

Scoil na Croise Naofa
Geashill NS
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Roll No. 09191I
Registered Charity No. 20204543

Principal: Mícheál Hyland

Deputy Principal: Marie Kearns

Logistics Plan for the Safe Reopening of Geashill NS

Underlying Principles

- The school has a responsibility to make effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.
- Assuming it is in keeping with public health advice and guidelines issued by the Department of Education and Skills, it is preferable for all children to return to school for all five days of the school week and for a full school day. This plan has been formulated to achieve that aim.
- It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.
- As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented.

Assumptions

- All children return to school and classes operate within a bubble system. Each classroom will be a bubble.
- There will be staggered entry, exit and play times.
- Each class will get 40 minute play time on the yard and will be kept within their bubble during this time. The students will still get two breaks as normal.
- Within each class from 3rd to 6th, the children may be further divided into pods, with a minimum distance of 1 metre being maintained between pods
- Hand sanitiser will be available at all entry points, communal areas, classrooms and SET rooms.

Staggered Drop Off and Pick Up Times

- To help with reducing the amount of traffic around the school gates, children are encouraged to walk or cycle to school where possible.
- Parents are not permitted on the school grounds, except for parents of Junior Infants in the first week of school.
- For the first two weeks of this school year, teachers/SNAs are asked to be in their classroom/SET room by 8:55am, to help in the smooth operation of this new system.

Morning Timetable

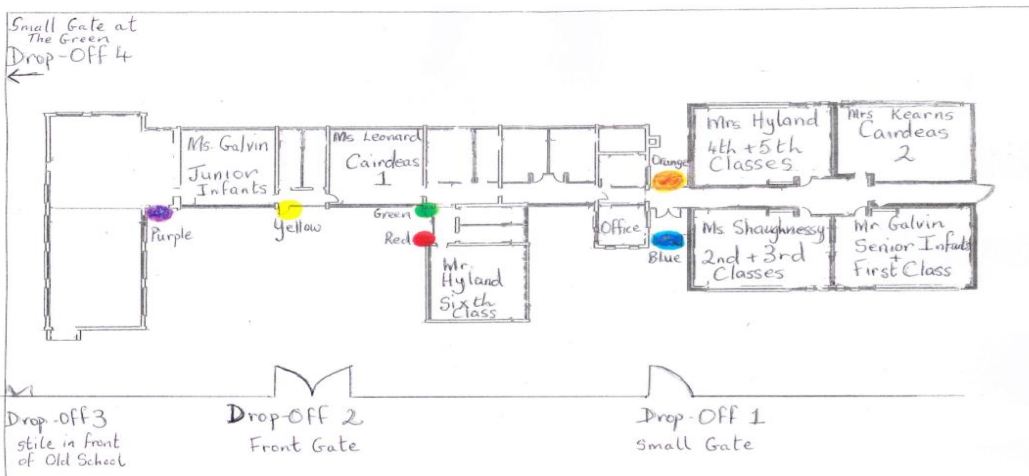
9:00 – 9:10	9:10 – 9:20	9:20-9:30
6th Class + siblings	4th & 5th Classes + siblings	2nd & 3rd Classes + siblings
By Car Drop Off 2 (Front Gate) Entry Door 6 th - Red Snr Inf. To 5 th Class-- Green Junior Inf.- Purple	By Car Drop Off 4 (Small Gate at the Green) Entry Door Snr Inf. to 5 th Class-- Orange Junior Inf.- Purple	By Car Drop Off 4 (Small Gate at the Green) Entry Door Snr Inf. to 3 rd Class-- Orange Junior Inf.- Purple
Walking Anyone walking from the St. Oliver's Est. side of the village Drop Off 1 (small gate at New Main Entrance) Entry Door 6 th – Red Snr Inf. To 5 th Class-- Blue Jnr Inf. - Purple Anyone walking from the Traffic Lights' side of the village enter through Drop Off 3 (Stile in front of the Old School) Entry Door 6 th – Red Snr Inf. to 5 th Class-- Orange Jnr Inf. - Purple	Walking Anyone walking from the St. Oliver's Est. side of the village Drop Off 1 (small gate at New Main Entrance) Entry Door Snr Inf. to 5 th Class-- Blue Jnr Inf. - Purple Anyone walking from the Traffic Lights' side of the village enter through Drop Off 3 (Stile in front of the Old School) Entry Door Snr Inf. to 5 th Class-- Orange Jnr Inf. - Purple	Walking Anyone walking from the St. Oliver's Est. side of the village Drop Off 1 (small gate at New Main Entrance) Entry Door Snr Inf. to 3 rd Class-- Blue Jnr Inf. - Purple Anyone walking from the Traffic Lights' side of the village enter through Drop Off 3 (Stile in front of the Old School) Entry Door Snr Inf. to 5 th Class-- Orange Jnr Inf. - Purple

