**Proposed Plan for Reopening of Aughadreena N.S.**

24th August 2020

**ARRIVAL AT SCHOOL**

* Children travelling on the bus will sanitise hands, sit in the same seat each day with a sibling or child from the same class.
* Parents should not enter the school grounds – staff will be in the yard to supervise children arriving from 9.10am.
* On arrival at school, all children will proceed to their allocated play area:

Infants – come up steps and go to infant yard on left hand side of steps. Enter school via front door.

1st/2nd class – Enter via ramp and go to new play area on right hand side. Enter school via main door.

3rd/4th class - Enter via ramp and go around to back yard. Enter school via door from back yard.

5th/6th class – Come up steps and remain on basketball court. Enter school via lower door.

* When bell rings, line up in allocated yard 1m apart and wait to be brought to classroom by teacher
* All children will wash hands on entering classroom.

On wet days, children go directly to their classroom.

**APPOINTMENTS**

If your child needs to leave early or come in late due to a medical appointment, please notify the school in advance by email or telephone the office between 9am – 1pm. This will then be recorded electronically. We will temporarily suspend the practice of signing in and out.

**CLASSROOMS**

* Children will have an allocated desk and will sit there every day.
* Social distancing is not required for children from infants to 2nd class.
* All items should be clearly labelled with child’s name.
* 3rd – 6th classses have individual desks.

All space and desks available will be used to avoid sharing desks where possible.

* All books, copies and equipment will be kept on child’s desks.
* Children should leave their pencil case on desk at school and have alternative pens/pencils etc. for homework.
* Drinks bottles to be kept in bag or on desk.
* Avoid sharing of items as much as possible.
* Minimise congregation at shared resources.
* Equipment such as tablets/computers to be cleaned between use by different classes.
* Toys to be cleaned on a regular basis. Play dough for individual use only, labelled with child’s name.
* Doors and windows to be left open as much as possible.
* Paper towels/soap will be provided in all toilet areas. Sanitiser will be available on entry to the school and at each classroom.

**PLAYGROUND/BREAK TIMES**

* The risk of transmission from contact with outside surfaces or play areas is low. Children will continue to use the activity playground as usual on a rota basis.
* Children will exit and enter school by their allocated doors and play only in allocated areas as above.
* Children needing to use the toilet during break time will go to their own classroom, supervised by a member of staff.
* Hand hygiene will take place before and after outdoor activities.
* Children will remain seated to eat their lunch at their own desk.

**HOMETIME**

* Pupils travelling by bus will leave school first, one class at a time.
* Pupils travelling by car will be brought to the gate, class by class. Parents should stand at the door of their car so they can be seen and identified. The staff member will then send the child to the car. When one class has left the gate, the next class will be brought down.
* Parents should not congregate in the car park and remain 2m distant from staff members.
* Please be patient, this process may be slower than our previous system. It will be reviewed frequently to see how we can make improvements.
* Extra vigilance will be required in the car park as children will be walking between cars. In the initial days there will be an attendant in the carpark. Please follow instructions if requested.

**STAFF**

* A distance of 2m between staff is recommended.
* Face coverings are recommended for teachers and other school staff when a physical distance of 2 meters cannot be maintained.
* Staff meetings/breaks etc. will be held in a room which allows for 2m distancing.
* Avoid gathering at beginning or end of school day.
* Avoid group discussions in small areas or corridors.
* Staff must use and clean their own equipment and utensils (cups, plates, cutlery, etc.).
* Staff are responsible for cleaning of their own work area/desk before and after use.
* Photocopier/laminator and other shared equipment to be cleaned after use.
* Staff should avoid visiting other classrooms in as far as is practicable.
* Any staff member displaying symptoms must self- isolate and not attend school for 14 days.
* Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.
* Any staff member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor.
* Staff can follow <https://www2.hse.ie/> for regular updates or can contact HSELive for advice 1850 241850.

**VISITORS TO SCHOOL/COMMUNICATION WITH TEACHERS**

* All visits to school will be by appointment only. Please phone the office (049 4330549) to make an appointment.
* All visitors are to be recorded using a contact tracing log. This is available in the reception area and should be placed in the box provided before leaving the school.
* The intercom at front door can be used to communicate with the office.
* There will be no entry to the office – use hatch or place items for the secretary in the box at hatch.
* Every effort should be made to avoid parents having to come to the school with forgotten items such as lunches/books etc. If absolutely necessary, please phone office in advance and leave items, clearly marked with child’s name, on the window-sill in the shelter.

**CLEANING**

* Cleaning will take place at least once a day. The focus will be on frequently touch surfaces such as door handles, arm rests, sink and toilet areas.
* All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
* Staff should thoroughly clean and disinfect their work area before and after use each day.
* Waste will be collected daily.
* Supplies of soap/paper towels/sanitiser to be checked daily.
* Cleaning staff are instructed to wear gloves when cleaning and be aware of the need to wash their hands thoroughly with soap and water , both before and after wearing gloves.

**MASKS/GLOVES**

* Cloth face coverings are not suitable for children under the age of 13.
* The use of disposable gloves by pupils or staff is not generally appropriate but may be necessary for intimate care settings.
* Staff use gloves when removing rubbish bags or handling and disposing of any rubbish and they wash hands with soap and water for at least 20 seconds afterwards.

**DEALING WITH A SUSPECTED CASE OF COVID-19**

* Do not attend school if displaying any symptoms of Covid-19. Staff should contact the Acting Principal as early as possible.
* The designated isolation area in the school is the Kitchenette at the front of the school.
* If the person with a suspected case is a pupil, parents/guardians will be contacted immediately. The individual will be accompanied to the isolation area by a member of staff, maintaining 2m distancing. If it is not possible to maintain a distance of 2m, the staff member caring for a pupil should wear a face covering or mask. Gloves should not be used. Provide a mask for the person presenting with symptoms if one is available. Parents should call their doctor and continue self- isolation at home. Appropriate cleaning of the isolation area will take place after such an occurrence.
* Staff members will be asked if they are well enough to travel home. If not, a family member will be contacted.
* The following items will be available in the isolation area – Tissues, Hand Sanitiser, Disinfectant/wipes, Gloves, Masks, Waste Bags, Bin.
* Appropriate cleaning of the work area and isolation area will take place following an incident.
* 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 and pupil confidentiality is essential at all times.