



# **Banagher College, Coláiste na Sionna**

## **COVID-19 SCHOOL RESPONSE PLAN**

**Revised August 2021**

## Introduction:

The following document outlines the control measures Banagher College, Coláiste na Sionna has put in place to mitigate the risk of infection and transmission of COVID-19. It is important that staff, students, parents and the wider school community adopt these control measures to help mitigate the risk of infection from COVID-19.

The document has been ratified by \_\_\_\_\_, Chairperson of the Board of Management. The controls measures herein form part of a live working document. Updates to this document will be advised to staff and parents via email to staff and school website to parents and students.

**Note: This is a dynamic, live working document- It will be updated accordingly as per Department guidelines. Parents and Staff will be notified of any changes to this document.**

## Responsibility

*The Board of Management have a legal obligation under The Safety Health and Welfare at Work Act 2005 to assess the risks associated with COVID-19, implement control measures to eliminate/reduce the associated risks, design, provide and maintain a safe working environment, plan a safe systems of work and provide suitable training and PPE measures.*

*Staff should note that they have a legal obligation under Section 13 of the Safety Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.*

**The Board of Management, staff, students, parents and guardians have a collective responsibility to ensure the safety of themselves and others in the implementation of these measures. The assistance and co-operation of all is critical to the success of this plan.**

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same. – Email: [admin@bccns.ie](mailto:admin@bccns.ie)

Ratified by the Board of Management: August 2020 \_\_\_\_\_ Secretary to the Board of Management

## **Banagher College, Coláiste na Sionna COVID-19 Policy**

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

### **COVID 19 Policy Statement**

Banagher College, Coláiste na Sionna 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 the following COVID19 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 and Skills.
- Keep a contact log to help with contact tracing.
- Ensure staff and pupils engage with the induction/ familiarisation briefing provided by the Department of Education and Skills.
- 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 and Skills 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).
- **Implement CO2 Monitors to control air quality within the school.**

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

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

## **Planning and Preparing for Return to School**

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

### **School Buildings**

Before re-opening the school will ensure the following:

Water systems in the main school have been flushed by maintenance following the maintenance water flushing programme to prevent Legionella disease.

Water systems that have not been in use (low usage buildings) – Sodexo has serviced water tanks and systems in line with cleaning/sanitising processes.

All machinery has been serviced.

Waste has been managed and waste management systems have put in place.

### **Signage**

The following Signage is in place outlining:

- Sanitising station locations in all rooms/hallways.
- No visitor access signs on doorways.
- **Main door sign** indicating protocols for visitors/parents
- The signs and symptoms of COVID-19
- Promoting good hand hygiene and respiratory hygiene.
- One way directional signage in hallways.
- Appropriate signage is located in all classrooms, meeting rooms, staff rooms, offices, toilets, dining hall and circulation areas.
- Circulation areas - face mask signage
- Seating permitted signage.

### **Induction Training**

#### **Staff**

The school will provide induction training to all staff in line with Department consultation to include:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about an aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

**A Lead worker representative** will be appointed to assist in the implementation of this Response Plan.

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.

Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.

Assist with the implementation of measures to suppress COVID-19 in the workplace.

Monitor adherence to measures put in place to prevent the spread of COVID-19.

Consult with colleagues on matters relating to COVID-19 in the workplace.

Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker Representatives	Contact Details
Damian Shanahan	<a href="mailto:dshanahan@bccns.ie">dshanahan@bccns.ie</a>
Ann Hardiman	<a href="mailto:ahardiman@bccns.ie">ahardiman@bccns.ie</a>

All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid -19 Response Plan and associated control measures.

### **Students**

Students will receive training on the new safety measures to include

- Hand hygiene and respiratory hygiene.
- Use of masks.
- One way circulation system and safe movement between classes.
- Lunch and break time procedures.
- Care and respect for classmates and the wider school community.
- What to do if they develop symptoms while at school.

## **Parents and Guardians**

Response Plan and comprehensive control measures will be displayed on our school website.

Parents should familiarise themselves with the Response Plan and Control Measures prior to the start of the school year and the procedures in place should a student develop symptoms at school/at home.

## **Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A **risk assessment** has been conducted identifying the risk areas and activities. Control measures have been put in place to mitigate the risk of COVID -19 in Banagher College, Coláiste na Sionna - See Appendix 1.

## **General advice to prevent the spread of the virus**

In order to prevent the spread of COVID -19 it is important to know and recognise the symptoms.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE [Website](#). Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a [COVID-19 walk-in test centre](#).