	9:10 – 9:20	9:20 – 9:30
Cairdeas 1 & 2	Senior Infants & 1st Classes + siblings	Junior Infants
Pupils in Cairdeas 1 & 2 will be met at the bus/car by an SNA at Drop Off 2 (front of the school). The Bus Escort will remain in the bus. Pupils will be brought to the classrooms once they arrive. Entry Door Cairdeas 1 – Yellow Cairdeas 2 – Green	By Car Drop Off 2 (Front Gate) Entry Door Senior Infants & 1 st Classes – Green Junior Infants- Purple Walking Anyone walking from the St. Oliver's Est. side of the village Drop Off 1 (small gate at New Main Entrance) Entry Door Senior Infants & 1 st Classes – Blue Junior Infants- Purple Anyone walking from the Traffic Lights' side of the village enter through Drop Off 3 (Stile in front of the Old School) Entry Door Senior Infants & 1 st Classes – Orange Junior Infants- Purple	By Car Drop Off 2 (Front of the School) Entry Door Junior Infants - Purple Walking Anyone walking from the St. Oliver's Est. side of the village Drop Off 1 (small gate at New Main Entrance) Entry Door Junior Infants- Purple Anyone walking from the Traffic Lights' side of the village enter through Drop Off 3 (Stile in front of the Old School) Entry Door Junior Infants- Purple

Evening Timetable

1:55	2:05	2:50	2:50
Junior Infants	Senior Infants	6th Class + siblings	4th & 5th Classes + younger siblings
By Car Pick Up 2 (Front of the School) Exit Door Junior Infants - Purple Senior Infants - Green	By Car Pick Up 2 (Front Gate) Exit Door 6 th - Red Snr Inf. to 5 th Class - Green	By Car Pick Up 4 (Small Gate at the Green) Exit Door 1 st to 5 th Class - Orange	
Walking Anyone walking to the St. Oliver's Est. side of the village Pick Up 1 (small gate at New Main Entrance) Exit Door Junior Infants - Purple Senior Infants - Blue Anyone walking to the Traffic Lights' side of the village exit through Pick Up 3 (Stile in front of the Old School) Exit Door Junior Infants - Purple Senior Infants - Green	Walking Anyone walking to the St. Oliver's Est. side of the village Pick Up 1 (small gate at New Main Entrance) Exit Door 6 th - Red 1 st to 5 th Class - Blue Anyone walking to the Traffic Lights' side of the village exit through Pick Up 3 (Stile in front of the Old School) Exit Door 6 th - Red 1 st to 5 th Class - Orange	Walking Anyone walking to the St. Oliver's Est. side of the village Pick Up 1 (small gate at New Main Entrance) Exit Door 1 st to 5 th Class - Blue Anyone walking to the Traffic Lights' side of the village exit through Pick Up 3 (Stile in front of the Old School) Exit Door 1 st to 5 th Class - Orange	

