

# St. Joseph's National School

Dublin Road, Longford. Tel: 043 3345700 Roll No.: 18178r  
Email: stjosephsnslongford@gmail.com www.stjosephsns.ie



## COVID -19 Policy Statement

**St Joseph's NS** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Lead Worker Representative: Aisling Finan

Assistant the Lead Worker Representatives: Helen Smith / Aine Carberry

Signed: Frank Geary

Date: 23.08.2021

Chairperson

Signed: Mrs. O. Egan

Date: 23.08.2021

Principal

**St. Joseph's NS**  
**RETURN TO SCHOOL**  
**Risk Assessment**

Risk Assessment				
	Level	Risks	Control measures	Personnel responsible
<b>Morning Assembly</b>	H	<p>Pupils interacting with other pupils</p> <p>Parents late</p> <p>Pupils not queueing to hang up coats</p> <p>Pupils not hand sanitising</p> <p>Community transmission from parents</p>	<p><b>Protocols for Daily Morning Assembly:</b> See Entrance plan attached</p> <p>Only parents of Junior and infants permitted on school grounds -Junior Infants at railing outside classrooms</p> <p>Doors will open @9:20 am and pupils go directly to classrooms</p> <ul style="list-style-type: none"> <li>• Prior to entering a classroom the children will hang up their coats (Senior corridor outside their classrooms)</li> <li>• Pupils will sanitise their hands before entering the classroom. On entering the classroom the children will take their assigned seats.</li> </ul>	<p>Teachers</p> <p>Parents</p> <p>Pupils</p>
<b>Dismissal</b>	H	<p>Social distancing not being maintained by parents</p> <p>Parents not abiding by line up regulations</p> <p>Late pick ups</p> <p>Homework</p>	<p><b>Daily Dismissal: See Exit Plan attached</b></p>	<p>Principal</p> <p>Teachers</p> <p>SNAs</p>

<b>CLASS</b>	<b>RETURN DATE</b>	<b>START TIME</b>	<b>FINISHING TIME</b>
Junior Infants	<b>Wednesday</b> 1 <sup>st</sup> September 2021	<b>9.20</b>	12pm until 17 <sup>th</sup> September 2pm from 20 <sup>th</sup> September
Senior Infants	<b>Monday</b> 30 <sup>th</sup> August 2021		2pm
1 <sup>st</sup> Class -6 <sup>th</sup> Class	<b>Monday</b> 30 <sup>th</sup> August 2021		3pm
Special Class ASD	<b>Monday</b> 30 <sup>th</sup> August 2021	9.20 & Bus	( <u>Junior Infants only</u> 12pm until 17 <sup>th</sup> September)  2pm/ 3pm & Bus



<b>Illness</b>	<b>H</b>	Risk of cross-contamination of Covid-19	<ul style="list-style-type: none"> <li>Children are advised not to attend school if displaying Covid-19 symptoms</li> <li>Isolation room set up</li> <li>Pupil brought to isolation room and parent contacted immediately</li> <li>Person supervising to wear P.P.E</li> </ul>	Principal Staff
<b>First Aid Administration</b>	<b>H/M</b>	Spread of Covid-19 virus	<ul style="list-style-type: none"> <li>Person supervising to wear P.P.E.</li> <li>PPE to be placed in First Aid Boxes.</li> </ul>	Principal Staff
<b>Travel Abroad</b>	<b>H/M</b>	Covid-19	<ul style="list-style-type: none"> <li>Staff members and pupils must adhere to current / up to date Government Guidelines</li> </ul>	Principal Staff Pupils Parents
<b>All staff</b>	<b>H</b>	Spread of Covid-19 virus	<ul style="list-style-type: none"> <li>Return to Work Forms received and reviewed</li> <li>Undertake Induction Training for new staff.</li> <li>Wear masks</li> <li>Maintain log of staff, student and visitors</li> <li>Follow public health guidance from HSE re hygiene and respiratory etiquette</li> <li>Hand sanitizer outside every room</li> <li>Hand sanitizer at every exit and entry point in the school</li> <li>Encourage staff to download tracker app</li> <li>P.P.E provided for intimate care</li> <li>Isolation room available</li> <li>Reduced class numbers for social distancing</li> <li>Zoning the playground for social distancing</li> <li>Morning assemble and dismissal times staggered</li> <li>Staggered lunch breaks for children and staff</li> <li>New entry points created</li> </ul>	Principal Staff Parents Outside agencies