The best way to prevent the spread of COVID-19 in Banagher College, Coláiste na Sionna is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.

- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website - <https://www.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. Banagher College, Coláiste na Sionna will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening in autumn.

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education. [www.education.ie](http://www.education.ie)

## **Managing the risk of spread of Covid 19**

### **Wash your hands frequently**

Regular hand washing with soap and water is effective for the removal of COVID-19.

The school will ensure that all toilets are stocked with anti-bacterial soap, paper towel and a bin to dispose of paper towels. All toilets will be cleaned and checked as per the school toilet maintenance protocols.

### **Hand Hygiene and Hand Sanitisers**

Hand hygiene can also be achieved by the use of hand sanitisers (when hands are clean). Hand sanitisers are available in the following areas

- All access/entrance points.
- All classroom areas.
- Office/workroom areas
- PE Hall
- Canteen areas

### **Avoid touching eyes, nose and mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

### **Physical distancing**

- Physical distancing is recommended to reduce the spread of infection in the workplace.
- In line with Department recommendations there will be a minimum of 1m distance between students in class.
- A minimum of 1m distance will be maintained between students in the canteen/eating areas.
- When circulating/moving between class students will be required to wear a face mask.
- During group work where social distancing is difficult students must wear a mask.

### **Practice respiratory hygiene**

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately in one of the assigned bins.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

#### **Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into one of the designated bins and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

#### **Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth - for example, Pens, pencils, bottles, cups, cutlery, etc.

### **People at very high risk (extremely vulnerable)**

Current public health guidelines have identified groups who are defined as being at very high risk. The list of people in very high risk groups include people who:

- are over 70 years of age - even if you are fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment

- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD.
- have a condition that means you have a very high risk of getting infections (such as SCIO, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- has a serious heart condition
- You are pregnant.

The advice for this group is available from the HSE.

**Staff** -who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

**Students** - in this group - parents should contact the school office via email before student returns to school.

#### **Procedure for Returning to Work (RTW) - Staff**

Return to Work Form Staff will be required to complete a RTW form at least **3 days** prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid -19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

On receipt of the completed form the Principal/ETB will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

#### **Use of Personal Protective Equipment (PPE)**

All staff will be provided with a face shield/mask for use in class and in areas with limited social distancing capabilities such as corridors, stairways.

Students must use face masks in class.

Students should wear face masks in areas with limited social distancing capabilities such as group work, corridors, stairways and bathrooms.

Staff whose role may include performing intimate care or where a suspected case of COVID-19 is identified while the school is in operation will be provided with PPE kit to include, face shield, mask, glove, apron, hazardous waste bag.

**Wearing of Gloves:**

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

**Cleaning**

Banagher College, Coláiste na Sionna has in place a Sodexo daily cleaning team during the school day.

Sodexo will clean/sanitise at the end of each school day.

A comprehensive cleaning /sanitising programme has been devised and will be in operation from the start of the school year.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens.

Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or pupils due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

Students must ensure they bring their own personal water bottle to school - generic supermarket branded bottles are not permitted. Students must be able to identify their own water bottles and lunch boxes.

Any bottles /lunch boxes remaining in the school at the end of the day will be disposed of.

**Access to the school building /contact log**

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious Individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.

A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts.

### **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Banagher College, Coláiste na Sionna.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

### **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 Banagher College, Coláiste na Sionna will deal with a suspected case that may arise during the course of work.

**Note: The school reserves the right to decline entry to a student displaying fever/ upper respiratory tract Infection symptoms.**

Two isolation rooms have been designated as

**Room 1 will be the Multisensory Room located in the Shannon Suite and Room 2 will be the First Aid Room on level 2.**

The designated isolation areas are behind a closed door and away from other staff and pupils.

If a staff member/ pupil displays symptoms of Covid-19 while at work in Banagher College, Coláiste na Sionna the following are the procedures which will be implemented.

- If the person with the suspected case is a pupil, the parents/ guardians will be contacted immediately.
- The person will be accompanied to the Isolation room, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- The person accompanying the symptomatic person is required to wear a mask.

**The symptomatic pupil must be collected within one hour from the school by a parent/guardian.**

- The individual should avoid touching people, surfaces and objects.
- Advice will 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 bin provided.
- Public transport of any kind should not be used.
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

### **After the person has left the school:**

An assessment of the incident will form part of determining follow-up actions and recovery.