3:00	3:00	3:05
2nd & 3rd Classes + younger siblings	1st Class	Cairdeas 1 & 2
By Car Pick Up 4 (Small Gate at the Green) Exit Door 1 st to 3 rd Classes - Orange	By Car Pick Up 2 (Front Gate) Exit Door 1 st Class - Green	Pupils in Cairdeas 1 & 2 will be brought to the bus by an SNA at Pick Up 2 (front of the school). The Bus Escort will remain in the bus. Exit Door Cairdeas 1 - Yellow Cairdeas 2 - Green
Walking Anyone walking to the St. Oliver's Est. side of the village Pick Up 1 (small gate at New Main Entrance) Exit Door 1 st to 3 rd Classes - Blue Anyone walking to the Traffic Lights' side of the village exit through Pick Up 3 (Stile in front of the Old School) Exit Door 1 st to 3 rd Classes - Orange	Walking Anyone walking to the St. Oliver's Est. side of the village Pick Up 1 (small gate at New Main Entrance) Exit Door 1 st Class - Blue Anyone walking to the Traffic Lights' side of the village exit through Pick Up 3 (Stile in front of the Old School) Exit Door 1 st Class - Orange	



Parent Communication

- Parents should telephone or email the office for any school related issue.
- Appointments may be made to speak to teachers/principal.
- All teachers continue to be happy to speak with you about your child's progress by phone or in person if required.
- Please ensure all contact details are up to date. Contact the office with updated contact details.
- Teachers will be setting up communication platforms this year and can be contacted through this or by email.
- In the unfortunate event of a school closure as directed by HSE at any stage, your child's teacher will once again use a combination of the school's website and Class Dojo to support their learning.
- Important school notices will be posted on our website www.geashillns.ie and you will be alerted to it by text.
- Please do not arrive at the school unannounced. If you need to drop off a forgotten lunchbox or you need to collect your child during the day for any reason, please call the office first.

Visitors to the School

- All visits to the school will be by prior arrangement with the principal.
- All visitors to the school will follow strict procedures and sign in and out, in order to allow for contact tracing, should the need arise.

Dealing with a Suspected Case

- Staff or pupils should not attend school if displaying any symptoms of COVID-19.
- The following outlines how a school should deal with a suspected case that may arise in a school setting.
- A designated isolation area should be identified within the school building.

Isolation Room 1 – At end of Corridor (Gable End of School)

Isolation Room 2 – Mr. Hyland's Office

Rooms 1 & 2 are for Senior Infants to 6th Class + Cairdeas 2

Isolation Room 3 – Corner of Hall

Isolation Room 4 – Kitchen/Sensory Room

Room 3 is for Junior Infants and Cairdeas 1

Room 4 is only to be used if all other rooms are in use

If a staff member/pupil displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;
- **Contact must be made with the Office and inform parents and arrange collection**
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- Teacher/SNA/Secretary will accompany pupil to the relevant isolation room.
- A staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask 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;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
- 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 the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms.
- 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;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved.
- 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.

Children who should not attend school

If your child is in one of the following categories, they should not attend school –

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are displaying any symptom of Covid 19

Supporting the Learning of Children who Cannot Attend School

- If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

Breaktimes

Sos/Lón Timetable

	Group 1	Group 2
Sos	10:50 – 11:00	11:10 - 11:20
Lón	12.20 – 12.50	1:00 – 1:30

Group 1- Yard Supervision 10:50-11:00 12:20-12:50

Teachers	SNAs
Mrs. Kearns Mrs. Bell Mr. Galvin Ms. Shaughnessy Ms. Leonard	Mrs. Kelly Mrs. Spollen Mrs. Burns

Group 2- Yard Supervision 11:10-11:20 1:00-1:30

Teachers	SNAs
Mr. Hyland Ms. McGrath Ms. Walsh Ms. Galvin Mrs. Hyland	Mrs. Gorman Ms. Kelly

SNAs

	Classroom 1	Classroom 2
Mrs. Gorman	Mr. Hyland	Mrs. Hyland
Mrs. Spollen	Ms. Shaughnessy	Mrs. Kearns
Mrs. Kelly	Mr. Galvin	Mrs. Hyland
Ms. Kelly	Mr. Galvin	Ms. Galvin
Mrs. Burns	Ms. Leonard	Mrs. Kearns Mr. Galvin

When SNAs are moving from one class bubble to another, it is essential that they wash hands or use hand sanitiser.

