

# Logistics Plan For The Re-Opening Of Dangan NS

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26<sup>th</sup> August 2020

Dear Parents & Guardians,

I hope you are all well. The following is a final outline relating to the reopening of our school on Monday August 31<sup>st</sup>. All the information presented here is in reference to the initial opening of the school and therefore may be subject to change and alteration over the coming days and weeks. Hopefully we can all work together to make the return to school as normal as possible under the present circumstances and above all safe for our school community. As always, we greatly appreciate your support in trying to achieve this aim.

## **General Principles**

- 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.
- While it is not possible to eliminate the risk of infection, 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.

## **Class Organisation**

- Class Groupings/Teachers  
Junior & Senior Infants: Ms. Stephenson  
1<sup>st</sup> & 2<sup>nd</sup> Class: Ms. Keane  
3<sup>rd</sup> & 4<sup>th</sup> Class: Mr. Gannon  
5<sup>th</sup> & 6<sup>th</sup> Class: Ms. Devane/Ms. Carr  
SET: Ms. Prior
- Department guidelines relating to Covid-19 and school reopening have instructed that principals will use one day each week to address and complete administrative tasks at school. Therefore, Ms. Jaimie Tighe, a fully qualified primary teacher, will teach 3<sup>rd</sup>/4<sup>th</sup> Class on each Monday, beginning the 7<sup>th</sup> of September. More details on this arrangement will be supplied to pupils/parents towards the end of the first week.
- The pupils in each of the four rooms or groupings listed above will operate as a "bubble" whereby their contact and interaction with pupils from other class groupings or rooms will be limited as much as possible.
- It is recognised that younger children are unlikely to maintain physical distancing indoors so the Roadmap To Reopening schools has stated that there is no requirement for children from Junior Infants to 2<sup>nd</sup> Class to maintain a physical distance within their class bubble.

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- Within each classroom or "bubble" from 3<sup>rd</sup>-6<sup>th</sup> Class the children will be further divided into "pods" or small groups of 4-5 children, with a minimum distance of 1 metre being maintained between each pod or between pupils themselves where possible. All unnecessary furniture will be removed from these classrooms to maximise available space.
- Staff members such as SNAs will rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.

### Timetables

Timetable for Jnr/Snr./1 <sup>st</sup> /2 <sup>nd</sup>	Timetable for 3 <sup>rd</sup> /4 <sup>th</sup> /5 <sup>th</sup> /6 <sup>th</sup>
9.20 – School start	9.20 – School start
10.45 – Break time	11.00 – Break time
11.00 – Class resumes	11.15 – Class resumes
12.00 – Lunch time	12.30 – Lunch time
12.25 – Class resumes	1.00 – Class resumes
2.00 – Infant Classes finish	2.55 – 3 <sup>rd</sup> /4 <sup>th</sup> Classes finish*
3.00 – 1 <sup>st</sup> /2 <sup>nd</sup> Classes finish*	2.50 – 5 <sup>th</sup> /6 <sup>th</sup> Classes finish*

### Collection Of Children During The School Day

If an adult must collect a child during the school day, the following arrangements will apply:

- When the adult arrives at the school, they should either phone the office or use the bell at the staff/visitor entrance to alert the office that they have arrived.
- The child will be brought from their class to the adult by a member of staff.
- No adult should enter the school building, unless invited to do so.

### Hygiene & Cleaning

- Hand sanitisers will be available at all entry points and in all class and support rooms. Pupils will be required to make use of sanitisers at various points throughout the day. Pupils will also be asked to regularly wash their hands while at school.
- Teachers will make children aware of the proper hygiene procedures regarding hand washing and etiquette related to sneezing or coughing. We would be grateful if you could also emphasise safe behaviour in this regard to your children at home as part of the preparation for returning to school.
- A full deep clean of interior of the school has been undertaken by a professional cleaning company during the current week.
- Upon reopening, the school will be cleaned daily with particular attention being paid to toileting areas, common areas and commonly touched surfaces such as door handles.
- Staff will maintain a regular cleaning routine of all resources and materials that will be used by different class pods. Where necessary, items of school equipment will be isolated for 72 hours prior to being used by a different class.
- Children will wear uniforms as normal. It is recommended that they are not worn to other areas, venues, or events outside of school and the home.

