

CBS Primary School,

Chapel Street,

Dundalk,

Co. Louth.

A91 YF82

Telephone number: 042 9327861

office@cbsprimarydundalk.ie



COVID-19 Response Plan

School Profile

- 434 pupils
- 18 Mainstream classes
- 7 Special Education Teachers
- Administrative Principal
- 5 Full-Time SNA posts and one part-time
- Full-Time Secretary
- Part-Time Caretaker
- 2 Cleaners

The biggest classroom in the school is 45 metres squared.

There are toilets in 4 classes and sinks in all the classrooms.
There are three toilet blocks located on the ground and first floor.

Additional Challenges

We have two entrances to the school building, the front gate and the back gate.
We have one exit to the school building at the front gate.
There is no on-site parking for parents/guardians.
There is a drive-through space outside the school gate, on the public road James Street.

We ask that children walk/cycle/scoot to school if possible to help reduce traffic around the school gates.

- **Junior Infants**

Will enter the building through the back Gate (from Wrightson's Lane) and leave by the front of the school.

- **Senior Infants**

Will enter and leave the building through the front gate.

- **1st Class**

Will enter and leave the building through the front gate.

- **2nd Class**

Will enter and leave the building through the front gate at 2.30.

- **3rd Class**

Will enter the building through the back Gate (from Wrightson's Lane) and leave by the front of the school at 2.30.

- **4th Class**

Will enter and leave the building through the front gate at 2.40.

- **5th Class**

Will enter the building through the back gate (from Wrightson's Lane) and leave by the front car park gate at 2.40.

- **6th Class**

Will enter the building through the back gate (from Wrightson's Lane) and leave by the front of the school at 2.45.

Each class/year group will continue to use the door assigned to them for entering and leaving the building.

WE ASK THAT YOU PARK UP AND COLLECT YOUR CHILD OR WAIT UNTIL IT GETS QUIETER; WE ARE HAPPY TO HELP PARENTS WITH BABIES.

*Families that have children in other classes may collect all their children at this time. The oldest child may collect younger siblings, and the family will leave by the youngest child's gate. Please be mindful of young children running in between cars.

To minimise the risks and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 8:50 am. They must not congregate on the footpath outside the school entrance; if you are early, please keep the children with you.

We are currently living under Covid19 restrictions; therefore, the Minister for Education has stressed that;

- Under no circumstances can parents congregate when leaving or collecting their child from school.
- Parents should maintain a 2m social distance and wear a face covering at all times while dropping and collecting their children.
- All communication with school staff must be through phone calls or online platforms only. Please contact the office, and arrangements can be made to facilitate this.
- All adults and children from 3rd to 6th must wear a face covering when on the school premises unless medically exempt.

THIS SYSTEM WILL OPERATE EVERY DAY REGARDLESS OF WEATHER THEREFORE PLEASE MAKE SURE THAT YOUR CHILD COMES TO SCHOOL PREPARED FOR THE WEATHER

Morning:

Class teachers will be in their classrooms by 8:50 am. The official start is 9:00 am; however, a grace period will apply between 8:50 to 9:10 am

Parents are asked to "drop and go" anytime between 8:50 - 9.10 am to ease traffic congestion.

The school gates will be closed at 9:10 am

NO PARKING WILL BE ALLOWED IN THE MORNING, A DROP AND GO SYSTEM WILL APPLY

Children will go directly to their classrooms on arrival. Other staff members (SNAs, SETs, Deputy Principal and the Principal) will be available outside and inside the building to receive the children and help them to their classrooms.

The oldest child in the family may take younger siblings in and help them to their classroom.

Afternoon:

To allow for the safe dispersal of children from 1st to 6th, following HSE guidelines on social distancing and avoiding large gatherings of adults at the school gates.

WE ASK THAT YOU PARK UP AND COLLECT YOUR CHILD OR WAIT UNTIL IT GETS QUIETER, WE WILL HELP PARENTS WITH BABIES, JUST ASK WE ARE GLAD TO HELP.

The Use of Personal Protective Equipment (PPE) for intimate care needs

For a limited number of staff, PPE will need to be used occasionally or continuously due to the nature of specific work activities or work areas. These roles might include:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may live with those in the very high-risk category.
- When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available to deal with suspected COVID-19 cases, intimate care needs, and first aid. Where staff provide healthcare to children with medical conditions in the school environment, they will apply standard precautions as per usual.