Arrange for appropriate cleaning of the isolation area and work areas will be carried out.

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/student confidentiality is essential at all times.

## Appendix 1



### **BANAGHER COLLEGE, COLÁISTE NA SIONNA** **COVID -19 CONTROL MEASURES FOR:**

*General Classrooms, Specialised Classrooms*  
*And*  
*Additional High Risk Areas & Activities*

## **CLASSROOM CONTROL MEASURES**

### **General Classrooms & Base Classrooms**

**General classroom areas include base classes and core subject class groups.**

- Staff will be required to wear a face mask in class.
- Students will be required to wear a face mask.
- Each classroom is equipped with a hand sanitising unit, and a bin for any hazardous material (tissues) and sanitising spray and cloth.
- Students and Staff must use hand sanitiser when entering room.
- Students and Staff must use the bin for all items other than recyclable paper.
- Social distance measures must be adhered to at all times.
- Students will be assigned to specific seating using a seating plan.
- Where possible allow for good ventilation in the room with open windows.
- Sharing of books/pens between students must be avoided at all times.
- Eating and drinking is discouraged in the classroom setting in a bid to prevent maintenance staff from handling any plastic recyclable items during waste management.
- Desks to be cleaned between each class period.
- Unnecessary clutter should be removed from the room and all corridors.

### **Specialised Rooms**

**Specialised rooms include rooms where students work with specialised equipment and instruments during teaching and learning.**

Subjects where specialised rooms are used include:

- 1. The Sciences**
- 2. Music**
- 3. Art**
- 4. Technology /Woodwork**
- 5. Design & Communication Graphics**
- 6. Metalwork**
- 7. I.T.**
- 8. Home Economics**

Note: Physical Education and Sporting Activities have additional controls- See Physical Education and Sporting Activities section.

- Staff will be required to wear a face mask in class.
- Students will be required to wear a face mask.
- Classroom is equipped with a hand sanitising unit, and bin for any hazardous material (tissues) and sanitising spray and cloth.
- Students and Staff must use hand sanitiser when entering room.
- Students and Staff must use bins for all items other than recyclable paper.
- Social distance measures must be adhered to at all times.
- Where possible allow for good ventilation in the room with open windows.
- Shared use of equipment should be avoided.
- Where shared use of equipment is unavoidable equipment should be sanitised between uses.
- Shared electronics keyboards/screens/mouse pads/mouse should be cleaned between uses.
- Shared use of wind instruments is to be avoided at all times. (Music)
- All other instruments must be cleaned and disinfected between uses. {Music}
- Sharing of books/pens between students must be avoided at all times.
- The use of tea towels /cotton towels/ cleaning sponges should be avoided - paper towels only - {Home Economics}.
- Desks to be cleaned between uses.
- Students should be instructed on the safe method of cleaning electronic equipment.
- Students should not leave any items behind.
- Follow manufactures instructions for cleaning.
- Unnecessary clutter should be removed from the room. .
- Eating and drinking is discouraged in the classroom setting in a bid to prevent maintenance staff from handling any plastic recyclable items during waste management.
- Shared use of books/pens between students must be avoided.
- Group practical work - students shall be placed in pods for group practical work.

## **Learning Support**

- Staff will be required to wear a face mask in class.
- Students will be required to wear a face mask.
- Classroom is equipped with a hand sanitising unit, and bin for any hazardous material (tissues) and sanitising spray and cloth.
- Students and Staff must use hand sanitiser when entering room.
- Students and Staff must use the bin for all items other than recyclable paper.
- Social distance measures must be adhered to at all times.
- Students should be assigned to specific seating using seating plan.
- Where possible allow for good ventilation in the room with open windows.
- Sharing of books/pens between students must be avoided at all times.
- Shared equipment should be cleaned and sanitised between uses.
- Eating and drinking is discouraged in the classroom setting in a bid to prevent maintenance staff from handling any plastic recyclable items during waste management.
- Desks to be cleaned between uses.
- Unnecessary clutter should be removed from the room.

## **Intimate Hygiene Care for students with special needs**

- Staff responsible for intimate hygiene care of students with specific care needs will be allocated PPE - Face shield/mask, gloves, plastic apron, hazardous material and waste bags.
- All hazardous waste involved in intimate care must be bagged in a hazardous waste bag and tied securely.
- Maintenance staff must be informed and bag removed immediately.
- Hazardous waste bags will be disposed of according to waste management protocols.
- Removal of gloves will necessitate thorough washing of hands.
- Hygiene products in wheelchair access bathrooms will be stored in a secure sealed manner.

