



St. John the Baptist Boys' National School
Downey Street, Pennywell, Garryowen, Limerick.

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Underlying Principles

- *The school has a responsibility to make an 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.*

School Profile

38 pupils

2 Mainstream classes

3.5 Special Education Teachers (1 shared with another school)

3.5 SNA posts

Part Time Secretary

Part Time Caretaker

Daily Cleaners

There are no toilets in the classrooms.

There is a sink in the 5th and 6th classroom with warm water.

There is 1 toilet block located on the ground floor and 1 toilet block located on the first floor.

There is 1 staffroom toilet downstairs and two staffroom toilets upstairs.

There is a sink in the staffroom on the first floor.

Additional Challenges

Only one entrance/exit to the school premises.

No on-site parking for parents/guardians.

Human Resources allocated through additional funding from DES

Aide – 2 days

Principal – 1 Leadership and Administration Day each week

Base School for the Supply Cluster in Limerick- 3 subs allocated to the cluster.

Assumptions

School will re-open for pupils from 2nd, 3rd and 4th class on Monday 1st March 2021

All other pupils will return pending government advice on the planned re-opening of schools in due course. In the meantime 5th and 6th class pupils will continue with remote learning. Pupils without online access will be sent support packs.

Key Dates

22nd February 2021

- Medical grade masks ordered
- Email sent to all staff, outlining the changes made to the response plan
- LWR reviewing what to do in the case of a suspected case
- Cleaners in to clean the school before pupils and staff return
- Staff in to set up their classrooms before children return
- Care taker in to carry out some minor works

24th February 2021

- Organise BOM, ISM and Staff meetings to discuss and allocate tasks (Possible tasks listed at the end of this document)
- Review the PPE stocktake from December and draw up a list of required PPE, etc. so that it is ready when the Procurement process opens.
- Review

25th February 2021

- Contact the school community and inform everyone that the BOM's Covid-19 Response Plan will be published on February 26th, in advance of school re-opening.
- Conduct an online staff meeting with all staff; items to include:
 - Inform staff of any new updates and/or recommendations released from the government.
 - Inform staff of the procedures for dealing with a suspected covid-19 case
 - Housekeeping : replacement PPE and hand sanitizers.
 - Refer staff to wellbeing programmes; pdst.ie, HSE.ie, Gov.ie
- Encourage all staff members to take some time for themselves and their families this weekend and revert them to the HSE wellbeing.

26th February 2021

- All staff on site to finalise arrangements
- Replenish all hand sanitisers in the school building
- Assess if all staff are sufficiently equipped with PPE for reopening from Monday 1st March 2021
- BOM to finalise and sign Covid-19 Response Plan
- Publish Covid-19 Response Plan to school community
- Liaise with BOM/ISM and staff to monitor progress against tasks.

1st March 2021

- All staff and children in 2nd, 3rd and 4th class to return to school.

Usual School Hours

8:50 – 2.40p.m.

Staggered Drop Off and Collection Times

To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.

- 2nd, 3rd and 4th class will enter and leave the building through the Front Door.
- 5th and 6th class will enter and leave the building through the back Door.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before/after school. To minimise the risks, and to help us to maintain social distancing, the children may not come onto the school grounds before the school doors open at 8:50a.m.

All children are to go straight to their classroom and should not interact with children from another class.

Morning:

- 5th & 6th class Teacher to be in their class by 8: 50 and 2nd, 3rd & 4th class Teacher to be in their classroom by 9:00am.
- 5th & 6th class to begin their lessons at 8:50am.
- 2nd, 3rd & 4th to begin their lessons at 9:00am.

Parents are asked to ‘drop and go’ at the school gate between 8.50a.m. and 9.00a.m. **No parking will be allowed** on the school grounds.

Children will go directly to their Classroom on arrival. Other staff members (including Special Education Teachers, SNAs and the Principal) will be available outside and inside the building to receive the children and to help them to their classrooms.