Masks

The Board of management at CBS Primary require all staff members and visitors to wear face masks when entering the building. Face masks must be worn throughout the building. If a teacher needs to communicate using facial expression a visor may be used in this instance. Medical grade surgical masks will be provided for use by any staff member who wants to use them; SNA's and SET teachers must wear these masks if they cannot maintain a 2-metre distance. If using a cloth mask, a 3-ply cloth mask is a general recommendation.

New Addition

Public Health Guidelines state that from the 2nd of Decemeber 2021 all pupils in 3rd to 6th class **must** wear a face covering when on the school premises. A medical exemption may apply for any child with a medical condition or Additional Educational Needs (AEN). Please contact the principal for advice and support if this applies to your child. Children must bring their own face covering to school. In the case of emergency spare masks are available.

Children will be provided with breaks from mask wearing throughout the day. Masks do not have to be worn during eating times, outside on yard, at PE in a well ventilated hall or singing within their pod in a well ventilated room.

We ask that you inform your child about the correct use of masks. Please familiarise yourself with the etiquette for mask-wearing available on the HSE website.

[How to properly wear a face covering - HSE.ie](#)

<https://drive.google.com/file/d/1Zy6qMZxZYAUIWIO1DROEoc5oIl4Oyh9/view?usp=sharing>

Gloves

It is considered inappropriate under the guidelines for the children to wear disposable gloves.

Staff members do not need to wear disposable gloves unless looking after a pupil's intimate care needs or administering First Aid. There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

However, staff will be required to wear gloves when attending to staff members or children within the isolation room. Please refer to the procedures for hand hygiene when using gloves. We ask that you familiarise yourself with the appropriate use of gloves available on the HSE website. [Disposable gloves and COVID-19 - HSE.ie](#)

Hygiene and Cleaning

40 sanitiser dispensers have been installed throughout the school, e.g. at each entrance, in each classroom.

Warm water and soap are available in all toilets. Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/armrests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and must maintain the cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected regularly from offices and other areas within the school.

Illness and Dealing with a Suspected Case of COVID-19

While we encourage full attendance and love to see all of our children at school every day, under the current circumstances, **children must be kept at home if they display any Covid-19 like symptoms.**

Please refer to Section 5 of the updated Covid Response form available through the following link [COVID-19-Response-Plan-for-Primary-and-Special-Schools-V3-February-2021.pdf \(cpsma.ie\)](#)

Staff must not attend school if they display any symptoms.

Please refer to Section 5 of the updated Covid Response form available through the following link [COVID-19-Response-Plan-for-Primary-and-Special-Schools-V3-February-2021.pdf \(cpsma.ie\)](#)

A designated isolation area has been created in the Leas Phríomh-oide's office downstairs and one upstairs in room next to Ms Corcoran.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil or staff member will be accompanied to the isolation area.
- The temperature will be checked.
- The person accompanying the child must wear a face covering, visor and disposable gloves.
- If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone/text/email.
- Symptomatic staff members should immediately inform the Principal/Deputy Principal and go to the isolation area.
- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

The isolation area and work areas will be thoroughly cleaned in line with the guidelines.

New Addition

Contact tracing has stopped in primary schools. However, antigen testing has been introduced for a pod of a positive case. If your child has been diagnosed as covid positive please contact the school principal. The principal will email the parents of the other pod members and provide them with the details of the voluntary antigen testing programme for schools.

Staff and pupil confidentiality are essential at all times.

It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. Anyone who feels unwell must make that known to the Principal/Deputy Principal as soon as possible.

COVID-19 Related Absence Management

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education. Please contact your child's class teacher to report absences.

Teacher or SNA Absence and Substitution

If a teacher/SNA cannot attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil. If a substitute teacher/SNA is not available, the class/pupil cannot be divided into groups and accommodated in other classes during this period. In such circumstances, it may not be possible for the class/pupil to attend that day. If that is the case, we will endeavour to provide as much notice as possible to parents.

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

All yards will be divided/split to accommodate safe transition from class to yard and from yard to class.

A rota has been displayed and teachers and SNA's are asked to ensure that they organise cover if they cannot do yard duty on any given day.

Teachers are not permitted to congregate in the staffroom upon arrival in the morning. Promptness and flexibility by all school staff are vital and necessary to ensure that we are all safe and that this system works.