## **Gym Hall - Physical Education and After School Activities**

A comprehensive risk assessment of after school activities will be conducted in the first few weeks of term. Parents will be notified of any control measures in due course. In the case of PE -

- Staff will be required to wear a face mask in class.
- Students will be required to wear a face mask.
- Classroom is equipped with a hand sanitising unit, and bin for any hazardous material (tissues) and sanitising spray and cloth.
- Students and Staff must use hand sanitiser when entering room.
- Students and Staff must use the bin for all items other than recyclable paper.
- Where possible social distance measures must be adhered to.
- Where possible allow for good ventilation in the room with open doorway.
- Shared equipment must be cleaned/ disinfected at the end of each session.
- Students should not share PE gear/towels etc.
- Students must supply their own gum shield and place in container when not in use.
- Students should not share their personal sports gear with other students (guards, boots etc).

## **Changing Rooms**

- Shower facilities are not available for students or staff.
- Scheduled matches requiring a change of clothes - social distancing must be adhered to at all times.
- Students should not share sports clothing.
- All clothing not being used must be placed in student's bag and closed.
- Eating and drinking is not permitted in the changing room.
- Students should change quickly for matches and after matches.
- Hands should be washed prior to resuming class.

## Offices and Work Rooms

These areas include -

1. **Principal's Office**
2. **Deputy Principal's Office**
3. **Administration Office**
4. **Assistant Principal's Office**
5. **Staff Workrooms / Offices**
6. **General Offices**

- Staff will be required to wear face mask in circulation/group areas.
- Adhere to maximum occupancy for these rooms and maintain social distance according to guidelines.
- Use sanitiser before entering room.
- Avoid leaving personal items (laptops, books, pens) on tables as others will require the work space.
- Avoid eating in this room.
- Sanitise desks/phones PC and equipment at the end of the day.
- Dispose of rubbish in bins provided.
- Strive to maintain good ventilation with open windows.
- Avoid sharing of technology.
- All frequently touched shared surfaces should be cleaned after use.
- Any visitors to room should wear a face shield/mask.
- Administration office - staff and students should approach the service window for assistance/supplies etc.
- Students - documents requiring attention, leave in box at service window.

## Staff Room

- Adhere to social distancing guidelines whilst using this room.
- Adhere to seating capacity at all times
- It would be advisable for staff to have their own cup, plate for personal use and store in their personal pigeonhole/locker when not in use.
- Clear table after use and disinfect after use.
- Avoid leaving personal items (laptops, books, pens on tables).
- Wash your cup and food utensils and return them to your designated pigeon hole/locker.
- Personal food containers must be brought home at the **end of the day**.
- Personal food items for example herbal teas should be stored in your designated pigeon hole/lockers and not shared.
- Disinfect kitchen appliances after use.
- Dispose of rubbish in bins provided
- Where possible allow for good ventilation in the room with open windows.

- Unnecessary clutter should be avoided
- Posters displayed should be laminated to allow cleaners to wipe down if required.
- Staff Phone must be cleaned and sanitized after use by user.

### Isolation Room

- Any staff member attending to sick student/staff member suspected of having COVID-19 shall wear the following PPE when attending the isolation room
  - o Face shield
  - o Face mask
  - o Gloves
  - o Plastic Apron
- All PPE should be disposed of in hazardous waste bag provided and securely tied.
- Bag should be removed immediately for disposal by maintenance staff.
- If a student or member of staff is temporarily placed in the isolation room every effort should be made by staff not to enter this room.
- Once student/staff member leaves, the room must be sanitised by maintenance staff/ cleaners.
- Only 1 student/staff member at a time should be placed in the isolation room.
- When not in use the isolation room should be locked.

### Canteen

The school canteen has limited capacity which will be maintained by the catering company. A second canteen area will be set up in the Shannon suite to cater for students from 1<sup>st</sup> – 3<sup>rd</sup> years. Students may if they wish opt to bring a packed lunch to school. Outdoor seating will also be provided and will be used during good weather.

Eating and drinking in the school classrooms is **PROHIBITED**.

