

# St. Anthony's Special School 19248R

**In School Daily Arrangements Risk Assessment & Procedures**    Version 4    Revision    Date: August 2021

The following in school daily arrangements risk assessment and procedures were drawn up based on information set out in the following documents:

- St. Anthony's School Covid 19 Response Plan (drawn from DES Covid 19 Response Plan for Primary & Special Schools)
- St. Anthony's School General Covid Risk Assessments
- Return to School arrangements already notified to parents

Reminder that classes are grouped into Bubbles as follows:

**Green Bubble: Primary 1, Primary 2**

**Purple Bubble: Primary 3, Senior A & Senior B**

**Orange Bubble: Senior C & Senior D**

This document sets out arrangements to be followed by all staff, pupils, parents and visitors to ensure the safety of everyone in the school community and prevent the Covid-19 virus from emerging in our school.

This is a working document, subject to ongoing review and amendment based on emerging advice, guidance and recommendations from the Department of Education, HSE and NPHE

Columns on all pages are laid out as follows;

Details:	Level:	Risks:	Control Measures:	Personnel responsible
----------	--------	--------	-------------------	-----------------------



SNA's to ensure sufficient PPE and cleaning equipment prepared for the day.

SNA's to wait for call for arrival of buses/ parents of students in their classroom. Dec = working well

SNA's only bring students from their own class or bubble from bus to classroom as required

All pupils to enter via side front door while building work ongoing

<p><b>Morning Routine/ Arrival to School of Pupils</b></p>	<p><b>H</b></p>	<p>Pupils interacting with other pupils</p> <p>Parents not waiting in cars until buses clear the school</p> <p>Parents late with pupils</p> <p>Buses/ Parents all arriving together</p> <p>Pupils all entering school together</p> <p>Staff engaging with students from different class groups.</p> <p>Pupils not hand sanitising</p> <p>Pupils congregating in hallway/ classrooms on arrival.</p>	<p><b>Protocols for Morning Routine and Arrival at School: See plan below</b></p> <p>Buses/ Parents drop off will begin to arrive from 9.20 onwards.</p> <p>*Parents dropping or collecting pupils must park in car park, telephone school to advise of arrival and wait until staff bring or collect their child from them.</p> <p>Students will not exit bus until the Nurse or SNA from their own class is present to escort them to their own classroom.</p> <p>SNA's will wait in own classrooms until buses with students from their classrooms arrive.</p> <p>The secretary will announce arrival of buses/ parents on intercom.</p> <p>SNA's will only work with students from their own class or bubble group. (The kit bags colours will help identify bubble staff)</p> <p>Bus escorts and parents will be made aware in advance of these guidelines. Once pupils leave the bus/ car, buses/ cars will pull away from the set down area.</p> <p>Pupils go straight to classroom with their class SNA or nurse.</p> <p>Pupils will follow corridor markings and use correct direction right or left to get to their classrooms.</p> <p>On arrival to classroom, SNAs to ensure students sanitise hands at door yes again), students will engage with morning routine of hanging *jackets on named hooked, leaving lunch in allocated area (if or where relevant) and leaving **bags in allocated area.</p>	<p>Parents</p> <p>Bus Drivers/</p> <p>Bus Escorts</p> <p>SNA's</p> <p>Secretary</p> <p>Class Teachers</p> <p>Pupils</p>
--	-----------------	---	--	---

		<p>*SNAs wipe handles of schoolbags on arrival and they can then be stored as usual. Senior students can do this themselves under supervision.</p> <p>**Parents will be asked to supply a new unused plastic shopping bag eg Lidl/Tesco etc with handles with child's name on it. Coats/hats/scarves can be put into this bag and hung on coat hooks close together as bag can be wiped and it will be left in school.</p> <p>Students can also wash hands at classroom sink if necessary and go straight to own work table which will be left set up for them with own boxes and resources.</p> <p>For the first weeks students will engage with relearning the school routines and the emphasis will be on SPHE, PE, Wellbeing, Language, Numeracy, settling in, lots of opportunities to talk about worries and anxiety and returning to as normal a school year as possible.</p> <p><del>No homework during September.</del> Homework resumed Oct 2020</p> <p>Homework resumes mid September 2021</p>	<p>Dec 20</p> <p>Aug 2021</p>
--	--	---	-------------------------------