Yard Supervision

- **Time is very important.**
- Classes must be ready to go out on time.
- Children should have gone to the toilet before they go outside.
- Bubbles must not mix on the yard.
- Group 1 10:50-11:00 12:20-12:50

Senior Infants & First	Small Court
2 nd & 3 rd	Big Court
Cairdeas 1	Front of School
Cairdeas 2	Front of School

- Group 2 11:10-11:20 1:00-1:30

Junior Infants	Front of School
4 th & 5 th	Big Court
6 th Class	Small Court

- One teacher and one SNA must be at the front of the school at all times.
- One teacher and one/two SNAs must be at the back of the school at all times.
- No children are allowed back into the building once they are out in the yard.
- As a last resort if a child needs to go to the toilet they must be brought to their classroom toilet (Please note cleaner will be cleaning toilets at lunchtime so they may not be available for use).
- Children are not to be sent to the office for first aid. They are to be dealt with by staff on yard duty outside. If they have a cut which needs to be cleaned/washed, they must be brought to their own classroom/bathroom. Insofar as possible children should be directed to clean the cut themselves with tissue and water. See First Aid procedure.
- If a fall has resulted in dirty hands with no cut, water wipes can be used, followed by hand sanitiser.
- **No child should go into the school building unaccompanied during lunchtime.**
- The bell must also be rung two minutes before the end time to make sure children are ready to come on time.
- When bell sounds children line up on designated markings.

First Aid

- Children are to be looked after by the class teacher/SNA during class time.
- Children are to be looked after by supervising teacher/SNA during breaktimes.
- Children are not to be sent to the office.
- Insofar as possible children should be guided in the cleaning/washing of their own cuts and grazes.
- When administering first aid teachers/SNAs should wear gloves and face coverings.
- During break time if a cut needs to be cleaned the child must be brought to their own classroom to wash/clean it with water and tissue.
- Plasters, if needed, will be in first aid boxes, which will be brought out to the yard at each break time.

Entering/Leaving the Classroom

- As always, children are to enter and leave the classroom in an orderly fashion, under the supervision of the teacher.
- From 2nd to 6th classes, children should maintain at least a 1m distance from each other when moving as a class group. They will need to be taught this procedure.
- For other classes, children, when walking in their line should have their own personal space.
- On entering the classroom children should go directly to their seat.
- Coats are to be placed on the back of their own chairs, unless otherwise specified.

- Group 1 Routes to/from Yard

Cairdeas 1	Yellow door (Front of School)
Senior Infants & 1 st Class	White door (Gable end)
Cairdeas 2	Green door (Front of School)
2 nd & 3 rd Class	Orange Door (Back of School)

- Group 2 Routes to/from Yard

Junior Infants	Purple door (Front of School)
4 th & 5 th Classes	Orange door (Back of School)
6 th Class	Orange door (Back of School)

Play at Break Times

- Children can play freely with their peers from their class bubble.
- Hand holding, hugging and other very close contact is to be discouraged.
- Children are to be encouraged to be active rather than standing in close groups, talking etc.
- Each bubble will have its own resources for play. These will not be shared with any other bubble.
- These must be stored in each class bubble.
- This equipment should be cleaned weekly.
- Children must not bring in their own equipment eg. footballs, basketballs etc.

Support Teaching

- Withdrawal and in-class support both allowed.
- This year consideration has to be given to the following from the Response Plan:

“to the greatest extent possible, pupils and teaching staff should consistently be in the same Class Bubbles although this will not be possible at all times”.

This document also states that, “Staff members who move from class bubble to class bubble should be limited as much as possible”.

“In the case of the deployment of Special Education Teachers, movement must be minimised, but in some cases it cannot be avoided.”