School gate will remain closed until 8:50 am.

Afternoon:

5th & 6th Class:

2.30p.m. Class teachers will bring 5th and 6th class to the school gate. Parents/ guardians are asked to stay outside the school gates in their cars. Families that have children in Second, Third & Fourth Class **as well as in Fifth and Sixth Class**, may collect all their children at this time.

2:40p.m. Class teacher will bring Second, Third & Fourth Classes to the school gate. Mams/Dads are asked to stay outside the school gates in their cars. Supervision will be provided until 2:50pm.

As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time.

Mams and Dads who walk to the school to collect children are asked to maintain a social distance outside the school gate.

This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!

Summarised Timetable for Drop Off and Pick Up

8:50am

- All staff to be present to support arrival of pupils

- Class teachers to be in their classrooms (5th & 6th class Teacher to be in their class by 8:50 and 2nd, 3rd & 4th class Teacher to be in their classroom by 9:00am.)

- 5th and 6th class to arrive - Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.

- SETs, SNAs and Principal to support arrival of pupils. (Ms O Doherty, Ms Grace and Mr Nicholas to supervise the 2nd, 3rd and 4th class playground & Ms Duggan, Ms Neville & Ms Barry to supervise the 5th and 6th class playground.) A Teacher is to alternate between both playgrounds, if the designated teacher is not available in the morning. All staff to encourage children to go straight to their class where they will be greeted by their classroom teacher. Children have to go straight to their seat.

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9.00

- 2nd, 3rd and 4th class to arrive - Stop, Drop, Go system. No adults to enter the school yard. Children to go straight to their classrooms on arrival.

2:30

- 5th and 6th class to leave the school premises, pick up, go system. Children who have permission to walk home can leave the premises unsupervised.

2:40

- 2nd, 3rd & 4th class to leave the school premises, pick up, go system. Children who have permission to walk home can leave the premises unsupervised.

Breaktimes

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low.

The two classes will be using two separate yards for their break.

11.00-11.10

- 5th and 6th to use the small yard. All children enter and exit the playground through the back door.

- 2nd, 3rd & 4th to use the large yard. All children enter and exit the playground through the front door.

12.30 -12:45 Lunch indoors for all children (yards allocation as above)

12:45- 1:00 Playtime outdoors for all children (yards allocation as above)

Summarised Timetable for Breaks

Time	Place	Class
11.00 – 11.10 - Break	Large yard	2nd, 3rd & 4th
	Small yard	5th and 6th
12.30 – 12:45 - Lunch		
12:45- 1:00 - Playtime	Large yard	2nd, 3rd & 4th
	Small yard	5th and 6th

Yard Supervision

A rota will be organised based on Class Bubbles and to ensure that adults are keeping socially distant as much as possible.

Class teachers - 2nd, 3rd & 4th and SNAs allocated to those classes to work together

Class teachers - 5th and 6th and SNAs allocated to those classes to work together.

Football and any equipment used by the children will be sanitised before and after use by an SNA supervising that yard.

Staff Duties

Infection prevention:

- As mentioned in the response plan, you need to self-isolate or restrict your movements at home if you display any symptoms of Covid-19 and contact your family doctor to arrange a test.
- All staff need to return the 'Return to Work form' before returning to school.'
- All staff are to download and monitor the "covid19 tracker" app on their phones in order to increase detection and in turn reduce the spread of covid-19.
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Do not attend school in the event of the following:

- If you are identified by the HSE as a close contact
- If you live with someone who has symptoms
- If you have travelled outside of Ireland
- Also, please advise with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school

Changes to Classroom and School Layout and to School Routines

The DES guidelines recognise that a **common-sense** approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the

children go home at the end of the school day. With this in mind, children in 5th & 6th class will use the downstairs toilet and will enter and exit the school building via the back door. 2nd, 3rd and 4th will use the upstairs toilet and will enter and exit the school building via the front door.

Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classrooms. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending. SET teachers to keep a daily cleaning log which will be stuck up by the classroom door.