<p><b>Dismissal</b></p> <p><b>End of School day routine for pupils.</b></p>	<p>H</p>	<p>Social distancing not being maintained by parents/ Bus escorts/ drivers.</p> <p>Parents/ buses not abiding by line up regulations</p> <p>Late pick ups</p> <p>All pick ups arriving at the same time.</p> <p>Pupils gathering in groups waiting for buses/ pick ups.</p> <p>Staff gathering with pupils</p> <p> </p> <p>*September 2021</p> <p>New traffic management system for bus drop off and collection to be set up and reviewed</p> <p>October 2021</p> <p>System working well - buses line up and queue. Principal connects with office via walkie talkie to get office to announce buses</p>	<p>Primary 1 students leaving early will be brought to bus/parents by classroom SNA. Students to leave one at a time.</p> <p>All other classes prepare to leave school by washing hands and wiping own desks and chairs from 2.30 onwards</p> <p>Students to wait in own classrooms until buses/parents arrive. *Seated not in lines.</p> <p>No one to leave classes until secretary announces the buses.</p> <p><b>From 2.45pm the secretary will announce which buses have arrived and buses will start to fill one at a time.**</b></p> <p>Staff and students will wait in own classrooms, until appropriate bus/ pick up arrives to collect them.</p> <p>Pupils on the announced bus to leave classroom to exit school with SNA allocated to their classroom or the bus escort if there. They will follow corridor markings.</p> <p>SNA's who are not bus escorts return to class to assist others</p> <p>SNA's who are bus escorts can collect children on their bus from all classrooms at doorways when announced.</p> <p>If assistance is required a staff member from the class can help e.g. wheelchairs or safety risks</p> <p>Teachers must remain in classrooms until all pupils have been collected or accompany final remaining pupils to bus when announced</p> <p><b>Buses will be coming and going between 2.45 and 3.15pm and all pupils must be supervised until the last bus has left by their bubble classroom staff</b></p>	<p>Teachers</p> <p>+SNAs</p> <p>Designated staff</p> <p>SNAs</p> <p>Principal</p> <p>Bus Drivers, Parents and Pupils</p>
---	----------	--	--	--

<p><b>After Students leave School</b></p>	<p>M</p>	<p>Students belongings left behind</p> <p>Unclean work surfaces</p> <p>PPE supplies needed to be replenished</p> <p>Library books/ resources left around classroom</p>	<p>Once pupils have gone home, SNA's who are not bus escorts to return to own classrooms.</p> <p>Table tops, chairs, door handles and frequents use materials and surfaces to be wiped/ sprayed if not already done.</p> <p>PPE and cleaning materials to be replenished for following day.</p> <p>Each students individual work boxes/materials to be sprayed/ wiped down if not already done.</p> <p>Any resources used that day to be cleaned thoroughly.</p> <p>All classrooms will be cleaned daily – tables must be clear, chairs on top where possible to allow access to floor</p>	<p>Teachers</p> <p>SNA's</p> <p>LRW</p>
---	----------	--	--	---

<p><b>Intimate Care</b></p>	<p>H</p>	<p>Class bubbles being disrupted through using same toilets</p> <p>Male/ female students in same toilets</p> <p>Close contact and inability to social distance between staff and students during toileting/ changing.</p> <p>Exposure to bodily fluids/ excretions.</p> <p>Areas not being cleaned thoroughly after use.</p>	<p>Only one student from each class at a time will use allocated toilets.</p> <p>Each class will have own toilets assigned.</p> <p>Primary 1 will use toilets in own classroom.</p> <p>Primary 2 will use toilets in own classroom.</p> <p>Primary 3 will use toilets in own classroom</p> <p>Senior A will use single toilet across from their classroom (was girls toilet now multi-sex toilet) *or can be agreed between A and B what to do</p> <p>Senior B will use toilet next door to their classroom (was boys toilet now multi-sex toilet)* above</p> <p>Senior C will use toilet in their own classroom.</p> <p>Senior D will use toilet in their own classroom</p> <p>Staff toilet is now multi sex use for all staff only.</p> <p>Toilet at Reception is not to be used by pupils at all and this toilet is designated for use by kitchen staff, school staff and visitors while building works ongoing. Emergencies only for students.</p> <p>Boys and Girls will share same class toilets.</p> <p>Doors will be marked with signs.</p> <p>Only one student from each class can use their toilets at a time.</p> <p>Toilets will be checked regularly by classroom staff after use to ensure they are clean.</p>	<p>Teachers</p> <p>Pupils</p> <p>SNA's Principal</p>
-----------------------------	----------	--	--	--