- So in our context with 3 SETs and 5 classrooms/bubbles each SET should only be working with children from no more than 2 classrooms/bubbles.
- The classroom/s that SETs will be working with will also be the rooms that SETs will help supervise when needed.
- Mrs Bell: Mr. Galvin & Mrs. Shaughnessy
- Ms. Walsh: Mrs Shaughnessy & Mrs. Hyland
- Ms. McGrath: Mrs. Hyland & Mr. Hyland
- If Junior Infants need support during the year it will more than likely be Fiona or Patricia as both are on the same side of the lunch timetable and that will work better for supervision purposes.
- This will mean not having all the same children as last year.
- Need to discuss group numbers related to room size.
- First priority as usual will be the children with the greatest need.
- When timetabling, consider the new/ different break times and children must be in their classroom to eat their lunch.
- Wellbeing will be an important topic this year.
- Consideration also has to be given to support children who may miss lots of school.
- Children to be accompanied at all times to and from classroom.
- SETs must wash hands or use hand sanitiser before and after working with each scheduled group.

- Pupil desks and chairs must be cleaned after each group.

Integration from Cairdeas into mainstream classes.

The guidance on this is set out below:

As integration is a core element of the Special Class model, it should continue. The priority is the education of the pupil. Consequently, the pupil can be part of two bubbles for this purpose, and the integration should be in line with the social distancing provisions in place for the mainstream classes involved.

Our procedures around this will be determined on a case by case basis- a plan will be drawn up for each child.

Changes to Classroom Layouts/Routines

The Public Health Advice sets out the guidelines for maintaining physical distance in the classroom at primary level as follows:

“A distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first 4 years of primary school, is not a prerequisite to reopening a primary school for all pupils.”

It also states:

“The aim of the system within the school, is that each class grouping mix only with their own classroom from arrival at school in the morning until departure at the end of the school day.”

Therefore we will promote physical distancing in our school in two ways.

Increasing Separation.

This will be achieved by re-configuring the classrooms to maximise space. This involves removing unnecessary furniture and clutter and arranging desks to increase the space between pupils.

Classes have been laid out following the templates supplied by the Department of Education.

Each classroom will be referred to as a bubble and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children may be organised into pods. A pod is a group of children who will sit together and who will stay in their pod while in the bubble, or classroom.

Decreasing Interaction

This will be achieved by decreasing the potential for children from different bubbles or classrooms to interact.

Children will go directly to their classrooms when they arrive in the morning. There will be marked routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different mid-morning and lunch-time access to the playground and will only play with children from their bubble. We will make these routines enjoyable activities for the children, emphasising safety at all times.

General Purpose (GP) Room

- At the moment PE should only be done outside.
- It can be used for SEN pupils' movement breaks but the new cleaning procedures must be followed, after the room has been used.
- After using the hall, teachers/SNAs must clean benches, tops of radiators, windowsills and door handles before leaving with wipes provided on shelf.

Corridors

- Briefly passing someone on the corridor is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

- Pupils should not be on the corridors unsupervised.
- As usual, we should keep to the right when walking on the corridors.

Ventilation

- Classrooms will be well ventilated by having windows and doors open as much as possible.

Toilets

- Each class bubble will use their own toilets and only one child can be in the toilets at any one time.
- All toilets and bathroom areas will now be cleaned twice daily.

Lunches

- Children will eat their lunches at their desks in their classrooms as per usual.
- Sharing of lunches is not allowed.
- Insofar as possible children should be able to open/close bottles, lunchboxes and packaging themselves.

Materials and Personal Equipment

- Children must bring in their own materials (pencils, pens, rulers, colours etc.), clearly labelled, as there will be no sharing of materials.
- Pencil cases may remain in school as there will be no homework during the month of September.
- Children will bring in all their books and copies on the first day and they will be stored in school.
- Apart from lunch, coat, tissues and hand sanitiser in their school bag, nothing will travel between home and school for the first few weeks.

School Uniforms

- The government guidelines indicate that there are no public health concerns with the wearing of school uniforms.
- Therefore, uniforms should be worn as usual and kept as clean as possible.