Classrooms & Social Distancing

Children from Third Class to Sixth Class will be sitting in Pods of 2 within their Class Bubbles, As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible.

Assemblies

Weekly school Assemblies will be held in the children's classrooms, thus keeping the class (bubbles) separate.

Corridors and Stairwells

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

We will observe our usual practice of keeping to the left when on the stairs and in the corridors.

Additional Measures to Limit Interactions

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways.

Advise children to keep a meter apart when walking to and from the playground.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

Doors and Windows

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as fully as possible when classrooms are not in use and also at the end and beginning of each day. Windows should be partially open when classrooms are in use. Please see the guidance from the Department of Education attached.

Cloakrooms and Toilets

- 5th and 6th class will use the toilet block downstairs.
- 2nd, 3rd and 4th will use the toilet block upstairs.

- Soap dispensers, toilet tissue dispensers and towel dispensers have been installed in all toilet blocks, including staff toilets.

Water heaters have been installed in the 5th and 6th classroom.

Each teacher (including SET teachers will have a toilet log book) children are to sign out and in as they exit/enter the classroom.

Lunches

Children will continue to receive school lunches. Children are to be reminded not to share their food or drinks with other children.

Children will eat their lunches at their desks, as per our usual practice.

Books, Copies, Pencils, etc.

Children will be supplied with a pencil case, including a pencil, ruler, rubber and sharpener and as far as possible should not share with other pupils. The pencil case is to remain in school at all times.

Uniforms/Tracksuits

There is no guidance or advice to say that school uniforms or tracksuits should be washed every day and this is probably not practical for most families.

We will follow our usual practice in relation to uniforms and tracksuits. Tracksuits may be worn each day as it is more comfortable and easier for the parents to wash, This will be reviewed.

As a school we strongly advise that children should wear their school uniforms or tracksuits **only for school related activities.** Uniforms or tracksuits should be taken off **straight after the child arrives home from school for the day.** They should not be worn in after-school facilities, shops, during after-school activities, etc.

Office

All parents need to make an appointment if they need to speak to a Classroom Teacher or the Principal. Meetings should be avoided if possible. Parents can communicate via the homework journals or phone calls. Meetings will be limited to 15 minutes and parents will be asked to wear a mask. All meetings are to take place in the Teachers classroom or the Principal's office.

Children should not be sent to the Secretary's Office or to the Reception area to deliver messages.

As far as possible, staff members should not enter the Office area and should speak with the Secretary at the Reception area.

When the Secretary is not available, the phone will be diverted to the Principal's phone.

Photocopying.

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

All photocopying should be completed before 9:00 or after 12:00 where possible to avoid the secretary's room becoming crowded.

Only one person is allowed in the Secretary's office at any one time.

ICTs

A timetable will be drawn up for the use of common ICTs. Devices should be cleaned after use and before they are returned to the charging trolley.

Visiting Teachers/Coaches

The possibility of facilitating extra-curricular activities such as Dancing, Coaching for games, Safe Cycling course, etc. will be explored in the near future. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time, for example, during music lessons.

Substitute Teachers and SNAs

A copy of the Covid-19 Response 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. All documentation to be handed to the secretary and filed.

Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in 'The Daily Mile'.

Parent/ Teacher Meetings

Parent/Teacher Meetings may take place via phone/ Zoom or be postponed. We will assess the situation closer to the time.

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 two people are allowed in the staffroom. If there are more than 2 people in the staffroom, face coverings should be worn. Staff members can use the ICT room (across from the staffroom). 4 people are allowed in the ICT room. Staff members may also eat in their classroom if they wish.

Tables to be wiped down after eating in the staffroom or ICT room.

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.

Staff breaks will be staggered to ensure that there is good efficient social distancing at all times and to reduce the foot fall in the staffroom.

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 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.

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.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. The school Secretary will update all email addresses on Aladdin and send out a personal details form to ensure that all contact numbers have been updated.