			<p>Toilets will be cleaned/ sprayed by SNA after changing a student in them.</p> <p>When staff must engage with toileting/ changing students, they must wear appropriate PPE- Mask, visor, apron, gloves as required.</p> <p>All disposable PPE must be disposed of appropriately in bins after use.</p> <p>Pupils and staff must wash hands thoroughly after using the toilet in bathroom sink and sanitise hands</p> <p>Pupils and staff will be reminded of this by posters and as taught throughout the school day during class time.</p> <p>If toilets need soap or toilet rolls please inform office so cleaners can refill asap</p>	
--	--	--	--	--

<p><b>In Class</b></p> <p><b>Teachers</b></p>	<p><b>H/M</b></p> <p>Depends on class</p>	<p>Size of rooms</p> <p>Number of students</p> <p>Pupils ability, level of understanding, Challenging behaviours</p> <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> <p>Teacher and SNA's have high level of exposure -</p> <p>Mixed groups within class bubble</p> <p>Use of materials/resources</p> <p>Use of Wheelchair</p> <p>Tactile children</p>	<p><b>Senior A, B, C, D Classes must social distance by 1m where possible</b></p> <p>Primary 1,2,3 classes should try to distance where possible but this is not enforceable or practical</p> <p>Pupils will be seated using the arrangements suggested by the DES or however a teacher is comfortable.</p> <p>Where possible excess furniture will be removed.</p> <p>Pupils to use their own materials only where possible—No sharing of personal equipment -glue sticks, ruler. Back up materials may be purchased for those pupils who may not be able to afford same</p> <p>Pupils should also have their own hand sanitiser on their desk to use during the day. This can be added to booklists.</p> <p>Pupils may wear own cloth masks but must provide small plastic box to keep it in on desk when not needed, bring home box and mask each day for parents to clean and wash.</p> <p>Pupils will also be asked to bring in own sanitiser for their desk-senior pupils only – younger pupils need supervision with this.</p> <p>Pupils will sanitise/ wash hands <b><u>before and after every class activity or change of lesson.</u></b> eg using the IWB, art materials, table top activities.</p> <p>Teachers to restrict pupil movement around the room as much as possible</p> <p>Pupils in all classes to have assigned coat hooks and individual assigned boxes to hold lunches. This can be put on booklist – plastic boxes as required</p> <p>Markings will be on the floor beyond which a child should not go so as to maintain distance between teacher and pupils in</p>	<p>reminder</p> <p>Principal</p> <p>Principal/</p> <p>Parents</p> <p>Principal</p> <p>Teachers</p> <p>Principal</p> <p>/parents</p> <p>Teachers</p>
---	---	---	---	---

		<p>classes from Senior A up to Senior D *classroom staff can decide and plan this</p> <p>Use of- masks for teachers at risk or for pupils at risk especially during flu/cold season. Teachers who require same are to inform principal.</p> <p>All pupil resources should clearly be labelled. Parents to be requested to do this.</p> <p>Deep clean of the school took place end August.</p> <p>Teachers also have to sanitise hands regularly and model same for students.</p> <p>Use of velcro shoes for pupils who cannot tie laces.</p> <p>Initial lessons to cover all of the protocols to be taught in September and repeated daily.</p> <p>If a child is sick in the classroom: if SNA present they take the child to the designated area in paramedical room and wait for direction from nurse or principal.</p> <p>If a child looks or feels unwell all classrooms will have an infra red thermometer for class staff to check temperature immediately. If over 37.5 go straight to nurse following protocols. If not recheck every 15 minutes and alert nurse if still concerned.</p> <p>The nurse/principal will discuss with parents the possible risks/ requirements of those with underlying conditions</p> <p>Staff will conduct lessons with pupils on the use of sanitisers and all relevant protocols.</p> <p>Teachers/ SNA's are advised not to stoop down to pupils on a face to face level if possible</p>	<p>SNAs</p> <p>Aug 21 masks rec by DES</p>
--	--	--	--

			Parents must ensure pupils have pencil case for school which remains in school.	
--	--	--	---	--

