



Stratford N.S. Covid-19 Response Plan

Version 4 March 2021

Any additional versions will be labelled clearly with the date and all key additions or changes will be listed at the top of the document.

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SUMMARY OF LATEST UPDATES

3 MORNING ARRANGEMENTS

- We ask for co-operation with the morning drop off times as it will mean that the numbers of people on school grounds at any one time will be minimised. Children must not arrive before their allocated time.
- Each class should line up at their designated point with social distancing observed.
- Please drop your child and leave promptly. The children are supervised by their teacher from 8:20/9:20am.
- Infant – 2nd Class parents can accompany children to their designated point. Please observe physical distancing procedures.

- Pupils from 3rd- 6th Class are encouraged to walk in from the gate independently.
- **All adults should wear a mask when on school grounds.**
- The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.
- No adults, other than staff members, should enter the building at any time.
- Messages for teachers can be sent by email to admin@stratfordcollege.ie or by phoning the school office, 01-4922315.

END OF DAY ARRANGEMENTS

- Adults, who are collecting their children from school at the end of the day, should wait in the allocated areas listed below. *(See changes for 3rd-6th Classes)*
- Physical distancing of 2 metres should be observed when on school grounds.
- **All adults that are collecting children should wear a mask when on school grounds.**
- At the Infant collection time, parents should only enter the school grounds at 2pm SHARP, not before.
- For the 1st-6th Class collection time, the keypad gate will be opened by a member of staff at 3pm. Parents should not enter the school grounds until the keypad gate is opened.
- Children from 3rd-6th Class are asked to meet their child at the front of the Secondary school. We ask that parents of children in 3rd-6th Class do not come inside the large keypad gate. This will help us to avoid congestion.
- Children should be collected promptly and there should be no congregation on the school premises or outside the school.
- A one-way system is operating at the school gates at collection time.
 - Parents should enter through the small pedestrian gate (if necessary).
 - Parents and children should exit through the large car park gate.
- Please do not congregate on the footpath outside the school as this will lead to congestion.
- There are double yellow lines on Zion Road outside the school which means that no vehicles should be parked here, particularly blocking the footpath.

4 **REMINDER: LUNCH

- Please ensure that your child **can open all items in their lunchbox independently**, e.g. fruit peeled, individual wrappers removed (where possible).
- In order to minimise movement around the classroom and the congregation of children at the classroom bins, we ask that **children keep all lunchtime waste in their lunchboxes and take it home to be disposed of.**
- Unfortunately, the children will be unable to use the water fountain. Please ensure they have adequate water to last the school day.

5 VENTILATION

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*'. The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

7 HAND HYGIENE

- All pupils will wash their hands in the morning when entering the school.
- Hand sanitiser will be used throughout the day to maintain hand hygiene.
- Hand sanitiser will be available at all entry and exit points, in all classrooms and in the support room.
- Pupils will wash their hands after activities that are likely to soil hands, for example playing outside or certain sporting activities, as hand sanitiser does not work on dirty hands.
- Staff will regularly wash and sanitise hands throughout the school day.

8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Medical grade masks in the EN16483 category will be provided to all SNAs and Special Education teachers and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs

14 DEALING WITH A SUSPECTED CASE OF COVID-19

- School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

18 STAFF WHO SHOULD NOT ATTEND SCHOOL

Staff should not return to or attend school in the event of the following:

- If they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

1 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.

2 LAYOUT OF THE SCHOOL DAY

All procedures will be kept under regular review and may be subject to change in line with DES COVID-19 guidelines.

- In order to minimise interaction and maintain social distance your child must not arrive at school prior to their allocated start time.
- Each class group will have allocated drop-off and collection points to minimise interaction and maintain social distance. These are detailed below.

3 ENTERING AND EXITING SCHOOL GROUNDS

- We will be operating a one-way system to avoid congestion at entrances and exits of school grounds.
- Enter the school grounds via the small pedestrian gate.
- Exit the school grounds via the large car park gate.

3.1 MORNING ARRANGEMENTS

- We ask for co-operation with the morning drop off times as it will mean that the numbers of people on school grounds at any one time will be minimised. Children must not arrive before their allocated time.
- Please drop your child and leave promptly. The children are supervised by their teacher from 8:20/9:20am.
- Infant – 2nd Class parents can accompany children to their designated point. Please observe physical distancing procedures.
- Pupils from 3rd- 6th Class are encouraged to walk in from the gate independently.
- **All adults should wear a mask when on school grounds.**
- The class teacher will invite the children to enter the building via their designated entrance point at the appropriate time.