### Dealing With A Suspected Case Of Covid-19

**Pupils should not under any circumstances attend school if displaying any symptoms of Covid-19. If you are in any doubt as to whether you should send your child to school or not, please err on the side of caution.**

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If a pupil displays symptoms of Covid-19 while in the building, the following procedures will be implemented:

- Parents/guardians will be contacted immediately.
- The child will be accompanied to the designated isolation area (**staff room**) via the isolation route by a member of staff. The staff member will remain at least 2 metres away from the symptomatic child and will also make sure that others maintain a distance of at least 2 metres from the symptomatic child at all times.
- A mask will be provided for the child presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises.
- The school will facilitate the child presenting with symptoms to remain in isolation if they cannot immediately go home.
- The child presenting with symptoms should be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and to put the tissue in the waste bag provided.
- If the child is well enough to go home, the school will arrange for them to be transported home by a family member, as soon as possible, and advise them to inform their GP 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, the school will contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
- Arrangements will be made 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.

### **Children Who Should/Should Not Attend School**

#### **When to keep your child at home and phone your GP**

**Do not send your child to school or childcare if any of the following is true.**

**Your child has:**

- a temperature of 38 degrees Celsius or more
- any other common symptoms of coronavirus such as a new cough, loss or changed sense of taste or smell, or shortness of breath
- been in close contact with someone who has tested positive for coronavirus
- been living with someone who is unwell and may have coronavirus

**You will need to:**

1. Isolate your child. This means keeping them at home and completely avoiding contact with other people, as much as possible. Your child should only leave your home to have a test or to see your GP.
2. Phone your GP. They will advise you if your child needs a coronavirus test.
3. Everyone that your child lives with should also restrict their movements, at least until your child gets a diagnosis from their GP or a coronavirus test result. This means not going to school, childcare or work.
4. Treat your child at home for their symptoms.

#### **When it's okay to send your child to school or childcare**

**It's usually okay to send your child to school or childcare if they:**

- only have nasal symptoms, such as a runny nose or a sneeze
- do not have a temperature of 38 degrees Celsius or more (as long as their temperature has not been lowered by taking any form of paracetamol or ibuprofen)
- do not have a cough
- have not been in close contact with anyone who has coronavirus
- do not live with anyone who is unwell and may have coronavirus
- have been told by a GP that their illness is caused by something else, that is not coronavirus. Your GP will tell you when they can return to school or childcare
- have got a negative ('not detected') coronavirus test result and have not had symptoms for 48 hours

**Most of the time, you do not need to phone your GP if a runny nose or sneezing are your child's only symptoms. Talk to your pharmacist instead.**

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### **Supporting The Learning Of Children Who Cannot Attend School**

If a child is not able to attend school for an extended period of time due to any of the reasons listed above, the class teacher (and/or the learning support teacher, where relevant) will share suggested tasks and activities to support the child's learning at home.

### **Personal Equipment**

- Children from 1<sup>st</sup> to 6<sup>th</sup> Class will be required to use their own pens, pencils, colours, rubbers, etc. at school which should be kept in their own pencil case to avoid the sharing of equipment.
- It is further requested that all items have the child's name on them for ease of identification.
- For children in Junior and Senior Infants, the school will provide a container which will hold each child's pencils, crayons, etc., and which will be labelled with their name.
- Please do not allow your child to bring any personal items which are not necessary into school e.g. toys etc.
- This will include sports equipment such as basketballs and footballs, particularly for pupils traveling by bus as space/facilities for storing such items while travelling will not be available.

### **Shared Equipment**

By necessity, some classroom equipment needs to be shared including tablets, laptops and the equipment used for structured activities and play in Infant classrooms. Cleaning of such shared equipment with wipes or other cleaning products will take place at regular intervals to minimise the risk of the spread of infection.

### **Lunch/Yard Breaks**

Breaks periods will be staggered. During this time yard space will be split into two separate sections:

1. the basketball court area
2. the remaining concreted area outside the court

During the Junior Infants-2<sup>nd</sup> Class break time Junior/Senior Infants will use the concreted area while 1<sup>st</sup>/2<sup>nd</sup> Class will remain on the court area.

During the 3<sup>rd</sup>-6<sup>th</sup> Class break time 3<sup>rd</sup>/4<sup>th</sup> Class will remain on the concreted area while 5<sup>th</sup>/6<sup>th</sup> Class will remain on the court area.

These assigned areas may be alternated at times depending on the play activities being undertaken but pupils will still be required to remain with their own class bubble and avoid mixing with pupils from any other classrooms or "bubbles" on the yard at that time. Staff members will be asked to wear a mask during periods of supervision in case of the need to interact with pupils from a class bubble other than their own while on yard.

### **PPE**

While it is not envisaged that PPE will be worn by staff in general, staff who are attending to particular care needs or who are administering first aid will wear appropriate PPE including gloves and face masks. In cases where it is not possible for staff to maintain a regular distance of 2m or more from pupils within the classroom a mask or visor will be worn.