<p><b>Breaks</b></p>	<p>H</p>	<p>Pupils not staying in their own groups.</p> <p>Shortage of space/ Social distancing</p> <p>Pupils not lining up correctly.</p> <p>Over lap of class bubbles.</p> <p>Going to and coming back from break/ lunch</p> <p>Touching/ handling of each other's belongings for both pupils and staff eg: cutlery, crockery</p> <p>Too many staff in staff room/ toilets at the same time.</p> <p>Child getting hurt or requiring medical attention</p>	<p style="text-align: center;"><b>Breaks/ lunch time will be staggered.</b></p> <p><b>Green Bubble: Primary 1,2,</b></p> <p><b>Purple Bubble: Primary 3, Senior A and Senior B.</b></p> <p><b>Orange Bubble: Senior C and Senior D.</b></p> <p style="text-align: center;"><b>Green Bubble:</b></p> <p>PRIMARY 1    Snack in classroom                   Small yard 10.30-10.50</p> <p>Lunch in class 12.00-12.20</p> <p>Play small yard 12.20-12.40</p> <p>PRIMARY 2                      Snack in classroom</p> <p>Play Small Yard                10.50-11.10</p> <p>Lunch in Dining                12.20-12.40</p> <p>Play in small yard              12.45-1.05</p> <p style="text-align: center;"><b>Purple Bubble:</b></p> <p>Primary 3/Sen A/Sen B        Snack in class</p> <p>Play Break in big yard        11.10 -11.30</p> <p>Lunch in GP Hall                12.45-1.05    B</p> <p>Break in big yard 1.10-1.30</p> <p style="text-align: center;"><b>Orange Bubble:</b></p>	<p>Supervision</p> <p>Bubbles</p> <p>Teachers</p> <p>SNAs</p> <p>Teachers</p> <p>Staff</p>
----------------------	----------	--	--	--

			<p><b>Sen C/Sen D</b></p> <p><b>Break in big yard 10.40-11.00 then Eat in class</b></p> <p><b>Break in big yard 12.45-1.05 then Lunch in hall 1.10-1.30</b></p> <p>*Senior Bubbles - exit onto yard through gym, entry back into school through Senior D door - one way system</p> <p>Regular breathing breaks are advised and recommended – outside where possible. Teacher and SNA staff must ensure pupils adequately supervised.</p> <p>This area will take a lot of discussion and can be discussed in bubble groups – senior groups must consult with subject teachers as their timetables will also now change and adapt.</p> <p><b>*Use of pool table and fozzball allowed in senior bubble groups with responsibility for cleaning before and after by classes/staff</b></p> <p><b>Eating:</b></p> <p>Doors in dining room and GP hall will be propped open by kitchen staff and wiped regularly during lunches.</p> <p>Before leaving classrooms to go to the dining room, students must have hands washed.</p> <p>Door handles in classrooms must be cleaned at break times by classroom staff.</p> <p>All students will go in their class groups following corridor markings to the dining room.</p> <p>Each class group will have a specified seating area, which will remain the same each day.</p>	<p>Pupils</p> <p>Kitchen Chef</p>
--	--	--	---	-----------------------------------

All tables will be wiped down. Cutlery will be laid for each class group by kitchen staff.

If cutlery is not laid, SNA/ Teacher will lay down using gloves.

All students eating time is 10 minutes at Break 1 (with 20 minutes recreation) and 20 minutes at Lunch with 20 minutes physical recreation time added- Allow sufficient time for clearing at serving. (time allocated for eating may vary)

Students to sit in same seat every time.

Staff to wear gloves in dining room - fresh gloves on arrival to dining room. \*Box of gloves to be put in dining room at servery for staff to use

Staff to pour drinks, so no over lap of handling the jug – one jug per class group.

**Senior classes may queue following social distance rules and Dining Room Plan**

For students having own lunches, they will bring their own boxes to the dining room and back to the classroom after each break.

When finished eating, 1- 2 students only at a time may go and clear their plates ensuring there is sufficient place to social distance between students when doing so.

Before leaving the dining room, pupils where possible will wipe down their table and chair. If they are unable to do so a staff member will do so and ensure that the room is left ready for the next class groups.

The teacher on duty will direct one class at a time to leave the dining room and return to their own class rooms or recreation area as applicable.

Teachers in bubbles will go on break on rota basis.

For play/ recreation time, students will return to their classrooms or go to yard areas agreed

Each bubble teacher on duty will supervise their class groups in yard or from the hallway if in classrooms.

Each class stays in their bubble in the dining room and then in their classrooms.