- No adults, other than staff members, should enter the building.
- Messages for teachers can be sent by email to admin@stratfordcollege.ie or by phoning the school office, 01-4922315.

MORNING ARRANGEMENTS *Table 1*

8.20 – 8.30 a.m.	Jewish pupils can enter through the allocated entrance for each class group exercising social distancing
8.30 a.m. SHARP	Hebrew (Jewish Studies) classes begin
9.20 – 9.30 a.m.	Non-Jewish pupils can line up outdoors at allocated entrance for each class group exercising social distancing
9.30 a.m. SHARP	Secular day begins
Allocated Entrances	
Junior and Senior Infants	Line-up area located outside the Infant Room emergency exit , located at the basketball court on the school yard.
1 st & 2 nd Class	Line-up area located at the brown door at the side of the hall.
3 rd & 4 th Class	Line-up area located at the paved area beside windows of the hall .
5 th & 6 th Class	Line-up area located at the low wall, opposite the back of the secondary school building .

3.2 END OF DAY ARRANGEMENTS

- Adults, who are collecting their children from school at the end of the day, should wait in the allocated areas listed below. (See changes for 3rd-6th Classes)
- Physical distancing of 2 metres should be observed when on school grounds.
- **All adults that are collecting children should wear a mask when on school grounds.**
- At the Infant collection time, parents should only enter the school grounds at 2pm SHARP, not before.
- For the 1st-6th Class collection time, the keypad gate will be opened by a member of staff at 3pm. Parents should not enter the school grounds until the keypad gate is opened.
- Children from 3rd-6th Class are asked to meet their child at the front of the Secondary school. We ask that parents of children in 3rd-6th Class do not come inside the large keypad gate. This will help us to avoid congestion.
- Children should be collected promptly and there should be no congregation on the school premises or outside the school.
- A one-way system is operating at the school gates at collection time.
 - Parents should enter through the small pedestrian gate (if necessary).

→ Parents and children should exit through the large car park gate.

- Please do not congregate on the footpath outside the school as this will lead to congestion.
- There are double yellow lines on Zion Road outside the school which means that no vehicles should be parked here, particularly blocking the footpath.

END OF DAY ARRANGEMENTS *Table 2*

Allocated Exits/Collection Areas	
Junior & Senior Infants 2.00 p.m.	Junior & Senior Infants will be collected from the Infant Room emergency exit door located at the basketball court.
1 st & 2 nd Class 3.00 p.m.	1 st & 2 nd Class pupils will be accompanied by their class teacher to meet their parents at the basketball court outside the Infant Room.
3 rd & 4 th Class 3.00 p.m.	All pupils from 3 rd -6 th Class should meet their parents at the front of the secondary school.
5 th & 6 th Class 3.00 p.m.	Parents of 3 rd -6 th Class pupils are asked not to wait inside the large black keypad gate.

3.3 Summary of Entrance & Exit Points for Specific Classes

Class	Entrance Point	Exit Point
Infants	<ul style="list-style-type: none"> • Infant Room Emergency Exit (on yard) 	<ul style="list-style-type: none"> • Infant Room Emergency Exit (on yard)
1st & 2nd	<ul style="list-style-type: none"> • Brown Door • Line up outside Brown Door 	<ul style="list-style-type: none"> • Basketball Court • Teacher will accompany pupils to meet parents at basketball courts outside Infant Room
3rd & 4th	<ul style="list-style-type: none"> • Main Front Door • Line up area at paved area beside windows of the hall 	<ul style="list-style-type: none"> • Main Front Door • Meet parents in front of the Secondary School (if necessary)
5th & 6th	<ul style="list-style-type: none"> • 5th & 6th Class Emergency Exit • Line up at the low wall, opposite the back of the secondary school building. 	<ul style="list-style-type: none"> • 5th & 6th Class Emergency Exit • Meet parents in front of the Secondary School (if necessary)
Staff	<ul style="list-style-type: none"> • Main Front Door or Brown Door 	<ul style="list-style-type: none"> • Any

3.4 Collection of children during the School Day

If an adult needs 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 (01-4922315) or use the intercom at the large black side gate of the school to alert the office that they have arrived and wait at the gate.
- The child will be brought from their class to the gate by a member of staff to meet the adult.
- The adult who is collecting will be asked to sign the child out.
- No adult should enter the school building, unless invited to do so.