### **Teacher Absence And Substitution**

In the event that a teacher/SNA is unable to attend school a substitute teacher/SNA for the class/pupil will be sought. If this is not possible, reassignment of some staff to alternative roles for that day may be required to ensure a teacher/SNA is available to instruct/supervise

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the class/pupil. Where every option to secure a substitute teacher/SNA has been fully exhausted, under the current guidelines 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. Every effort will be made to try to ensure that such a situation will not arise but if this is the case, as much notice as possible will be given to parents.

### **Payments**

Any payments for book rental, photocopying and arts or crafts can be made in the first week of the return to school. These payments can be made by cheque or cash. As in other years, the Allianz Pupil Personal Accident Policy provides 24 hour accident cover for all pupils for €8 per pupil for the year. Payment for this cover can be forwarded to the school in a similar way.

### **Additional Procedures:**

- *Coats:* Pupils in Junior Infants-2<sup>nd</sup> Class will use the hangers found at the main pupil entrance to store their coats. Separate areas will be used for the hanging of coats by each class bubble to limit contact between pupil's clothing items.

3<sup>rd</sup> – 6<sup>th</sup> Class pupils will be asked to keep their coats with them in class. A reusable bag may be kept in their schoolbag in which to keep their coat in case it has become damp/wet.

- *Homework:* In order to initially limit the number of items being brought between home and school, and to aid pupil transition in returning to a full school day, it is planned that no homework activities will be given to pupils for at least the first week of the return to school.
- *Lunches:* In the interest of limiting the build-up of additional materials in the classrooms we would ask that where possible pupils bring waste or packaging from their lunches home with them.
- *Books:* Pupils will be supplied with books as part of the book rental scheme which will be labelled with each of their individual names. They will be required to use the same book throughout the year and sharing/swapping of books will be discouraged.

Book rental books which were previously handed out as part of remote learning in May should be returned to the school in the first week. These will then be cleaned and set aside for a period of at least 72 hours before being redistributed to pupils for use in the current year.

In relation to library books and those used as part of the Accelerated Reading programme, pupils will be asked to select a book (possibly two) to use at the beginning of the week. They will then continue to work with and use these books for the full week before returning those they have finished on Friday afternoon.

Books will be cleaned when they are returned using disinfectant wipes and will be left aside for a period of 72 hours before they are reintroduced and made available for selection again by other pupils.

- *Toilets:* Pupils in 5<sup>th</sup> and 6<sup>th</sup> Class will use the toilets found within their classroom. Only one pupil will be allowed in the toilet at any one time.

Pupils within each of the other class bubbles (Junior/Senior Infants, 1<sup>st</sup>/2<sup>nd</sup> Class, 3<sup>rd</sup>/4<sup>th</sup> Class) will be assigned a specific toilet to use in the toilet area. Pupils will only be permitted to leave their classroom or "bubble" to go to the toilet one at a time.

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Pupils will be instructed to remain outside the toilet area if another pupil is washing/drying their hands and will enter once that pupil has left the toilet while maintaining appropriate social distancing.

### **How Can You Help?**

- Take your child's temperature before coming to school and ensure their hands are washed and clean.
- Do not send your child to school if they are displaying any symptoms of Covid-19.
- Ensure that all books, writing equipment, lunch boxes and water bottles are sanitised using appropriate disinfectant/wipes before being replaced in your child's schoolbag.
- Remain outside the school building unless arrangements have been made by prior appointment. All visitors to the school will be required to wear a face covering, maintain 2m distancing in so far as possible and complete an entry in our contact tracing log.
- Provide the school with up to date phone and email contact details if you have not already done so.
- Ensure you have provided a secondary/emergency contact who will be available in the event that your child may develop/display symptoms while at school.
- Communicate with teachers via notes in pupils' homework diary/email where possible.

This plan has been developed while taking account of the most up to date information available at the current time. We are conscious that there are elements that will need to be adjusted depending upon the operation of the different procedures outlined and any change in public health advice or government guidelines.

In the likely event that there will be aspects of this plan that will need to be changed over the coming days and weeks, we will try to ensure you are kept informed in good time when this is the case and your co-operation would again be greatly appreciated if and when this does occur.

The Department Of Education/HSE yesterday released updated information leaflets for parents. These can be viewed by clicking on the following links:

[Department Of Education Advice Leaflet](#)

[HSE Advice Leaflet](#)

Videos have also been created with information for pupils themselves which they may find beneficial. These videos can be viewed at the following address:

<https://www.gov.ie/en/publication/a04fc-advice-for-students-and-their-families/#health-advice-for-parents>

Again, if you have any questions or queries about any aspects of the reopening, please don't hesitate to get in contact through the email address above. We really look forward to seeing everyone back in school again next Monday.

Le meas,

  
Derek Gannon (Acting Principal)