Teachers and staff to be using gloves or sanitise their hands if asked to open anything or if they touch anything belonging to students.

Encourage students to have used own class toilets before they travel to the dining room, as shared area toilets are closed.

Outside play- **Outside play working well in bubbles**

Teachers will communicate with each other and decide on a rota in which students will get to go outside and when

All staff will carry sanitiser and wipes at all times in kit bags.

Children sanitise hands before going out to the yard and wash on return from yard in class room sinks. If going from GP hall they use sanitiser at exit.

**Each class to get basket of balls etc as needed to use within own bubble - must be cleaned before and after use by staff**

**September 2021 - teachers may request parents to send in waterproof jackets for use during wet days**

AP2

<p><b>Toilet</b></p>		<p><b>Students:</b></p> <p>Social distancing in the toilets/Pupils not washing hands</p> <p>Different classes using the toilets at the same time</p> <p>Pupils coming in during break times to use toilets</p> <p><b>Staff toilets</b>, clearly marked-</p> <p>Toilet cleaning</p>	<p>Parents encouraged to get children to go to toilet before coming to school/wash hands</p> <p>Newly allocated individual class toilets.</p> <p>Toilet times will be staggered in classes where there are toilets,</p> <p>Pupils to use elbows to open doors, to sanitise before and wash hands after using the toilet</p> <p>Teachers to put up signs on the outside doors in classrooms where there are toilets. All toilets will be labelled clearly to avoid confusion.</p> <p><b>Pupils will not be allowed back in to use the toilets</b> when on yard</p> <p><b>PPE to be placed in toilets as required for students who need it using those toilets.</b></p> <p>Pupils will not be allowed into the school during big lunch to use the toilets</p> <p>Lessons on toilet hygiene/lining up to use toilets to be taught during first weeks</p> <p>SNA staff to check toilets after use by each child to ensure clean – can be sprayed or wiped as required</p> <p>Now multi- sex toilets all over.</p> <p>All staff will use toilet in corridor area opposite sensory room.</p> <p>Wash hands after toilets and sanitise.</p> <p>Ensure toilet is left clean after use. Spray or wipe.</p> <p><b>**NB – teach pupils NOT to put wipes in toilet EVER!!!</b></p>	<p>Principal</p> <p>Teachers</p>
----------------------	--	--	--	----------------------------------

Also yellow bins for disposal of ppe and wipes only

School Staff

<p><b>Staff-room/Breaks</b></p>	<p>H</p>	<p><b>NO STAFFROOM AVAILABLE DURING BUILDING WORKS - USE OF DINING ROOM WHEN NO PUPILS IN IT OR HOME ECONOMICS KITCHEN WHEN NOT IN USE.</b></p> <p>Size of staffroom</p> <p>Social distancing not being maintained</p> <p>Sharing cutlery</p> <p>Queueing for microwave/dishwasher/water</p>	<p>Wash hands before break times.</p> <p>Staff to ensure to social distance wherever break is</p> <p>Sanitise any common items used after use.</p> <p>No microwaves toasters in use until further notice</p> <p>Fridges used only for milk until further notice</p> <p>Those in the high risk category ideally should remain in their own classrooms for breaks.</p> <p>There will be staggered Breaks- same as students – agreed between bubble groups – supervision of pupils priority but sharing rota between bubble staff allows for guaranteed staff breaks – all staff must be flexible and adaptable around breaks</p> <p>Staff to use their own utensils. Bring into school and bring home. NO COMMON UTENSILS AVAILABLE FOR STAFF</p> <p>People bring in their own flasks for hot drinks if required or preferred.</p> <p>Staff to ensure that their own area has been cleaned up after use.</p> <p>Staff to maintain social distancing while using the microwave/hot water and at all times.</p> <p>Staff to sanitise before and after using any item.</p> <p>Clean after use</p> <p>*Staff provided with secure lockers for safe storage of personal items including PPE and lunch OR staff may choose to get a box with lid to store their belongings in classroom at own risk</p>	<p>Principal</p> <p>Staff</p> <p>Dec 20</p> <p>Dec 2020 reminder</p> <p>Jan 2021</p> <p>Staff room not to be used during level 5</p> <p>Will be in use as isolation room until all schools reopen fully</p>
---------------------------------	----------	--	---	---