4 CLASSROOM STRUCTURE

- All children will return to school and classes will operate within a bubble system
- Infants to 2nd Class will be seated in pods but as per the DES Roadmap to Re-opening guidelines, *“it is recognised that younger children are unlikely to maintain physical distancing indoors.”*
- Within each class from 3rd to 6th, the children will be divided into pods of 4-6 pupils, with a minimum distance of 1 metre being maintained between pods, where possible.

4.1 Personal Equipment

- Each child will be provided with a plastic box to hold their books, copies and personal equipment.
- In so far as possible, it is requested that all children will leave a fully stocked pencil case with pencils, colours, rubbers, etc., in school. These will be for personal use and sharing of these items should be avoided.
- It is further requested that all items have the child’s name on them for ease of identification.

4.2 Shared Equipment

- By necessity, some classroom equipment needs to be shared within, and between, pods including tablets, laptops and the equipment used for structured activities and play in Infant classroom.
- Hand hygiene will be observed when using shared equipment.
- 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.

4.3 Lunch

- Please ensure that your child can open all items in their lunchbox independently, e.g. fruit peeled, individual wrappers removed (where possible).
- In order to minimise movement around the classroom and the congregation of children at the classroom bins, we ask that children keep all lunchtime waste in their lunchboxes and take it home to be disposed of.
- Unfortunately, the children will be unable to use the water fountain. Please ensure they have adequate water to last the school day.

4.4 Yard

- The day will include 2 x 20 min breaks. These will be staggered with two class bubbles going to yard at the same time. Each class group will play in an allocated area with children from their own bubble.
- Yards will be supervised by class teachers, learning support teachers, SNAs and supervisors working within those bubbles.

Staggered yard times will be organised as follows –

	First break	Second Break
Junior Infants – 2 nd Class	11:15 – 11:35	12:40 – 1:00
3 rd - 6 th Class	11:40 – 12:00	1:05 – 1:25

4.5 Physical Education (PE)

PE will take place outdoors and use of equipment will be shared by pupils within their pods. Different class bubbles will not share equipment without a quarantine period of three days between use.

5 VENTILATION

As per the Department of Education’s guidance for good ventilation, ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’:

- Windows will be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times and also at the end of each school day)
- Windows will stay partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

6 SPECIAL EDUCATION TEACHING (SET)

The SET team will be supporting pupils across all bubbles via a blended approach of in-class support and withdrawal.

- If an SET is working alongside a class teacher in a classroom, both teachers will aim to maintain social distance from one another.
- Where children from 3rd to 6th Class receive support in the Support room, social distancing of 1 metre will be maintained between each child in the group.
- Children and the SET will sanitise hands when entering and leaving the Support Room
- The tables and chairs in Support Room will be wiped clean in between different groups attending.
- PPE will be worn by the teacher where 2m physical distance cannot be maintained.

7 HAND HYGIENE

- All pupils will wash their hands in the morning when entering the school.
- Hand sanitiser will be used throughout the day to maintain hand hygiene.

- Hand sanitiser will be available at all entry and exit points, in all classrooms and in the support room.
- Pupils will wash their hands after activities that are likely to soil hands, for example playing outside or certain sporting activities, as hand sanitiser does not work on dirty hands.
- Staff will regularly wash and sanitise hands throughout the school day.

8 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Face coverings will be worn by teachers and SNAs where a 2m physical distance cannot be maintained.
- Medical grade masks in the EN16483 category will be provided to all SNAs and Special education teachers and those staff who by necessity that need to be in close and continued proximity with pupils with intimate care needs
- Staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks.
- All parents and visitors should wear a face mask when on school grounds. **Visors alone are not sufficient.**
- Primary school children are not expected to wear face coverings.

9 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.

10 LEAD WORKER REPRESENTATIVE

Lucy Mitchell (SNA) has been appointed as Lead Worker Representative (LWR). Lorna Dunne is Deputy Lead Worker Rep (DLWR) and will assume the role in Ms Mitchell's absence.

The role of the LWR is to 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.

11 UNIFORMS

We encourage a common-sense approach to the uniform. Please wash as frequently as possible. Generic plain navy uniform tops are acceptable if the crested item cannot be washed frequently. Please label all items of uniform clearly.