		<ul style="list-style-type: none"> <li>• New paths built and existing ones widened</li> <li>• Teachers to create pods in classroom with four to six children maximum</li> <li>• Learning support only work with two to three classes.</li> <li>• Thermometers in first aid kit</li> <li>• Toys materials will require a deep clean if coughing or vomiting occur</li> <li>• Marking on corridors.</li> <li>• Signage will be placed around the school as a reminder to keep covid-19 rules and coughing etiquette</li> <li>• Hi vis jackets ordered for school staff</li> <li>• No hot lunches provided –lunch bags provided</li> <li>• Cleaning staff increased hours</li> <li>• <u>Each room supplied with</u> Visor Wipes Spray Hand sanitizers Tissues</li> </ul>		
<b>Visitors to the premises.</b>		<ul style="list-style-type: none"> <li>• Must make an appointment prior to visit.</li> <li>• Must wear face mask</li> <li>• Must complete Contact Tracing Log</li> </ul>	Spread of Covid-19 virus	
<b>SEN</b>	<b>H</b>	<p><b>Risk Assessment SEN</b></p> <ul style="list-style-type: none"> <li>• Smaller groups will be created where possible.</li> <li>• Pupils from the same class only if possible</li> <li>• Timetabling of SEN classes to be amended to facilitate Big Break</li> <li>• Where requested a perspex shield will be purchased for the table</li> <li>• Sanitisers will be placed at every door.</li> <li>• Staff must wear face shields.</li> </ul>	Size of the rooms. Mixed groups Teacher has much higher exposure - Mixed groups -EAL/ Lit/Num Use of materials/resources	Principal Staff SEN teachers SNAs

		Tactile children	<ul style="list-style-type: none"> <li>• Extra supplies of pencils/markers/whiteboards/glue sticks will be purchased as backup.</li> <li>• After each group a teacher will use sprays</li> <li>• SEN will collect children from room</li> <li>• Where possible desk/book shelves on wheels to be removed.</li> <li>• The principal will discuss with parents the possible risks/ requirements of those with underlying conditions</li> <li>• Class teachers are to give the principal names of children with high risk conditions.</li> <li>• Staff will conduct lessons on the use of sanitisers/ handwashing and all relevant protocols.</li> </ul>	
Classes	H/M	<p>Pupils moving around the room</p> <p>Pupils sharing resources</p> <p>Pupils/teachers at risk</p> <p>Libraries</p> <p>Lining up</p> <p>Corrections of homework</p>	<ul style="list-style-type: none"> <li>• Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable.</li> <li>• Where possible furniture will be removed.</li> <li>• Pupils use their own materials where possible–If necessary only share within pods-glue sticks, ruler, only within pods.</li> <li>• Back up materials to be purchased for those pupils who may not be able to afford same</li> <li>• Pupils will sanitise before and after activities e.g. using the IWB, art materials and IPads</li> <li>• Teachers to restrict pupil movement around the room as much as possible</li> <li>• Pupils to have assigned coat hooks</li> <li>• Use of masks for all teachers</li> <li>• All pupil resources should clearly be labelled.</li> <li>• Teachers also have to sanitise hands regularly if correcting copies.</li> <li>• In rooms where there are toilets pupils should sanitise their hands, leaving the toilets.</li> <li>• Use of masks for all teachers and SNAs</li> </ul>	Principal Staff Teachers SNAs