- **Face masks must be worn in canteen once finished eating.**
- The canteens should be entered from designated access points only.
- The canteens should be exited from designated points only.
- Students and Staff must use hand sanitiser when entering room.
- Social distance measures must be adhered to at all times.
- Students and staff should adhere to the queue management system.
- Strict adherence to seating capacity at all times.
- Where possible allow for good ventilation in the room with open windows.
- Students and Staff must adhere to seating arrangements and not move chairs closer to one another.
- Students and Staff should ensure all food/rubbish is removed from table and placed in specified waste area before leaving canteen.
- Students and Staff should leave dining areas once they have eaten to allow for cleaning/sanitising between seating schedules.
- The canteens will be cleaned and sanitised as per cleaning schedule.

## Toilet Areas

- All toilet areas are inspected and maintained at specific times by supervisors and maintenance/cleaning staff.
- Toilet paper is in sealed pull units for protection.
- Congregating in the toilet area should be avoided. **No more than two students at any one time is permitted.**
- Anti-bacterial hand soap in all bathrooms
- Push taps in sinks to reduce touching frequency.
- Warm water temperature maintained.
- Paper hand towels (single pull to reduce touching frequency) in all toilet areas .
- Bins in all toilets for paper towel waste.
- Paper towel (eco-friendly recycled paper).
- Students encouraged to inform maintenance staff/teachers if toilets need attention.

## General Circulation Areas/ Stairways

- Social distance measures must be adhered to at all times.
- Face masks are mandatory for staff.
- Face masks are mandatory for students.
- All access points to school buildings have hand sanitising stations.
- One way system in place.
- Students will be advised of one way system.
- Directional signage illustrates one way system in place.
- Students are required to keep the metre distance on other levels.
- Seating areas spaced to required social distance measure.
- Seating area sanitised regularly throughout the day as per DGS COVID-19 Cleaning Schedule.
- Door handles/light switches sanitised regularly throughout the day as per DGS COVID-19 Cleaning Schedule.

## USE OF LIFTS

- Use of lift restricted to 2 persons at a time with permission from school management.
- Signage indicating max occupancy posted outside lift.
- Touch areas of lift sanitised regularly throughout the day as per DGS COVID-19 Cleaning Schedule.

## Lockers and Student Belongings

- Lockers will be available for students with social distancing rules in place.
- Students should bring textbooks for 2 scheduled classes on any given day and should not go to the lockers between classes.
- Timetables will be provided to all students and parents should familiarise themselves with same.
- Students should not share their belongings with another student this includes pens/pencils etc.
- Parents should ensure students have correct books/copies and pens for any given day.
- Students should use one school bag only.
- Any lunch/drink holder must be brought home at the end of the day.
- Drinks must be in personal drink holders - generic bottles are not acceptable.
- **Items left unattended in corridors will be disposed of at the end of the day.**

## School Uniform/Sports Equipment

**All items of clothing eg school jumpers, hoodies, jackets etc must have the student's name written clearly on them.**

If a student is required to bring in sports equipment for example a hurl, sports gear and bags please ensure the student's name is written on all items.

Equipment will be stored in designated areas in the school and students will be required to wipe down equipment with sanitising wipes.

Equipment **must** be brought home at the end of the school day.

All art folders **must** be stored in the Art room storage area.

## First Aid

- Personal protective equipment will be provided to first aider - to include - mask/shield, gloves, apron and biohazard waste **bag**.
- Injured/ill students (not COVID -19 related) will wait in front foyer for collection by parent/guardian.
- Injured/ill student must be collected within one hour.
- Student displaying COVID-19 symptoms will be placed in Isolation room and contact made with parent/guardian immediately. **Student MUST be collected within one hour.**
- **First aid bags - First aid bag will be assigned to sports staff - must not be interchangeable between staff. Teacher assigned bag will be responsible for bag and ensuring it is stocked.**

## **Car Park Areas**

Parent/Guardians are requested to drop their student off at the bus set down roundabout area and exit promptly to minimise traffic congestion.

Parents are requested to not block the entrance/exit of the car park to minimise traffic congestion.

## **General Housekeeping**

- PPE and sanitising materials for classrooms are stored outside staff toilets on the 3<sup>rd</sup> floor. This area is monitored and restocked on a daily basis.
- Hand-sanitising stations checked and maintained daily as per cleaning schedule.
- Hand-sanitising stations located in all classroom areas, circulation areas and dining hall.
- Soap dispensers and paper towel dispensers checked and maintained in bathrooms and all areas with access to sinks daily as per cleaning schedule.
- All classrooms/ offices /toilets equipped with bins.
- Bins emptied as per cleaning schedule.
- Toilets checked as per cleaning schedule.
- General circulation areas maintained as per cleaning schedule.
- Frequently touched surfaces sanitised regularly as per cleaning schedule.