As we will be outdoors as much as possible, weatherproof coats and footwear are recommended. In order to ventilate the classrooms, the windows will be kept open frequently. Extra layers are recommended on cold days.

Our uniform information can be found on our website www.stratfordns.ie and in the Stratford NS handbook.

The Parents' Association has a selection of donated uniform items available, they have been washed over the summer and are ready for new owners. Any parent who may need a uniform item is welcome to contact the PA on parentsassociation@stratfordns.ie, outlining what is needed. The PA will endeavour to provide suitable items if available. They will communicate with interested parents directly.

12 HOMEWORK

We wish to minimise the transfer of books and resources to and from the classroom. This year, homework will consist of learning work (spelling, tables etc.) and some sheets.

Each class teacher will be setting relevant work to consolidate learning in the classroom.

13 EXTRA-CURRICULAR ACTIVITIES

At this time, extra-curricular activities will not go ahead. This will continue to be reviewed in line with the latest public health advice.

14 DEALING WITH A SUSPECTED CASE OF COVID-19

Pupils should not attend school if displaying any symptoms of Covid-19. If a pupil displays symptoms of Covid-19 while in the building, the following are the procedures will be implemented:

- Parents/guardians will be contacted immediately and asked to come to collect their child and contact their GP for further guidance. Putting a child on public transport is not permitted.
- The child will be accompanied to the designated Isolation Area (in the Support Room) via the isolation route (Emergency Exit Corridor) 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, if one is available. He/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 and call their doctor and continue self-isolation at home
- The school will facilitate the child presenting with symptoms to remain in isolation, if they cannot immediately go home. However, we would encourage parents to collect promptly if their child is presenting with symptoms.
- 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 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.
- School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public

Health for contact tracing purposes both in and out of the school setting.

- Staff and pupils should cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

The HSE and Public Health will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE and Public Health will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of these agencies should be followed.

15 COVID-19 SYMPTOMS

Do not send your child to school if any of the following is true.

Your child has:

- a temperature of 38 degrees Celsius or more
- any other common symptoms of coronavirus - a new cough, loss or changed sense of taste or smell, or shortness of breath
- been in close contact with someone who has tested positive for coronavirus
- been living with someone who is unwell and may have coronavirus

You will need to:

- isolate your child - this means keeping them at home and completely avoiding contact with other people, as much as possible. You can read more on self-isolation here.
- phone your GP - they will advise you if your child needs a coronavirus test
- everyone that your child lives with should also restrict their movements, at least until your child gets a diagnosis from their GP or a coronavirus test result. This means not going to school, childcare or work.
- Treat your child at home for their symptoms.
- Your child should only leave your home to have a test or to see your GP.

Follow the advice on what to do if your child:

- is given another diagnosis by your GP
- is not tested and is also not given another diagnosis from your GP
- tests positive for coronavirus
- tests negative for coronavirus

16 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 who have returned home from countries not on the 'Green List' after travelling abroad and must self-isolate for a period of 14 days (Please see the latest Government advice on <https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory> or <https://www.dfa.ie/travel/travel-advice/>. If in doubt, please contact the school.
- Children who fall under the 'very high risk' category as determined by the HSE who have been directed by a medical professional, and can provide proof of such, should not attend school
- Children who are generally unwell

Please see the HSPC 'Isolation Quick Guide' for the most up to date recommendations: [See HSPC Isolation Quick Guide Here](#)

17 SUPPORTING THE LEARNING OF CHILDREN WHO CANNOT ATTEND SCHOOL

If a child is not able to attend school for an extended period of time, the class teacher (and/or the learning support teacher, where relevant) will provide suggested activities to support the child's learning at home.

18 STAFF WHO SHOULD NOT ATTEND SCHOOL

Staff should not return to or attend school in the event of the following:

- If they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

19 IMPACT OF A SUSPECTED OR CONFIRMED CASE OF COVID-19 IN A CLASS

The response to confirmed cases or outbreaks of Covid-19 in the community or in a school is the responsibility of and will be led and managed by Public Health HSE. All decisions as to appropriate actions following a confirmed case or outbreak will be made by their teams in the context of a full Public Health Risk Assessment procedure.

Any actions to be taken by the school will be communicated directly by Public Health HSE. School management will be informed as and when such actions such as exclusion of children or staff; partial or full closure, are deemed necessary on public health grounds. If the school is not so informed, it has not been deemed necessary by Public Health.