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

Our usual practice is to provide support to pupils based on what is known as the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

The Use of Personal Protective Equipment (PPE)

Staff members are expected to wear masks when working within 2M of a child or adult. However, for a limited number of staff, PPE will need to be used occasionally or constantly worn due to the nature of certain work activities or work areas. This might include roles such as:

- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- When staff members have to move between classrooms to support children with learning needs.
- Classroom Teachers should wear a mask/ visor when they are working in close proximity with the children.
- SNAs should wear a mask/ visor as they will be working in close proximity with the children throughout the day.

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.

Medical grade masks will be provided for all staff and are expected to be worn when you come within 2m of an individual.

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

10 sanitiser dispensers have been installed throughout the school e.g. at each entrance, in each mainstream classroom and in the corridors.

Everyone to sanitise their hands on entering/ exiting the school building, toilet and classroom.

Everyone to wash/ sanitise their hands after sneezing and/ or coughing.

Water and soap is available in all the toilet blocks, staff bathroom and staff room.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per 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. 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. SET teachers should thoroughly clean and disinfect their work area throughout the day and keep a log. SNAs are to support the Teachers in cleaning the work areas throughout the 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.)

Illness and Dealing with a Suspected Case of COVID-19

We love to see all of our children at school every day. However, under the current circumstances, parents/guardians must keep children at home if they display any Covid-19 Symptoms. <https://www2.hse.ie/conditions/coronavirus/school-and-covid-19/when-you-should-keep-your-child-home.html>

Staff must not attend school if they display any symptoms.

A designated isolation area has been created upstairs in the main corridor across from Ms Grace and Mr Hallys' classroom.

If a staff member/pupil displays symptoms of COVID-19 while at school, the following procedure will be implemented:

- The pupil will be accompanied to the isolation area by an adult (nearest SNA or Teacher- ideally a Teacher as SNA should not be left with the class on their own). A distance of 2 meters will be maintained. If this is not possible, the person accompanying the child must wear a face covering.
- If a pupil has a suspected case, parents/guardians will be contacted immediately by telephone. To help us in this regard, Mams and Dads are asked to make sure that their contact details are kept up to date at all times.
- Staff members who are symptomatic should immediately inform the Principal/Deputy Principal/ LWR and go to the isolation area.
- A face covering will be provided to the staff member/child who is symptomatic.
- The staff member or child who is symptomatic should avoid touching people, surfaces and objects.
- If the staff member/child is well enough to go home, arrangements will be made for them to be transported home by a family member, as soon as possible.
- Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used to travel home.
- If the staff member/child is too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- The isolation area and work areas will be thoroughly cleaned in line with the guidelines.
- 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.
- It is important to remember that any of us can get sick or unwell, and if we do, we need understanding and support from those around us. It is essential that anyone who feels unwell makes that known to the Principal/Deputy Principal/ LWR as soon as possible.

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.

Employee Assistance and Wellbeing Programme

No homework for the first month: this will be reviewed in October. Children will complete their homework in class with their teacher each day from 2:00- 2:30.

Tasks Identified to Date

		Completed
Draw up and communicate the school's Covid-19 Response Plan	BOM in consultation with Staff and Parents	Yes
Appoint LWR and DLWR	Staff	Yes
Provide Return to Work Forms to all staff	Principal	Yes
Provide links to training	Principal	Yes
Complete and return RTW forms	All staff	Yes
Complete Induction training	All staff	Yes
Draw up list of PPE in advance of procurement process	Aide	Yes
Purchase required PPE	Aide	Yes
Arrange for installation of sanitising units, provision of PPE to staff and provision of cleaning materials to staff.	Aide	Yes
Display signage	Aide	Yes
Arrange for installation of hand towels	Principal/Caretaker	Yes
Create Isolation Area	Caretaker	Yes
Erect 'safe area' for Reception	Caretaker	
Review of Covid-19 Risk Assessment	BOM	Yes