Changes to Classroom, School Layout and School Routines

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, limit contact between class groups, and limit common facilities' sharing. However, this is difficult for young children to understand, and while we will continue to mitigate infection, we can not eliminate it.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping that stays apart from other classes as much as possible. **The school system's aim is that class groupings mix only with their own class grouping from arrival at school in the morning until the children go home at the end of the school day.**

Suggested Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (mainly SET's and SNAs) can rotate between areas/classes, but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.

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 as far as possible, within the confines of a bubble.

- 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. Masks must be worn.
- The tables and chairs in SET rooms will be wiped clean between different pupils or small groups attending SET support.
- During station teaching the teachers and SNA's will move rather than the children.

Junior Infants to Second Class

There is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble; however, in an attempt to mitigate the risk of infection, the junior classes will be arranged into Pods. While we realise that younger children are unlikely to maintain physical distancing indoors, we will continue to encourage them to remain in their Pod during the school day.

Third Class to Sixth Class

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, with a maximum of 6 pupils per Pod. As far as possible, each Pod will be at least 1-metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible. Children in 3rd to 6th must wear face coverings in class.

PE Halls

No halls may not be used for assemblies or other gatherings of pupils other than socially distanced P.E. activities.

Library

The library will be out of bounds indefinitely.

Assemblies

School assemblies will be held through google meets platform on the school's gsuite account.

Corridors and Stairwells

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe our usual practice of keeping to the left when on the stairs and in the corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. Handshaking and hugging will not be allowed.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces. To ensure that classrooms are well-ventilated, school staff will follow the guidelines provided by DES regarding the ventilation of rooms, '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' available at file:///C:/Users/User/Downloads/85177_d9643a37-5254-483e-a72e-d2a08ae36d46.pdf .

All mainstream classrooms have a Co2 monitor to ensure air quality is maintained.

Toilets

Junior Infants: toilets are in the classroom.

Senior Infants: will use the toilet block on the Chapel Street side of the school.

Senior Infants (Ms Mc Nally): will use the toilet block beside the staff room.

First Class (Ms Mc Hugh) will use the toilet block beside the staff room.

First Class (Ms O Grady) will use the toilet block beside class 18.

Second Class: will use the toilet block beside class 18.

Third Class: Toilet block at the Chapel St side of the upstairs corridor.

Fourth Class boys will use the disabled toilet beside room 24

Fourth class girls will use the disabled toilet beside the library

Fifth Class: Will use the toilet block opposite the library.

Sixth Class will use the toilet block in the new building.

Timetables **MUST** be drawn up so that only one class group at a time is present in the toilet block.

Lunches

Children will need to bring a lunch box to school.

Adults must make sure that children bring their lunches daily; **parental visits or lunch drops are not permitted during Covid-19 restrictions**. Please remind your children not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

School Bags, Books, Copies, Pencils, etc.

Children should have one pencil case with all their own stationery; this will be left in school, and children are advised not to share with other pupils. They will also need a pencil case to be kept at home. School bags are permitted.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day, which might not be practical for most families.

We will follow our usual practice with uniforms and tracksuits. Uniforms should be worn every day, except on P.E. days or when otherwise requested by teachers.

As a school, we strongly advise that children wear their school uniforms or tracksuits **only for school-related activities**. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops etc.

Office

Any money coming into the school **MUST** be placed in an envelope with your child's name and class written on it. It **MUST** be brought into school by the child and given to the class teacher.

During the day, the SET/SNA team will collect the envelopes and bring them to the secretary.

Children must not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area. They must speak with the secretary through the hatch in the reception area.

Photocopying.

Any staff member who uses the photocopier should use the hand sanitiser before using the machine and use it again when finished.

Please leave photocopying on the table at the reception at the end of every day. The secretary will complete this the following day

ICTs

Hands should be sanitised before using school ICT equipment. Devices should be cleaned after use.

Extra-Curricular Activities

Extra-curricular activities will not take place at present.

Substitute Teachers and SNAs

A copy of the Updated Covid-19 Response Plan will be available on our website, substitute teachers and SNA's will be asked to familiarise themselves with the plan. Substitutes will also be required to complete a Return to the Workplace form before entering a classroom and will be asked to confirm that they have engaged in the online Induction training.

Can each class teacher please leave an information pack in your class in case of absence.

Physical Education and P.E. Equipment

Physical Education lessons will take place in a socially distanced manner, preferably outside, weather permitting.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in "The Daily Mile". Any equipment used must be cleaned after use.

External sports coaches will be permitted to train children. They will follow the CBS Primary COVID-19 Response Plan. All training sessions will be held outdoors weather permitting.

