

# Scoil Mhuire Community School August 2020 – Our Response to the Challenge of Covid 19

## Reduce the Risk

- Reduce the risk of spreading or contracting Covid 19 by adhering to all the following directions.
- The guidance in this plan will be reviewed on a constant basis.

## Know the Symptoms;

- High Temperature / Fever ( $\geq 38^{\circ}\text{C}$ )
- Cough
- Loss of Taste / Smell
- Shortness of Breath

## Make sure you;

- Regularly sanitise / wash your hands
- Sneeze / cough into your elbow or a tissue
- Sanitise your hands when entering and exiting the school building, classrooms, toilets etc.
- Sanitise your desk and chair before using them with the antiviral wipes provided
- Only go to your assigned areas

## Physical Distancing

- Wear a face visor and a mask inside and a visor outside where a 2 metre spacing is not possible
- Limit close interactions - increase separation & decrease interactions unless unavoidable
- No handshaking or hugging
- Follow all queuing guidelines

## School Environment

- Student based classrooms except for specialised rooms
- Designated Zones and Entry/Exit doors
- Sanitiser dispensers in all classrooms & throughout our school

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### School Environment

- No lockers due to the unavoidable congregation in these areas - there are alternative arrangements for books - see below.
- Student's jackets and bags will be in their classrooms

### Communication

- Our school App will be the primary means of communication between our school and parents/guardians - General Notifications, Personal Notifications, Absent Notes, Late Notes, Parent Notes etc.

### Classrooms

- Numbers of students permitted in regular classrooms are reduced to reflect the volume of each room - students in excess of the acceptable places will have the lesson streamed to a supervised area in the school on a rotational basis

### Books etc.

- Adjustments to the need for textbooks for every subject each day
- No sharing of stationery, copybooks etc
- While mostly completed in copybooks -all assignments will be submitted electronically using MS Teams

### Teaching and Learning

- Microsoft Teams and other components of Office 365 - will be the sole digital platform for all classes.
- Guidance and upskilling will be provided to all students & teachers - this will permit "**continuity of learning**" throughout the year.

# Scoil Mhuire Community School August 2020 – Our Response to the Challenge of Covid 19

## School Environment

- **No Water Fountains** - students must bring their own water from home - sharing of water bottles is not permitted
- Canteen facilities will be available

## Parents/Guardians can support us by;

- Not dropping off students before 8.30am
- Not dropping off students in the school grounds
- Encouraging your student to walk or cycle where possible
- Not sending your child to school for 14 days after returning from a country not on the Travel Green List

## Parents/Guardians can support us by;

- Checking your student's temperature each morning - please do not send them to school where it is 38°C or over - please contact your GP
- Do not send your child to school if they have any of the other symptoms of Covid 19 - please contact your GP
- Not sending your student(s) to school if identified by the HSE as contact of a person with COVID-19

## Parents/Guardians can support us by;

- Ensuring that your student(s) has all necessary school materials and provision for lunch with them each morning
- Not dropping off lunch, books etc. to the school Office - if this is necessary on a rare occasion, a Drop Off Point will be provided, all items must be clearly marked with the student's name and year - students will be called to collect their clearly marked belongings at Break or Lunchtime only

## School Day

- School buildings will open to students at 8.30am - students will immediately go to their Tutor Room.
- Students on earlier buses will gather in the supervised marquees
- School buildings will close immediately after the last class of the day.
- See arrangements for Break and Lunch

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### Morning Break & Lunchtime

- Morning Break 11am - 11.25am
- Lunchtime 1.25pm - 1.55pm
- Students will eat their lunch outside or in the marquees
- Alternative arrangements are being developed for very wet days.

### Visiting our school;

- Only for essential business
- All visitors must wear a face covering and sanitise their hands when entering our school.
- All visitors must enter through the main entrance
- All meetings with school personnel are strictly by appointment only.

### Electronic Sign In / Sign Out

- This system is linked to our school App - any student arriving late to or leaving our school must sign in/sign out at the Office before going to their class.
- All visitors must also use this system to sign in/sign out, an appointment will be sent to you electronically - you must wear the personalised Visitor's Pass at all times and return it to the office when signing out.
- This data will only be used for "Contact Tracing" if necessary and as a record of your visit

### School App

- Please use the school App (Absence Note) to explain absences before your student(s) returns to school
- Please use the school App (Late Note) to explain why your student(s) is late to school before they arrive at the school - you will receive a notification through the App when they sign in.

# Scoil Mhuire Community School August 2020 – Our Response to the Challenge of Covid 19

## School App

- Please use the (Permission to Leave) note to indicate that your student must leave our school - you will receive a notification when your student signs out.
- Please use the (Parent Note) for general queries - please only phone the Office if urgent
- Teachers will communicate with you using (Personal Notifications).

