



Sacred Heart School

Scoil an Chroí Naofa

Westport, Co. Mayo



COVID 19 Summary Guidance Document for students and parents – Aug 2020.

- Out of an abundance of caution, the Board of Management at Sacred Heart School set forth new measures designed to minimise the risk of Covid 19 in the school. The Covid 19 Response Plan is available to all parents/guardians and has been developed to address the risk of Covid 19. It outlines the measures we are committed to implementing in addressing these risks.
- Parents/Guardians/Students need to familiarise themselves with the symptoms of Covid-19 i.e. Fever or Chills, Cough, Shortness of Breath, Fatigue, Aches and Pains. Students should immediately inform their teacher should they experience any of these symptoms.
- **'Stay at Home if unwell'** Policy is in operation at Sacred Heart School. This means that if any student displays symptoms of Covid-19 they should stay at home. Should a student display symptoms in class, they will be immediately isolated on the school premises and the parent/guardian will be contacted to collect the student.
- **Classrooms** – Student based classrooms are in operation i.e. Teachers will now travel between classes to minimise student interactions. Where students are moving to specialist classrooms, they should sit with their base classroom classmates.
- **Physical Distancing measures** – Classrooms and other areas of the school have been reconfigured to support physical distancing in line with national guidance. Designated seating plans, with students 1 metre apart shoulder to shoulder will be in operation and these seating plans must be observed at all times. In cases where it has not been possible to have a 1 meter distance desks have been fitted with Perspex screens. A one-way will be in place around the school to ensure physical distancing as students move between classrooms for optional and specialist subjects.
- **Social Distancing** – is very important on the corridors and on the school grounds. Students should aim to maintain at least 2 metres social distancing between each other where at all possible.
- **Lockers** – Lockers will be available to all year groups apart from TY students. A specific queuing system has been put in place to avoid any congregation at lockers and to ensure that appropriate physical distancing is maintained. **The co-operation of students at all times with this system is essential if lockers are to remain in place.** The provision of lockers will be kept under continuous review.
- **Water Dispensers / Fountains** – have been disconnected as a key control measure in preventing the transmission of Covid-19 in the school. Students are expected to bring their own water to school each day.
- **Break times** – The morning and lunch breaks will be staggered for some year groups in order to decrease interaction between students. Junior students are not permitted to leave the school at lunch time. Students should bring a packed lunch with them each day.
- **Toilets** – Congregation is not permitted in the toilet blocks and queuing systems will be in place to access the toilets at break times.

- **Canteen service** – In the current situation it is not possible to provide a canteen service.
- **Cleaning** – We will see increased cleaning schedules from the start of the new school year. Cleaners will now start earlier and will focus on sanitising touch points i.e. Handrails, door handles, in addition to our normal schedule of cleaning. When students enter a classroom they will be required to wipe down the chair, desk and/or Perspex screen before use. Where teaching and learning involves use of keyboards or computers, the contact surface of the device will be cleaned before use.
- **Hygiene** – Students are expected to wash hands thoroughly for 20 seconds using hot water and soap at various points throughout the day.
- **Respiratory Etiquette** – Students are reminded to cover their nose and mouth when sneezing / coughing. Used tissues should be discarded immediately in the nearest available waste bin. Cups, bottles, pens are not to be shared.
- **Hand Sanitising Stations** – are located in all student entrances, outside each toilet block, outside the staff room door, in each classroom, in all meeting areas. Additional drums of sanitising wipes are located in the practical rooms i.e. to ensure desks, tables, equipment etc are cleaned down at the start of each class and when sharing equipment between students. They should be used throughout the day. Students may bring their own sanitiser if they wish.
- **PPE Packs** – will be available in each classroom comprising of Hand Sanitiser, Disposable Gloves, & Face Masks (for those presenting with symptoms).
- **Use of PPE** – **All students are required to wear face masks.** Each student will be provided with a Care Kit on the return to school. This kit will contain a reusable face mask, a disposable face mask and a mini bottle of sanitiser. It is advisable that students have a number of reusable masks as it is necessary that the mask is washed each night. Face masks must be plain or patterned and **can't contain images or slogans.** We will follow the latest public health advice regarding the use of face masks in Sacred Heart School.
- **Uniform** – The full school uniform must be worn at all times. On the day of scheduled PE classes students are permitted to wear their PE gear as access to changing rooms is not permitted.
- **School morning procedures** – The school will be open to students each morning from 8am. Each year group will be assigned to a designated area of the school and will have a specific entry and exit point to the building. When students arrive at the school they are required to go straight to their base classroom. Students are not permitted to socialise on the corridors or to visit any other classrooms.
- **School end of day procedures** – It ensure that all students exit the school safely and in line with social distance requirements there will be staggered ends to the school day.
 - 1st years will finish school 10 mins earlier each day.
 - 2nd years will finish school at normal end of day time.
 - 3rd years will finish school at normal end of day time.
 - TY will finish school 10 mins earlier each day.
 - 5th and 6th year will finish school at normal end of day time.
- **Contract Tracing Log** – Is in operation for the detection and isolation of close contacts of a suspected / confirmed case of Covid-19. Vsware will be the primary tool used for retrospectively tracing movements of students.
- **Signing a student in/out** – In the event that a student needs to be signed in/out by a parent the following applies. There will be a video intercom system in operation at the main reception door. Parents are required to use this intercom to communicate with the secretarial staff. **Parents cannot enter the school building unless it is essential and without a pre-arranged appointment.** They should phone the school office and then present outside the door at reception to collect the

student. The secretary will then sign the sign out book as confirmation and then permit the student to leave.

- **Visitors to the school building** - Only authorised personnel allowed in the building i.e. those who have filled out the Covid-19 Self Declaration Form. Visitors to the school are now by appointment only. Students should now bring with them what they need to school each morning.
- **Blended Learning Plan** – As the Covid-19 crisis continues to evolve, Sacred Heart School will take appropriate steps to safeguard our school community. This may see a return to distance learning / blended learning environment using Microsoft 365 and other technologies . We will provide more information if / when this is likely in school.
- **Developing Covid-19 symptoms in school** – If a student develops Covid-19 symptoms in school the procedure is as follows:
 - Provide the suspected case with a mask and disposable gloves from the PPE Pack in each classroom. Suspected case should wear the mask at all times up until they leave the school premises.
 - Accompany the suspected cases to the primary isolation room keeping at least two metres distance at all times.
 - Arrange transport home or to hospital for medical assessment. Public transport of any kind should not be used.
 - Suspected case shall avoid touching people, surfaces and objects as far as is reasonably possible.
 - Suspected case should cover their mouth and nose with disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
 - Once the suspected case has left the premises, appropriate cleaning of the isolation area and classrooms will take place.
 - Sacred Heart School will provide assistance if contacted by the HSE.
- **Reminder to anyone attending school who has travelled abroad:**

Government policy, which is based on official public health advice, continues to advise against non-essential travel overseas for everyone.

It is a requirement for anyone coming into Ireland, from locations other than those with a rating of ‘normal precautions’ (“green”), **to restrict their movements for 14 days**, and this includes school staff, parents and children or other students coming from abroad to attend school in Ireland. Restricting your movements means staying indoors in one location and avoiding contact with other people and social situations as much as possible.