			<p>There will be a pot of hot soup available for staff from kitchen if desired - staff must follow social distance rules just like pupils and return used bowl to kitchen after quick clean. NB hot uncovered bowls should not be transported around school</p>	
--	--	--	---	--

<p><b>PE +</b></p> <p><b>PE equipment</b></p>	<p>H</p>	<p>Sharing of equipment</p> <p>Social distancing</p> <p>Equipment</p> <p>Coaches coming in and mixing between classes/ schools.</p> <p>Hall being used by different classes/ bubbles</p> <p>Swimming- getting the bus, changing, getting in and out of the pool, mixing with external trainers.</p> <p>Crossing over of classes going to the hall</p>	<p>PE equipment may be used if cleaned before and after use</p> <p>*Baskets to be arranged for classes to use at breaks in own bubble - clean before and after use</p> <p>Ponchos - sourced and provided to all classes by</p> <p>Appropriate Strands of curriculum to be taught which does not require physical contact or the use of equipment. Eg dance, athletics, stetches, movement</p> <p>Classes doing PE have rostered times to attend for PE. **</p> <p>Time is allocated between groups to enable the PE/ Class teacher to clean down surfaces/ any resources touched by/ used by students- eg: doorhandles, benches.</p> <p>Swimming is currently on hold for the time being and will be reviewed after Christmas.</p> <p>No external sports trainers to attend for at least the first term (this will be reviewed) ??? Reviewed and allowed from October subject to guidelines</p> <p>Parents asked to send in waterproof jackets for pupils</p> <p>Anna - look into cover for yard areas</p>	<p>Pupils/staff</p> <p>SDT</p> <p>SDT</p> <p>Principal</p> <p>Teachers</p> <p>SNA's ,</p> <p>Aug 21</p> <p>Oct 2021</p>
---	----------	---	--	---

<p><b>Technology (Ipads etc)</b></p>	<p>H/M</p>	<p>Sharing of devices between classes could lead to transference of virus</p> <p> </p> <p>Lack of human resources/ time to clean</p> <p> </p>	<p>All pupils to sanitise/wash hands before and after use of devices</p> <p>Where possible the same students continue to use the same devices.</p> <p>All devices must be cleaned thoroughly after each use, by either the user or SNA.</p> <p>Ipads to be shared among class bubbles only</p>	<p>Pupils</p> <p>Staff</p>
<p><b>Use of school buses</b></p>	<p>H/M</p>	<p>Sharing of equipment between classes could lead to transference of virus.</p> <p>Lack of human resources/ time to clean</p>	<p>Buses in use with rota plan</p> <p>Fogged and cleaned after use by each class and if possible only one bubble can use per day</p>	

<p><b>Use of Sensory Room</b></p>	<p>H</p>	<p>Sharing of equipment between classes could lead to transference of virus.</p> <p>Lack of human resources/ time to clean</p>	<p>Timetable for sensory room agreed and staff aware that it must be cleaned after every use</p> <p>Sensory Room Timetable 2021 - 2022</p> <p><b>GREEN BUBBLE</b> 9.30 - 11.30</p> <p><b>PURPLE BUBBLE</b> 11.30 - 1.00</p> <p><b>ORANGE BUBBLE</b> 1.00 - 2.30</p>	<p>Pupils</p> <p>SNA's</p> <p>Teachers</p> <p>Pupils</p>
<p><b>Shared resource cupboards</b></p>		<p>Transference of virus through shared use</p> <p>Lack of human resources/time to clean</p>	<p>Pupils and teachers to sanitise/wash hands before and after use of all materials that might be shared.,</p> <p>Staff date when they take or replace resources so proper number of days elapse between use in different rooms -</p> <p>Lessons on hygienic use of materials</p> <p>Teachers to organise in advance what resources they will want and when to prevent close over lap of resources.</p>	<p>Pupils</p> <p>Staff</p> <p>Jan 2021 This section to be followed in detail for safety reasons</p>

<p><b>Class-room Libraries</b></p> <p><b>Books/Copies</b></p> <p><b>Homework</b></p>	<p>H</p>	<p>Transference of virus through shared use</p> <p>Deemed low risk but still care needed</p>	<p>When books are returned they must be left in separate box for 72 hours (feasible in older classes but probably not junior classes)</p> <p>Importance of teaching kids not to root through the books as they are selecting one</p> <p>Lesson on hygienic use of materials.</p> <p>If teachers are sharing Teacher Manuals - a period of 72 hours to be left between usage. Sanitise before using</p> <p>Homework to be sent online- ether Google Classroom or by email or other</p> <p>Alternatively, where online is not possible, homework is to be sent on a Monday etc and not returned until the Friday.</p> <p>Books must not come in and out of school each day.</p> <p>Teacher will not open Homework folders until Monday when 72 hours has elapsed.</p>	<p>Pupils</p> <p>Teachers</p> <p>SNA's</p> <p>Jan 2021</p>
--	----------	--	---	--