Parent/Teacher Meetings

Face to face meetings with school staff will not be facilitated, (urgent matters must be agreed through the Principal and arranged by appointment only). If you wish to talk to the class teacher, please send a message in with your child (note or homework diary) or ring the office, and the teacher will arrange to phone you.

Staffroom

All staff members must maintain a physical **distance of 2 metres** when they are not engaged in teaching, e.g., when they are using the staff room and arriving to work. Face masks must be worn (Max 12 people in the staff room at any given time).

Whole staff meetings will be held remotely or in the courtyard weather permitting.

Staff members should continue to bring their own cups, bottles, flasks, cutlery, milk, etc., to school in a cooler bag and avoid sharing utensils in the staffroom as far as possible. The fridge and dishwasher will not be available.

The wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to school
- A sense of self-efficacy and school-community efficacy
- A sense of hope

Our usual practice is to provide support to pupils based on the Continuum of Support. The Continuum is a tiered system that offers Whole School and Classroom Support for pupils with

additional educational needs. This support varies from School Support for some pupils and School Support plus an extra targeted intervention for a few pupils with complex needs.

Employee Assistance and Wellbeing Programme

The Department of Education supports school staff's wellbeing through the PDST, CSL, and the HSE's Health Promotion Team. The following links are also available: gov.ie - [Wellbeing advice and resources during COVID-19 \(www.gov.ie\)](http://www.gov.ie) and [Employee Assistance Service - Department of Education and Skills](#)

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The Occupational Health Strategy aims to promote employees' health and wellbeing in the workplace, focusing on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. Spectrum Life provides the Employee Assistance Service (EAS) under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to use the service when the need arises.

Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	
Appoint LWR and DLWR	Staff	
Provide Return to Work Forms to all staff	Principal	
Provide links to training	Principal	
Complete and return RTW forms	All staff	
Complete Induction training	All staff	
Draw up a list of PPE in advance of the procurement process	Aide	
Purchase required PPE	Aide	
Arrange for installing sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	
Display signage	Aide	
Investigate the contactless payments system	Secretary	
Investigate internal intercom system	Principal	
Arrange for installation of water heaters, extra hand dryer	Principal/Caretaker	
Create Isolation Area	Caretaker	
Erect 'safe area' for reception	Caretaker	
Review of S, H and W Policy and Covid-19 Risk Assessment	BOM	
Timetable for toilets	Staff	
Plan for coat racks	Staff	
Agree on a timetable for SETs and SNAs e.g. Allocate 2 SETs for Jun. Infs. to Second, and 2 SETs for 3 rd to 6 th . Keep withdrawal to a minimum. In-class support as far as possible.	SETs/SNAs/All staff	

Agree sanitising routines for LSTs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	
Provide Notes to all school staff	LWR	
Agree on classroom layouts	All staff	
Timetable for ICTs and plan for sanitisation	ISM Team member	
Plan for the provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team Member	
Staffroom – arrange for social distancing.	Staff member	
Plan for a visit to the school by incoming Junior Infants	Class teacher and principal	
J. Infs. To 5 th : Collect pupils' personal belongings, place in bags, label and move to pupils' 2020/21 classroom	All staff	
6 th : Collect pupils' personal belongings, place in bags, label and bring to Front Hall for returning to pupils	Class teacher +?	
Arrange for collection of 6 th Class belongings	Principal	
Organise and distribute Book Rental books to classrooms	P.A.	
Agree daily timetable to include staggered breaks	Staff	
Agree on supervision rotas	Staff	
Agree and plan for morning drop off and afternoon pick up routines	Staff	
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	
Plan for how P/T meetings, General Information Meetings might take place.	All staff	
Arrange cleaning and sanitisation of the building before school reopens	BOM/Principal	
Plan for the management of substitutes	Principal/D.P./Secretary	
Plan for enhanced daily cleaning routines	ISM Team member and principal	
Plan for Teaching and Learning – September, October	All staff	
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	



Return to Educational Facility Parental Declaration Form

Child's Name:	Principal's Name: Eileen Hart
Parents/Guardian's Name:	
Name of Setting: CBS Primary, Dundalk	
This form is to be used when children are returning to the setting after any absence.	
<p>Declaration: I have no reason to believe that my child has an infectious disease, and I have followed all medical and public health guidance with respect to the exclusion of my child from educational facilities.</p> <p>Signed: _____</p> <p>Date: _____</p>	