## **Signage**

- Signage in all classroom/office areas.
- Instructional signage regarding visitors to school on all access doors.
- Instructional signage on handwashing etiquette in all toilet areas.
- One way system signage on floors throughout the main school.

## PARENTAL RESPONSIBILITIES

In order for our school response plan to be successful in mitigating the risk of infection from COVID-19 the school relies heavily on the support of our parent body.

In order to reduce student stress we ask your help with the following -

- Check your student's timetable the night before to ensure that he/she has the correct books in their bag.
- Check to make sure your student has a mask(s) for the day prior to leaving the house.
- Check to make sure your student has an adequate supply of pens and paper as he/she will not be permitted to share belongings.
- Check if your student has their lunch, if bringing a packed lunch has he/she got a personalised bottle of water/drink.

### Students who are ill and displaying COVID-19 symptoms during school day

- If a student displays any of the symptoms of COVID-19 as per HSE guidelines they **must** remain at home until medical advice has been sought.
- If a student displays any of the symptoms of COVID-19 during school time you will be contacted immediately.
- If a student is unwell and needs to go home, he/she must go to the Principal/Deputy Principal.
- A member of staff will contact the student's Parent/Guardian and arrange for the student to be collected.
- **Students must not contact home themselves, this must be done by a staff member.**
- Your student must be collected from school within one hour.
- Please ensure that the school has your up-to-date mobile number and email address on file.

**Students who have been ill or have been sent home from school due to Covid 19 symptoms will not be permitted to return to school unless the student health declaration form has been completed.**

### Students who are ill (non - Covid 19 related)

- If a student is very unwell and needs to go home, he/she must go to his/her Tutor/Year Head/Deputy/Principal who will then refer him/her to the school office.
- A member of staff will contact the student's Parent/Guardian and arrange for the student to be collected.
- If your student is unwell during the school day, he/she may wait in the front foyer - seated area and must be picked up promptly.
- The student must sign out in the "Sign Out Book" in the office before leaving the premises.
- **Students must not contact home themselves, this must be done by a staff member.**

### Parental Visits to the School:

- Meetings with members of staff should be by prior arrangement only.
- You will be required to complete a health declaration form prior to your meeting.
- Parents are asked to attend at the appointed time and not arrive early.
- Hand hygiene should be carried out on arrival.
- A 2m social distance should be adhered to during meetings.
- Parents attending a meeting must wear a face mask.

- Outside of meetings, we would request that parents **strictly** limit their visits to the school to emergency purposes only. Items dropped in for students should be left on the shelf inside the front door in a sealed bag indicating the student's full name and class.

### **Students attending appointments during school time:**

If your student has an unavoidable appointment during the school day, we request the following:

- Phone or email the school office before to advise of your time of arrival.
- Telephone the school office when you have arrived.
- Your student will be informed and meet you at your car.

### **Students in High Risk Groups**

If your student has been identified as being in the high risk group (see response plan for list) we ask that you contact the school and advise the school of any additional measures that has been recommended by your students doctor or medical team prior to starting back to school.

### **Uniform**

Students will be required to wear their full uniform to school. All uniform items should be taken home at the end of the day. The school is not in a position to retain items of clothing onsite.

### **STUDENT RESPONSIBILITIES**

As a student at Banagher College, Coláiste na Sionna you have a responsibility to help keep yourself safe and reduce the risk of infection from COVID-19 whilst attending school. We ask that our students be mindful of one another and respect each other.

Students are requested to wash their hands -

- Before eating
- After using the bathroom
- If their hands are visibly dirty.

Hand sanitisers are located at all entrances, classrooms, bathroom hallways and circulation areas and the Canteen.

### **STUDENT USE OF MASKS**

**We request that you wear a mask at all times- these include**

- **During class time**
- **Corridors when moving classes.**
- **Toilet areas**
- **In the general school building and especially if you are in contact with people**
- **In the canteen areas when finished eating food.**

- You should keep your mask in your pocket and when not in use put it into a small plastic Ziploc bag.
- There is no requirement to use a mask outdoors (if socially distanced) but you may wish to do so.
- It is important that you do not leave your mask lying around.
- Masks should not be worn around the chin when not in use.
- Please make sure to bring your mask home at the end of the day.