

## **Classroom Allocation**

### **Bubble Teams**

1. Mary Mc Auliffe, MaryAnne Hawkes, Maura Kavanagh, Noelle Noonan, Ruth White, Maria Martin, Margaret Morgan
2. Muireann White, Eimear Meritt, Dawn Barry, Sharon Geary, Lauren O'Halloran, Stella Griffin, Mary Hurley
3. Jennifer Treacy/Sarah O'Sullivan, Ciara Hourihan, Leticia Ocampos, Noreen Linehan, Joan Humphreys, Shane Lynch

### **Classroom Management-**

Sanitiser at door per class. Note Sanitiser can only be used on clean hands.

Warm water available in flasks. Check soap at each sink.

Desk per pupil and staff member. Teachers and SNAs decide where each child sits.

There will be a box of items per child with child's name on it. SNAs responsible for named pupils. Check in and list all pupil items received from home and make sure returned each evening, also sanitise items used by pupil throughout the school day and sanitise desks. SNAs to use individual home school journals for named pupils to make items of note regarding pupils. Journals to remain on SNA desk and notes only written by named SNA.

Teachers use email to contact parents. If a parent does not have an email address contact is made by phone.

Outdoor spaces to be used as walk/sensory break as much as possible. Inform parents and check if outdoor clothing can be provided.

Nurse/Deputy Principal/Principal may visit classroom during the day to discuss concerns raised by staff or to monitor health and safety.

Part time Teachers may be timetabled to teach in a class.

**All staff asked to monitor and sanitise door handles that they are using throughout the day.**

**Cleaning – daily cleaning includes vacuuming/washing floors and door handles and all surfaces except desks and chairs.**

Continuous review updated versions to be posted on notice board opposite Pauline's office and stored under public VPN

## **Entrances and exits**

### **Staff – named keyholders share responsibility for sign in and sign out.**

Entry only on ringing bell or school telephone number. Staff members are reminded that guidelines ask people to remain 2 metres apart where possible. Each staff member is responsible for own sign in and sign out ensuring that she/he has given sufficient time to sign in in order to be on time for work in own bubble.

All staff sign in and sign out using own pens.

Teachers start 9.00am and finish 3.00pm approx.

SNA start time 8.55am and finish 3.15pm.

## **Pupils Entry and Exit**

Entry - One bus at a time – drivers to be asked to cooperate with this arrangement. Named SNAs meet pupils at bus and bring to class. Movement on corridor from door to class only if possible.

Exit – one bus at a time starting at 2.30pm.

Transport monitored by named member of staff on daily basis.

## **Others entry and exit**

**Bus escorts** – Bathroom use only. If query about item of work call/email school

**Bus Drivers** – bathroom use only. If query about item of work call/email school

**Education Support workers/Nurse** – garda vetted by School and return to work form completed and sent to Principal 3 days in advance of first day of work

**Nurse/Nursing staff employed by Enable Ireland** - return to work form completed and sent to Principal 3 days in advance of first day of work. Daily sign in and sign out required.

**Parents** – by appointment with Principal/Deputy Principal only and only if queries cannot be sorted by phone/email

**Board of Management members** – by appointment only

**Therapists and education visitors**– by appointment only, with the exception of the School Inspector.

## **Review use of other doors if congestion arises.**

Continuous review updated versions to be posted on notice board opposite Pauline's office and stored under public VPN

### **Lunches and other breaks**

Parents are asked to provide all foodstuffs and utensils on a daily basis. Recommend vacuum flasks for hot foods and cold foods as microwaves, toasters and fridges not available in an attempt to reduce the amount of possible cross contamination.

All foodstuffs to be stored by SNAs in classrooms at labelled area. No foodstuffs can be stored overnight.

Emergency packs will be prepared by School staff and supplied to pupils if lunch is forgotten. Bottled water will be available.

All lunches will be eaten at pupil's desk and outdoor spaces used when possible.

### **Staffroom**

School hall to be used by staff for breaks. Tables and chairs two metres apart. All staff to sanitise table and chair after break. Masks need not be worn in staff room as long as staff members are two metres apart.

Outdoor spaces available if staff prefer.

**Wearing of masks**

Masks/face coverings mandatory for staff (see guidelines once published)

Masks/face coverings not mandatory for pupils but senior pupils encouraged to wear something if possible.

Masks mandatory for all visitors

### **Movement around the building**

#### **Areas of concern: movement on corridors and use and movement to and from bathrooms and nursing unit.**

As far as possible staff asked to check that a corridor is clear before proceeding and single file used. Try not to pass others on corridor.

Staff also need to be vigilant and ensure that bathrooms are sanitised between visits.

Corridor usage at times of pupil entry and exit will be particularly difficult and therefore monitored by named members of staff.

Signage will be purchased and placed around the building reminding personnel about hand washing/sanitising and wearing of masks.

### **Movement within bubbles**

Staff members may work in any area within their bubble depending on the needs of the pupils and education needs in a school day.

Pupils in bubbles may play together but staff should try to minimise the use of sharing small toys.

Outdoor spaces should be used for 10 minutes in every hour if possible.

### **Suspected case of Covid 19 in the building**

All staff members reminded to be vigilant on a daily basis. If a staff member has a concern about a pupil she/he must inform the nurse immediately and the pupil is to be brought to one of our two isolation rooms. Nurse /Class Teacher / Deputy Principal / Principal to be involved immediately and contact made with parents.

Staff involved with pupil must wear apron, gloves, mask, visor.

Exit from school through door at pool area.

In the event of a vomiting bug in a classroom, pupil (s) vomiting must be moved as above to isolation room (s).

Class group will be moved to an empty classroom until own classroom sanitised and cleaned appropriately.

**Staff absences** – as per circular 49/2020. All absences to be notified to the Principal/Deputy Principal directly as early as possible but no later than 8.30am.

Principal liaises with Board of Management in the event of insufficient staff numbers.

**Cleaning – all rooms to be cleaned daily.**

### **Personal and Intimate Care**

Staff advised to wear aprons, gloves, masks (mandatory) and visors.

Nurse will advise on issues which may arise.

Sanitise

### **FEDS**

Staff advised to wear aprons, gloves, masks (mandatory) and visors.

Nurse will advise on issues which may arise.

Sanitise

### **Transfers to Standers and Specialised Seating**

All transfers to be reviewed. School requests face to face meetings with therapists where school staff trained in the use of PPE and Transfers. Protocol document must be agreed before any transfers take place.

Parents to liaise with therapists.

**Procedure for returning to work**

All staff have key role to play in adhering to Covid 19 Response Plan and the control measures outlined.

RTW form must be provided to Principal 3 working days in advance of return.

Induction and online training to be provided once published by DES.



### **Classroom resources and use of Photocopier/printers/shredder**

Art resources should remain in the classroom and should be stored carefully in boxes within cupboards. Staff are used to wearing gloves and aprons when preparing for art and craft lessons.

All devices should be sanitised /wiped between use and as much as possible devices should be used by a single pupil only.

Pupils personal devices should be sent home daily

Staff/pupils should only use own pens/pencils/crayons/pages

### **Photocopying/printers/shredders**

Care needs to be taken when preparing resources. If stuff needs to be copied/printed a queue system must operate and staff are asked to wipe any areas after use in the print/photocopy area.

Items for shredding must be shredded by the user only. Shredder must be wiped after use.

### **Contact with Secretary, Caretaker, Deputy Principal and Principal**

As far as possible phone or email contact should be used. In an emergency phone if possible. It is not permissible to enter another's room without invitation.

### **Personal Lockers**

To be reviewed with staff members