yard. Supervision of children as per rota in the classrooms. Rooms should be ventilated if at all possible.	
Cleaning	Cleaner - Working from 11-1 approx every day. Duties : Ensure all dispensers are full, fill soap bottles, empty bathroom bins, clean toilets & sinks, steam clean toys, equipment, play mats etc left outside rooms by teachers, clean staff room; Guidelines and checklist to all cleaning staff. Staff are responsible for cleaning their own work areas and should assist with cleaning whenever possible. Evening cleaning will also take place every day.	Please see RESPONSE PLAN DOCUMENT FOR FULL DETAILS
Homework	No written work for first week at least. Give activity based tasks and oral work. Some online homework Collecting homework just once a week and leaving it for 24 hours before correcting.	
Home time	Clean down tables and chairs – children should assist if possible. Staggered departure – supervision rota to assist with pupils leaving the building. Start with 6 <sup>th</sup> class & 4th Class @ 2.30. Children cannot return to the building for any reason	SNA put out signage
PE	All classes will do PE on Tuesdays and Thursdays. See timetable. No equipment for first week or so – Hopefully we'll get a system in place for use of equipment Cumann na mBunscol - postponed	No Halla for PE. PE equipment being used and sterilised after
SEN	SEN students kept in pod in class SETs will be assigned to two /three classes – they will be doing a lot of in class support Out of class sessions – ensure social distancing Blended Learning – SETs & HSCL will be in daily contact with children who are unable to attend school due to an underlying health condition SETs ensure that they haven't timetabled classes for when their students are on yard	Screens provided to each room. Pods maybe changed during mid term
Music	Singing in a well ventilated space. Music Generation Programme	MGL prog going ahead – Music Appreciation instead of tinwhistle
Visual Arts	Children have their own materials	
Aistear, Science, Maths	Use items in rotation – steam clean items or leave outside your room for steam cleaning	
IT	Ensure children sanitise before using interactive whiteboard Use of Fizzbooks & iPad - Wiped down	IPADs being used, fizzbooks also timetabled - Wipes
Rolla & Messages	No children can be sent on messages – email your rolla details to <a href="mailto:secretary@stjosephsgns.ie">secretary@stjosephsgns.ie</a> each day at first break eating time.	

Suspected Case	<p>Remove child immediately from other pupils.  Sanitise their hands and their work area.  Another adult gets the Lead Worker /Deputy Lead Worker. If no one is available use your mobile to make contact with office, principal, lead worker etc.  Child is brought to the reception area – lead worker wears gloves,? mask, face guard &amp; apron.  Parents are contacted. Child must be supervised.  The area must then be disinfected, steam cleaned and ventilated.  Side door to school must be used while this is ongoing.</p>	Please see Response plan FOR FULL DETAILS
Breakfast Club & Homework Club	MYFRC arranging smaller groups etc	
Staff room	<p>No staff gatherings in staff room – approx. 10 in staffroom at any one time  Use your own mug</p>	
Other areas	<p>Do not enter the office. Very brief time in Principal’s office.  Clean staff toilet touch areas after use.  Try to limit contact with teachers not on your break times.  Please wipe down phone in admin room after use  Please wipe down photocopier after use</p>	
Visitors	<p>Visitors and visiting times will be kept to a minimum. Visitors should make an appointment. A contact log must be kept for each visitor to assist with contact tracing. PPE / Face mask must be worn. Sanitise on entering and leaving the building. Do not enter the building if you have any Covid 19 symptoms. Temperature may be taken. Social distancing must be observed at all times.  Contact with parents will be by phone or email  Parents cannot come to school with forgotten items</p>	
Collection of money	Children place named envelopes with money in a basket. Teachers keep note of it and bring to the office. Secretary uses mask and face guard and gloves when counting money.	
Sick leave & EPV	Staff cannot come to school with any Covid symptoms.	Please see Response Plan FOR FULL DETAILS & Cir 42/2021