			<ul style="list-style-type: none"> <li>• If using small whiteboards in the classroom sanitised after use</li> <li>• Lessons to cover all of the protocols to be taught in September</li> <li>• If a child is sick in the classroom: phone office internal system/</li> <li>• Class grouping to meet and decide on homework policy</li> </ul>	
<p><b>Breaks</b></p>	<p><b>H</b></p>	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Social distancing</p> <p>Pupils not lining up correctly. Going out /coming back in</p> <p>Recording of incidents -use of Incident Books</p> <p>Lunch</p> <p>Opening lunches/packets/ holding of foods</p> <p>Water bottles</p> <p>Accidents</p> <p>Children wetting themselves</p> <p>Bringing in of children from the yard if sick/hurt.</p>	<ul style="list-style-type: none"> <li>• Pupils will remain in their classrooms for small break.</li> <li>• Wet Day arrangements will apply</li> <li>• There will be staggered big lunch breaks (three)</li> <li>• Yard to be divided into separate zones</li> <li>• Teachers are asked to bring and collect children from yard zones before and after lunch</li> <li>• All children eat lunch in rooms 10 minutes before lunch time</li> <li>• SEN pupils to return to class to eat lunch</li> <li>• Teachers are to sanitise hands if asked to open items by the children.</li> <li>• Serious injuries - inform principal/deputy principal</li> <li>• Children sanitise hands before and after going out to the yard.</li> <li>• Teachers are requested to bring their class outside each day for 10-15 mins before 12.00 (weather permitting). Teachers to liaise with teachers on their corridor to stagger times.</li> </ul>	<p>Principal</p> <p>Teachers</p> <p>Parents</p>



		Equipment of the playground		
<b>Toilet</b>	<b>H</b>	<p>Social distancing in the toilets</p> <p>Pupils not washing hands</p> <p>Different classes using the toilets at the same time</p> <p>Pupils coming in during lunch times to use toilets</p> <p>SNAs needed to help child in the toilet</p> <p><b>Staff toilets, clearly marked</b></p>	<ul style="list-style-type: none"> <li>• Pupils encouraged to go to toilet before coming to school/wash hands</li> <li>• Toilet times will be staggered in classes where there are toilets</li> <li>• Pupils are encouraged to sanitise hands before and wash hands after using the toilet.</li> <li>• Pupils encouraged to use toilets before yard time</li> </ul>	Principal Staff Parents Pupils

<b>Cleaning</b>	<b>H/M</b>	Risk of cross-contamination of Covid-19 Spread of Covid-19 virus	<ul style="list-style-type: none"> <li>The school staff and pupils will maintain a regular cleaning routine of all resources and materials that will be used in the pods. The school will be cleaned, following Government guidelines, advise and checklists, everyday.</li> </ul>	
<b>Rubbish Collection</b>	<b>H/M</b>	Risk of cross-contamination of Covid-19 Spread of Covid-19 virus	<ul style="list-style-type: none"> <li>Each teacher has two bins in their classroom.</li> <li>Recycling – Green Bag</li> <li>Rubbish – White Bag</li> <li>For collection by caretaker must be left outside class 3.05-3.15pm</li> </ul>	
<b>Staff- Room Breaks</b>	<b>M</b>	Size of staffroom Social distancing not being maintained Sharing cutlery Queueing for microwave/dishwasher/water	<ul style="list-style-type: none"> <li>Those in the high risk category ideally should remain in their own rooms (personal responsibility )</li> <li>There will be staggered Big Breaks and Little Breaks</li> <li>The staffroom layout to be reconfigured to maximise usage while maintaining required social distancing.</li> <li>Staff to use their own utensils as much as possible. Bring into school and bring home.</li> <li>Maximum numbers in the staffroom -currently 14 people</li> <li>Staff to ensure that their own area has been cleaned up after use.</li> <li>Staff to maintain social distancing while using the microwave/hot water.</li> <li>Extra equipment purchased</li> </ul>	Principal Staff
<b>P.E PE equipment</b>	<b>H/M</b>	Sharing of equipment Social distancing Equipment	<ul style="list-style-type: none"> <li>Deep clean to proceed</li> </ul>	Staff Post holder Pupils