## A student displaying symptoms of Covid 19

- Where a student develops symptoms of Covid 19 in school - he/she must bring it to the attention of the Principal/Deputy Principal immediately.
- The student's symptoms will be assessed to determine whether they require emergency medical attention - if they do, an ambulance will be called immediately.
- The student will be accompanied to the Isolation Room by a member of Staff - the student's parents/guardians will be contacted immediately. The student must be collected from the school at the very earliest opportunity.

## A student displaying symptoms of Covid 19

- The student will be accompanied at all times while in the Isolation Room.
- This room will be thoroughly cleaned each day and after each use.
- When the person collecting your student arrives to our school - they should park near the main entrance and phone the office 045 868121 - please wait at the main entrance and we will bring your student to you.
- Please contact your GP immediately, student must self-isolate.
- Please inform the school asap if your student is having a Covid 19 test or not. This information will be treated in the strictest of confidence.

## A student feeling unwell without the symptoms of Covid 19

- Normal school protocol applies
- The student goes to the main office with the permission of their teacher
- Parents/Guardians will be contacted
- However, the student may have to go to the isolation room while waiting to be collected.

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### Smart Phones;

- Students are permitted to bring their phones/devices to school - it is not necessary to purchase a device - the school cannot accept any responsibility for the security of these devices.
- Students will be only be permitted to use them in class when directed by a teacher.
- Our mobile phone policy applies outside of these classes.
- Students are not permitted to use their phones/devices outside of classtime.

### Alternative to having to bring books for all subjects each day;

- Teachers will employ a range of approaches to reduce the need to bring textbooks to school for each subject everyday.
- Students will be able to access textbooks using their phones/devices during classtime - however, wifi may become slow and access could become intermittent
- Students should download textbooks where possible - guidance will be provided
- Teachers will also project pages of textbooks onto the whiteboard

### Uniform & School Bags;

- Full school uniform must be worn each day, except the day the student has PE.
- Junior students must wear their school PE gear on PE days.
- Senior students must wear school appropriate PE gear on PE days.
- It is not necessary to wash/laundry the school uniform each day - it should be laundered a couple of times each week
- Students should change out of their uniform when they arrive home and where possible should be hung out to air.
- Students should take responsibility to keep their uniform clean
- Students may use "wheelie" school bags for this school year.

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### Face Coverings;

- Students must have at least one clean additional cloth mask in addition to the mask they will wear when entering the school building in the morning.
- Masks must not have anything on them that may be offensive in a school setting - masks should be plain or patterned ones
- It is preferable if students have two additional masks - this would enable them to put on a fresh mask after Break and Lunchtime.

### Face Coverings;

- Students require two containers (small plastic bags) clearly marked - one for clean masks, the second for used masks.
- When not being worn, a used mask must be immediately stored in the "Used Mask" container. A used mask should not be reused until cleaned.

### Face Coverings;

- Wearing a face mask helps to protect others from contracting Covid 19.
- Hands must be sanitised after removing a mask to protect yourself.
- Disposable masks are acceptable on occasion and treated as above. Dispose safely in a bin at home.

### Face Coverings;

- A face visor also protects the person wearing it.
- We are advised that Covid 19 is mostly contracted by unconsciously touching our face especially our eyes with our hands - a visor will prevent this.
- Wearing a visor further reduces the risk of contracting Covid 19 while in school.

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## Cleaning Face Coverings;

- **Your cloth face masks must be cleaned every evening for the next day**
- Wash daily in a hot wash over 60 degrees with detergent.
- You do not need to sterilise face coverings. Wash it in a washing machine or by hand as you would any other item of clothing.
- Wash hands before and after use.
- **Your visors must also be cleaned each evening**
- To avoid creating surface scratches, submerge the face shield in warm soapy water to dislodge particulate matter. A soft cloth or sponge can be used to gently clean the shield. Leave to dry.

## Ventilation;

- Windows in classrooms will be opened throughout the day to improve ventilation.
- All windows and doors will be opened before school, at Break / Lunchtime and after school.
- It may be necessary to reduce the openings to reflect the weather conditions.
- We would encourage students to wear a layer under their uniform where necessary to improve their personal comfort.
- Students may on occasion wear their jackets in class to counteract this measure.

## Helpful Links

- Please click on these links and go through the information with your student.

[How to use Face Masks - HSE guidelines](#)

[How to wash your hands - HSE](#)

[How to use hand sanitiser](#)

[DES - Back-to-School-advice-for-parents](#)

[Returning-to-school information - multi-lingual](#)