Office

- Only two people should be in the office at any one time.
- No children can be sent on messages to the office.
- Every effort should be made to have photocopying done for the day in advance.
- If you need something urgently or need to be in contact with the office, you can send an SNA to the office or send a WhatsApp message to Denise
- Be aware that there may be a wait as only 2 people can be in the office at any one time
- A box will be left outside each room for photocopying, lunchboxes etc. so Denise won't have to enter the classroom.

Photocopying

- All staff must use hand sanitiser before and after using the photocopier.

ICT

- Teachers and pupils must only use their own laptops/tablets.
- Common use ICT equipment must be cleaned after use.
- Every time the telephone is used it must be wiped down before placing it in its holder.
- Staff are reminded that they must regularly clean their own mobile phones and any surfaces on which they are placed.

Substitute Teachers/SNAs

- A copy of this Covid-19 Logistics Plan will be provided to each substitute teacher/SNA.
- Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

Staffroom

- All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work.
- Only 3 people are allowed in the staffroom at any one time.
- If 2m cannot be maintained in staff groups, face coverings should be worn.
- Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.
- Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.
- If school utensils are used they must be placed in the dishwasher after use.

Teaching and Learning

- As a staff, we are very aware that the children have been away from school since March 12th.
- We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.
- Each child will be at a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.
- The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

Curriculum Issues

The areas to be focused on, as laid out by the roadmap for reopening schools are as follows:

- Lessons aimed at reconnecting with classmates and staff
- Pupils' Voice
- Hygiene guidelines
- Literacy
- Numeracy
- Wellbeing (SPHE & PE)
PE lessons should be outside at the moment, weather permitting. A minimal use of shared school equipment should be used. Any such equipment must be cleaned after use.
- Art (Drawing)
A minimal use of shared school equipment should be used. Any such equipment must be cleaned after use.

Slow Down to Catch Up is NEPS key message.

Wellbeing of the School Community

- We will work on the recommended five principles to support the wellbeing of all our pupils and staff.
- These are promoting:
 - A sense of safety
 - A sense of calm
 - A sense of belonging and connectedness to school
 - A sense of self-efficacy and school-community efficacy
 - A sense of hope

Homework Policy

- There is no homework for the month of September.
- This promotes wellbeing and lessens anxiety and stress at home.

The Use of Personal Protective Equipment (PPE)

- Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid.
- Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

Masks

- The children are not required to wear masks or face coverings but may do so if parents deem it necessary.
- The guidelines recommend that staff wear masks or face coverings where 2 metre distance cannot be maintained.
- The use of clear visors and face masks with clear panels will be used where staff are interacting with children in Cairdeas 1 & 2.

Gloves

- There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.
- Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.
- There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Hygiene and Cleaning

- 20 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each classroom.
- Paper towel dispensers have also been installed in all bathrooms and classrooms and in the staffroom and staff toilet.
- Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

Hand Hygiene Routine

- Pupils and staff should perform hand hygiene:
 - On arrival at school (hand sanitiser)
 - Before eating or drinking (hand washing)
 - After using the toilet (hand washing)
 - After playing outdoors (hand sanitiser)
 - When their hands are physically dirty (hand washing)
 - When they cough or sneeze (hand sanitiser)

Cleaning

- In accordance with the DES guidelines, the school will be cleaned at least once per day, with toilets, bathrooms and sink areas twice a day.
- Particular attention will be focused on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.
- Staff should thoroughly clean their work area before and after use each day.
- Waste will be collected regularly from offices and other areas within the school.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

COVID-19 Related Absence Management

- COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

Teacher or SNA Absence and Substitution

- If a teacher/SNA is unable to attend school, every effort will be made to secure a substitute teacher/SNA for the class/pupil.
- If a substitute teacher/SNA is not available, it is not appropriate for the class/pupil to be divided into groups and accommodated in other classes.
- In such circumstances, it may not be possible for the class/pupil to attend on that day. If that is the case, as much notice as possible will be given to parents.

Employee Assistance and Wellbeing Programme

- Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.
- An Occupational Health Strategy is in place as a supportive resource for staff in schools.
- The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.
- The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service.
- The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

- A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

Please note this is a living document and will be regularly reviewed and updated in line with DES guidance and feedback.