



St. Anne's Motto 'Together we can achieve great things'

## **St. Anne's Information Statement Return to School 2021/22**

**This document is supported by the COVID-19 Response Plan for the safe and sustainable operation of primary and special schools V4 August 2021 and updated to reflect the information in the Government's Recovery and Resilience: The Path Ahead plan and the Work Safely Protocol.**

**St. Anne's School** is committed to providing a safe and healthy workplace for all our staff and a safe and happy learning environment for all our pupils. We endeavour to support the wellbeing of all our pupils and staff whilst promoting a sense of safety, a sense of calm and a sense of belonging and connectedness to school.

Parental responsibility will be vital in ensuring all the measures we have put in place for our children are adhered to. The aim of Covid-19 infection prevention and control measures is to support safe operating of our school and prevent the introduction of Covid-19 and the onward transmission of Covid-19 among the school community. These measures aim to protect our pupils, staff and their families.

The BOM and all school staff are responsible for the implementation of this statement and a combined effort will help contain the spread of the virus. We will continue to monitor our COVID-19 response and amend this statement in consultation with our staff.

- **School Culture:** While the purpose of this document is to focus on Health and Safety, we must also note that Covid-19 will have a significant impact on school culture. It has resulted in some changes to normal school practices and traditions but we have demonstrated remarkable resilience and innovation.
- **Public Health advice issued by the HSE and Gov.ie:** Our Lead Worker Representatives and School Management will share known information with staff, parents/guardians and pupils by providing updated information on Covid-19 virus, including prevention and control efforts at school. Teachers will be sure to address pupil's questions and concerns including through the development of child-friendly materials and resources.
- **Hand-Washing Procedures:** Signage and Posters will be displayed in each classroom, toilet facility, staff room & Entrance Hall. Techniques will be practised at a greater frequency - on arrival, after each activity, before and after eating, at toileting times and after any outdoor activity.
- **Essential hygiene and respiratory etiquette:** Information displayed in each classroom and toilet facility, staff room & Social Area. All efforts will be made to make pupils aware of, and support, in proper hygiene procedures regarding hand washing and etiquette related to physical distancing. Sanitization units stationed outside classrooms and sanitizer available within each classroom.

PPE is available to all staff and will need to be used occasionally or constantly due to the nature of certain work activities such as performing intimate care needs or dealing with a suspected case of Covid-19 as identified. Medical Masks should be worn at all times by staff inside and during outside activities. Additional PPE is available in each classroom.

- **Physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills:** St. Anne's have re-configured all classrooms to maximise physical distancing. Each class will continue to operate as Class Bubbles and we will ensure that there is little contact as possible between children in different bubbles in efforts to promote safe distancing.

Daily arrival and departure transportation will operate at 2 points. To promote safe distancing and reduce congestion, staff will escort pupils to and from their buses via one-way system.

All internal doors, where practical, to be left open, to minimise touching of common areas. External doors to be opened by staff where possible. Each class bubble will enter and exit designated areas during school hours.

- **Ventilation** 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. Co2 ventilation monitors will be an additional support and in place as per DE Guidelines
- **Contacting St. Anne's:** A strict contact log system will be operated by the Management. Arrangements for necessary visitors such as parents/guardians/support services will be restricted to essential purposes and must contact the school Secretary/Principal to obtain prior approval.
- **Induction / Training:** All new staff will engage with Induction Training as per national guidelines, prior to school reopening. Return to Work questionnaires will be completed by staff at least 3 days prior to returning to school. All staff will consult and discuss new school systems prior to reopening. Evaluation and assessing will be ongoing.
- **LWR-** Our Lead Worker Representative and team will meet on a regular basis to consult assess on safety and control prevention measures in place. LWR will inform of any updated information (staff notice board) and consult with the Principal of any concerns and findings.

**Cleaning:** A whole school intensive clean has taken place during the holidays. Our cleaning contract company continues to provide daily cleaning as per Department of Educations & protocol for schools' guidelines. Each classroom is equipped with a 2 cleaning and PPE supply baskets for general activity use. These baskets will be re-plenished on a daily basis at the end of each day. All cleaning and PPE products are per CE standard. Teachers can place orders with Teacher D'Arne O'Shiel.

Gradually as we re-adjust to returning to school Time-tabled access to playground, sensory room, gym and yard will continue and staff teams will be responsible for cleaning after use. 2 recorded and scheduled disinfecting scopes will be carried in each classroom on a daily basis.

- **Health and Safety:** Please visit our website to view our Safety Statement and Covid-19 Policy, Response Plan to Safe Return February 2021, Reviewed Covid-19 Risk Assessment & Code of Behaviour Policy. The health and safety of our whole school community is paramount. We would remind parents that, where children are displaying colds, coughs, flu like symptoms or any general un-wellness they should not be sent to school. If unsure of your child's return to school due to any pre-existing medical conditions or if you have any concerns, please seek medical advice prior to returning. Staff must not attend school if they display any symptoms. For pupils returning from absences parents are asked to complete Return to Education Facility available from our website also available from each of our bus escorts. For staff returning from absences the must complete RTW form in advance.
- **In the event of someone showing symptoms of COVID-19 while at school:** The individual will be accompanied via the isolation route to the isolation area - 'Our Shared Area' - PPE will be advised for person showing symptoms and used by supervisor. Isolation procedures will be followed, see below. School Nurse and LWR will be informed. Parents/guardians will be contacted immediately. School management will arrange pupil/staff to be transported home

by a family member, as soon as possible and advice given to inform their GP of the symptoms. If they cannot immediately go home, School Management will contact their GP and follow the guidelines in dealing with a suspected case of Covid-19. **Please see below.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairperson**

**Principal**

## **St. Anne's Procedure to dealing with a suspected case of Covid-19**

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St. Anne's School will deal with a suspected case that may arise in our school setting.

- **Our Shared Area** (outside the Principal's Office) will be designated as an isolation area.
- If an individual presents with a suspected case of Covid-19, the parents/guardians/family member will be contacted immediately.
- The individual will be accompanied to the isolation area - **Shared Area** - via the isolation route, PPE Supply Basket & signage will be stationed in the Shared Area. School nurse and LWR will be advised. (Remember the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room).
- The staff member caring for the individual should wear a face covering/visor or mask and invite the individual presenting with symptoms, if possible to wear visor/mask.
- The Principal/Deputy Principal will call the individual's parents/family member and arrange for them to be transported home by a family member, as soon as possible. It will be advised to inform their general practitioner of their symptoms. Public transport of any kind should not be used. Parents will be advised to buzz the main reception door and wait. Their child will be brought out to meet them at this point.
- The individual will remain in the isolation area, if they cannot immediately go home, the Principal/Deputy Principal will phone their G.P. and inform of a suspected Covid-19 case. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided, when they cough or sneeze and put the tissue in the waste bag provided.
- If they are too unwell to go home advice will be followed, the Principal/Deputy will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- LWR will carry out an assessment of the incident which will form part of determining follow-up actions and recovery. All persons involved will be updated and advised if further action is required.
- Arrangements for appropriate cleaning of the isolation area and work areas involved will be carried out followed by Anti-Viral Mist mechanism

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

## St. Anne's School COVID-19 Policy Statement

is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated 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 pupils 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
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff 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 pupils 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 by the Principal and in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

Date: *August, 2021*