Plan for coat racks	Staff	Yes
Agree timetable for SETs and SNAs	SETs/SNAs/All staff	Yes
Agree sanitising routines for SETs/SNAs moving between Pods or Class Bubbles	LSTs/SNAs	Yes
Provide Notes to all school staff	LWR	Yes
Agree classroom layouts	All staff	Yes
Plan for provision of ICT needs to pupils in case we need to return to Home Learning	ISM Team member	Yes- Use of Seesaw?
Staffroom – arrange for social distancing.	Staff member	Yes
Plan for a visit to the school by incoming Junior Infants	Class teacher and Principal	No
Arrange for collection of 6 th Class belongings	Principal	Yes
Organise and distribute Book Rental books to classrooms	PA	Yes
Agree daily timetable to include staggered breaks	Staff	Yes
Agree supervision rotas	Staff	Yes
Agree and plan for morning drop off and afternoon pick up routines	Staff	Yes
Plan for the possibility of remote learning if the school/part of the school is advised to close by HSE	All staff	Yes- Use of Seesaw?
Plan for how P/T meetings, General Information Meetings might take place.	All staff	Yes
Arrange cleaning and sanitisation of the building before school re-opens	BOM/Principal	Yes
Plan for the management of substitutes	Principal/DP/Secretary	Yes
Plan for enhanced daily cleaning routines	ISM Team member and Principal	Yes
Plan for Teaching and Learning – September, October	All staff	Yes- DP
Plan for Staff and Pupil Wellbeing	BOM, ISM Team	Yes- AP 1

Staff procedure on dealing with a suspected case of covid-19

- 1) Should a child display any of the covid-19 symptoms:

Fever	Shortness of breath	Diarrhea /vomitting	Headache	Complains of an upset stomach
Cough	Loss of taste or smell	Sore throat	..is feeling sick	

please report them to the teacher present immediately.

- 2) Decide between the teacher(s) and SNA'(s) who will proceed with the child to the isolation room. Alternatively send a written note to the LWR (Ms.Barry)or Mr. Nicholas if Ms. Barry is unavailable)
- 3) The supervising adult should knock at the office door, stating it's an isolation room case. Take the PPE box (located in the office filing cabinet(bottom drawer) on the r/h side on entering the room) with you. This includes the "isolation room key" (yellow tag) PPE gear , cleaning materials and the green Covid folder.
- 4) While at the reception ask Eleanor to contact the child's parent/guardian. Explain to Eleanor the child's symptoms. Alternatively, the class teacher will send a child/SNA to Ms. Barry with the details.
- 5) Take the child from the class. Ask them to wear a mask (provided in the PPE bag). Walk the pupil up to the isolation room, ensuring they do not touch anything on the way. (If they do engage with a touch service please use the gloves and the antibacterial wipes from the box to sanitise the area.)
- 6) Ask the pupil to sit at the desk in the isolation room while you put on the remaining PPE gear.
- 7) The adult in charge should sit on the chair located at the adjoining swing doors ensuring that the pupil is always in view. It is advised that a two metre distance is kept between the two parties.
- 8) Complete the Covid report located in the PPE box.
- 9) Eleanor/Ms. Barry will inform you in person when the childs parent/guardian arrive.
- 10) The supervising adult should lock the isolation room and escort the pupil to the exit door ensuring they do not touch anything as they go.
- 11) Complete the cleaning of the room using the products in the PPE box. The room will be deep cleaned that evening.
- 12) Remove all the PPE gear and place it in a plastic bag. Tie the bag and leave it on the floor in the isolation room. Complete the cleaning log (located in the PPE box)
- 13) All items used should be replaced afterwards by the supervising adult immediately for the next suspected case. All PPE gear can be found in the cupboard in the computer room or in the cabinet under the stairwell.
- 14) Sign out the pupil in the office diary located on the shelf under the cupboard.
- 15) Report back to the class teacher.
- 16) The class teacher will report back to Mr. Nicholas by end of day.