		Coaches coming in and mixing between classes. Use of hall Crossing over of classes going to the hall	<ul style="list-style-type: none"> <li>All pupils to sanitise hands before and after PE sessions</li> <li>Spraying of equipment will take place</li> <li>Staff encouraged to use outdoor areas for P.E.</li> <li>GAA coaching - awaiting directives</li> </ul>	
<b>ICT equipment (IPads etc.)</b>	<b>H/M</b>	Sharing of devices between classes could lead to transference of virus Collection and return of IPads	<ul style="list-style-type: none"> <li>All pupils to sanitise hands before and after use of devices</li> <li>Antibacterial wipes available to use</li> </ul>	Staff Post-Holder Pupils
<b>Shared Maths/ Science/Music</b>	<b>H/M</b>	Transference of virus through shared use Lack of human resources/time to clean	<ul style="list-style-type: none"> <li>Pupils and teachers to sanitise hands before and after use of all materials that might be shared.</li> <li>Staff date the sign in/ out of resources</li> </ul>	Staff Pupils Post holders
<b>Class-room Libraries Books/Copies</b>	<b>H</b>	Transference of virus through shared use	<ul style="list-style-type: none"> <li>Sanitise hands before going to classroom library</li> <li>When books are returned they must be left in separate box for 2 days</li> <li>Importance of teaching children not to root through the books as they are selecting one</li> <li>Lesson on hygienic use of materials.</li> </ul>	Teachers Pupils
<b>After school clubs</b>	<b>N/A</b>		<ul style="list-style-type: none"> <li>No after school clubs will take place initially, to be reviewed with Government Guidelines.</li> </ul>	

SNAs	H/M	Crossover from classes Coughing/sneezing/Toileting Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils Tactile pupils- OT pupils Lunch breaks	• PPE must be used for intimate care - - aprons/masks/gloves/sanitiser • Sanitising hands leaving/entering all rooms.	SNAs Teachers Parents.
Aistear	H	Using shared materials Children moving from station to station/ class to class	• Sanitise before and after use. • Hot water available in infant class rooms	Teachers Pupils

Signed: *Reneh Sean*

Date: 23.08.2021

Chairperson,  
Signed: *Mrs. O. Egan*

Date: 23.08.2021

Principal



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## Training for Reopening of School Video

I confirm that I have watched and understood the  
Department of Education video regarding:

**Training for Reopening of Schools - All School Staff**

**Training for Reopening of Schools – SNA**

**Training for Reopening of Schools – Cleaning**

**Training For Reopening of School – Bus Escort**

**Training For Reopening of School – Lead Representative Induction**

**Name:**

**Signature:**

**Date:**

# COVID-19 Return to Work Form



To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question **must** be answered.

<b>Employee Name:</b> St Joseph's NS		<b>Manager Name:</b> Principal Órla Egan	
<b>Workplace Address:</b> Dublin Road , Longford N39 E2W4			
Question	✓ Yes	✓ No	✓ No
1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you been advised by a doctor to cocoon at this time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed <a href="#">here</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Information</b>			

\* If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell management.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this template.



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## Back to School Safely – Checklist No. 6 Informing Staff Members

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. School leaders and staff must work together to protect everyone in the school

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to school?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
4.	Do you know <a href="#">how the virus is spread</a> ?		
5.	Have you completed Back to School Questionnaire for Staff Members and given it to your Principal?		
6.	Have you told your Principal if you fall into any of the <a href="#">at-risk categories</a> ?		
7.	Have you been given an induction before returning to work and made aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) ?		
9.	Have you co-operated with the BoM to make sure these control measures are maintained?		
10.	Do you know who your Staff Representative is and how to contact him / her?		
11.	Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> </ul>		