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Grange Community College

COVID-19 RESPONSE PLAN FOR REOPENING To all Second Level Students in AUGUST 2020

Grange Community College COVID -19 Policy Statement

Grange Community College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

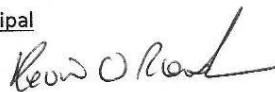
All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: 

Principal

Date: 19th August 2020

Signed: 

Chairperson BOM

Date: 19th August 2020

Introduction

On the 27th July, the Minister for Education, Norma Foley, published 'The Roadmap for the Full Return to School', announcing schools would fully reopen for the start of this academic year. This Roadmap, along with the Department's 'Covid-19 Response Plan for the safe and sustainable reopening of Post Primary Schools' guides and directs Grange Community College's local school plan to reopen fully to our students.

It is our intention in this plan to create as welcoming and as normal an atmosphere as possible given the current circumstances, whilst also attempting to ensure the health and wellbeing of all our study body and all of our staff. This will mean introducing necessary changes to our school day, our expectations of students, hygiene practices, timetable etc. It will also include induction training for all our staff who will be kept up to date on all public health advice and encourage students to maintain good hand hygiene, coughing and sneezing etiquette, the wearing of face coverings and social distancing measures. We will promote best practice to help prevent the spread of Covid 19.

This Plan aims to reduce and minimise the risk to students, staff and others and should be a living document, which will be updated in accordance with the public health advice. There are aspects of this plan that are very much relevant at this time but may change with further updates from the Department of Education and Skills or public health advice.

Essential Guiding Principles of the Covid-19 Response Plan

Supporting the wellbeing of school communities at this time of transition is helped by fostering resilience using five key principles:

- promoting a sense of safety – so that people feel that they are safe, and that those around them are safe
- promoting a sense of calm – so that people feel relaxed, composed and grounded (regulated)
- promoting a sense of belonging and connectedness – so that people experience having meaningful relationships with others who understand and support them
- promoting a sense of self-efficacy and community-efficacy – so that people believe that they can manage and do what is needed, and so can their school community
- promoting a sense of hope – so that people believe that things will work out well

Supporting a successful transition back to what will be our new normal is best achieved when those within the school community feel safe, calm and hopeful, when they feel a sense of belonging and connectedness to their school community and feel that they can manage with the support of their community.

Key points

- The measures outlined in this plan are aimed at risk minimisation of COVID-19, for young people, teachers, support staff, their families, and the wider surrounding community, recognising the importance of education for health and wellbeing.

- No person (student, teacher, parent, support staff and visitors) will attend an educational setting if they or any members of their household are unwell with symptoms consistent with COVID-19.
- Social (Physical) distancing, hand hygiene and good respiratory etiquette will be observed by all (students, teachers, parents, support staff and visitors).
- This document does not replace existing health and safety regulations or other legal obligations in Grange Community College. It is intended to supplement existing infection prevention and control guidance by providing information around specific concerns relating to COVID-19.

Purpose of this document

The purpose of this document is to provide guidance for safe operations through the prevention, early detection and control of COVID-19 in Grange Community College.

What is COVID-19?

The virus which causes COVID-19 is called severe acute respiratory syndrome coronavirus 2 (SARSCoV-2) and belongs to the broad family of viruses known as coronaviruses. It was first identified in the Wuhan province in China in December 2019 and a global pandemic event was declared in March 2020. In Ireland, COVID-19 was added to the Infectious Diseases Regulations in February 2020.

What are the symptoms of COVID-19?

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever,**
- cough,**
- shortness of breath,**
- and loss of sense of smell or taste.**

More information regarding the most up to date signs and symptoms of COVID 19 is available on the HSE website.

The key recommendations for minimising Covid 19 risk are:

- Minimising Risk of Introduction of Infection (exclusion of students, staff members and visitors who are ill)
- Managing risk of spread
- Practicing regular and effective hand hygiene
- Maintaining physical distancing
- The application of respiratory hygiene and cough etiquette
- Environmental hygiene
- The wearing of face coverings in school settings

Covid-19 Policy

Grange Community College's Covid-19 Policy Statement outlines our commitment to implement the plan and prevent the spread of the virus within our college. This was agreed at our Board of Management Meeting on 24/08/2020 and can be found above or on our website www.grangecc.com

Health & Safety Procedures

All staff will participate in training designed by Dublin and Dun Laoighaire ETB three days before returning to work, ensuring that they are up to date on best health advice and guidance. They will receive an email to indicate that they have completed this training and will retain this email as evidence that they are up to date on the latest health and safety advice. Staff will also complete and submit to the Principal a "Pre-Return to Work Questionnaire COVID-19" ensuring that they are displaying no symptoms, have not been in contact with a confirmed/suspected case of Covid 19, have not been advised by a doctor to self-isolate or cocoon.