<p><b>SNAs</b></p>		<p>Crossover from classes./Coughing/sneezing etc/Toileting</p> <p>Assisting pupils with clothing/school bags/lunches/water bottles/paring pencils</p> <p>Tactile pupils- OT pupils</p> <p>Lunch breaks</p>	<p>PPE to be used as much as possible aprons/masks/visors/gloves/sanitisers</p> <p>Face Masks to be worn at all times. Dec 20</p> <p>PPE will be provided but staff may wish to purchase own masks or visors which should be left in school OR if reusable washed and sterilised daily</p> <p>Nurse and LWR in charge of supplies which must be requested</p> <p><b>Sluice room only for cleaners materials and safe zone</b></p> <p>Sanitising hands leaving/entering all rooms</p> <p>Passing on any information received from bus escorts/parents to class teachers – maintain distance</p> <p>All SNAs must wear gloves in dining room and on the yard.</p> <p>Refilling water bottles - SNAs to sanitise before touching. Children in junior classes not allowed to fill bottles. Bottles must be labelled.</p> <p>Wipe down any resources used by students.</p> <p>Door handles to be cleaned at least 4 times each day- in the morning, snack, lunch and hometime.</p>	<p>Teachers</p> <p>Parents.</p> <p>SNA's</p>
--------------------	--	--	---	--

<p><b>Office</b></p>	<p>Medium</p>	<p>Unauthorised personnel in office</p> <p>Risk of transmission</p>	<p>Children not to be sent to office on messages</p> <p>Staff should not enter the office unless necessary - speak with secretary through hatch</p> <p>Photocopying should be planned in advance as much as practical or possible - Children not to be sent to collect photocopying.</p> <p>Staff member using copier to wipe down after use.</p> <p>Using phone - calls will be restricted, no calls during class times unless in emergency, and staff must clean phone after use</p> <p>Contactless payment system set up to minimise handling cash. Any cash received staff should wear gloves or wash hands after handling.</p>	
----------------------	---------------	---	---	--

<p><b>Bus Transport</b></p>	<p>High</p>	<p>Community transmission of virus from wide geographical areas of County into school</p>	<p>Bus Eireann and DES have reduced capacity on buses to 50%</p> <p>All Bus Escorts have received COVID training (DES videos)</p> <p>All Bus Escorts have been and will be provided with medical grade EN14683 face masks, gloves and sanitiser to use.</p> <p>Medical Grade Face masks will be worn at all times by bus escorts.</p> <p>Children with SEN do not have to wear masks but are encouraged to do so. *Feb 21: All pupils over 13 have been asked to wear masks on buses BUT cannot be forced to do so - arranging distancing as far as possible between children is encouraged. The escort should always remain vigilant and may have to sit near certain children for safety and management reasons and so the escort should always wear a mask and sanitise hands regularly. A visor may be worn alongside a face mask if the escort thinks it safer.</p> <p>Bus operators are asked to confirm that their bus drivers will also wear face masks at all times and that their vehicle is cleaned/disinfected after use.</p> <p>Bus Escorts will ensure that all children sanitise their hands on entry and exit to bus.</p> <p>Bus Escorts will try to keep children as far apart as possible on buses subject to space</p> <p>Bus Escorts will remind children about hygiene protocols and cough etiquette.</p> <p>If a Bus Escort suspects a child is unwell they should</p> <ol style="list-style-type: none"> <li>1. First inform parents if they are still at the house or</li> <li>2. If en route Contact school to advise same so nurse or principal can meet bus and take temperature of child</li> </ol>	<p>Reviewed Jan 2021</p> <p>Reviewed Feb 21 following DES/HSE guidance Return to school</p>
-----------------------------	-------------	---	---	---

			<p>and isolate as necessary and call parents if needed to collect child</p> <p>3. Bus Escorts should ensure that hygiene protocols are followed strictly.</p>	
--	--	--	---	--