Staff will also be made aware of the changes made to the school day, timetable, classrooms, location of PPE, location of hand sanitizer dispensers, movement in the building, location of isolation room in the event of a suspected case in school, lunch and break procedures, students entrances and exits etc.

On their return, students will then be inducted class by class on these procedures and practices also, to ensure that they can minimise the risk of contracting or spreading the virus.

Signage will be displayed at each entrance to the college and around the building, reminding all members of our school community of the key health messages (hand washing, sneeze & cough etiquette, social distancing etc.).

PPE

Public health advice now says that PPE is recommended to be used within all post-primary school environments. In order to protect the health and safety of all our students and staff and our loved ones at home it is our expectation in Grange Community College that a face covering will be worn, at all times indoors. We ask parents to ensure that their child has a face mask/visor with them each day. We recommend students wear reusable face coverings in an attempt to protect the environment from the over usage of disposable masks. The guidelines also state that reusable face coverings should be washed every evening therefore, it would be good practice to have more than one per child to allow for regular washing. If a student forgets to bring a mask with them to school, we will be able to provide them with a disposable face covering for that day. We also recommend that each student have their own Hygiene Kit, which includes:

- Face Covering/mask and OR Visor
- Face Cloth – for drying hands
- Small Hand Sanitizer
- Tissues

Appropriate PPE will be available to Grange Community College staff for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated as appropriate in line with public health advice.

Cloth face coverings should not be worn by any of the following groups:

- any person with difficulty breathing

- any person who is unconscious or incapacitated
- any person who is unable to remove the face-covering without assistance
- any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Where a face mask can't be worn a clear face visor will be supplied to the student/staff member as an alternative.

Key Procedures for Students

We are making several changes in line with recommendations by the Department of Education and Skills to ensure social distancing amongst students. We are fortunate in Grange Community College to have a spacious building, large classrooms and beautiful grounds. This means that movement around our building will not be overly difficult most of the time. However, whilst we will have very safe locations and procedures for students, it must be recognized that students are the key factor in their own health. We expect that our students will listen to public health advice, will adhere to our new procedures and move responsibly and safely to where they need to be.

Entrance/Exit

To avoid a build-up of traffic students will use two separate entrances:

- 1st Years, 5th Years and 6th Year will enter the building through the main entrance by the office.
- 2nd Years, 3rd Years and Transition Year will enter through the student entrance by the courtyard.

Timetable

Due to the current situation we have decided that in order to reduce the movement within the building during the school day to move from a 40 minutes per class timetable to a 60 minute per class timetable.

The graph below illustrates what this schedule now looks like. Please note that Tutorial now starts at the earlier time of **8.48am**. School finishes at 3.45 Monday, Tuesday and Wednesday. School finishes at **2.45pm** on a Thursday and at 1.10 on a Friday.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.48-9.00	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial
9-10					
10-11					
11-11.10	Break	Break	Break	Break	Break
11.10-12.10					
12.10-1.10					
1.10-1.45	Lunch	Lunch	Lunch	Lunch	
1.45-2.45					
2.45-3.45					

Classrooms

In order to further reduce the movement around the corridors first years will be based in a home classroom. Each home classroom will house a maximum of 26 students, each at a desk that will allow students to be a minimum of 1 metre apart. They will remain in these classrooms for all subjects, apart from Option/Practical Subjects/PE, which must take place in specialist rooms. Whilst in Option Subjects, students will be seated with students from their own class group as much as is practicable.

- 1 Beckett will be based in room 1
- 1 Behan will be based in room 19
- 1 Keyes will be based in room 7

One-Way System

A one-way system through the corridors was a measure we as a school community had decided we were going to introduce regardless of the pandemic. As our school community has grown corridors have become more congested. A system where all teachers and students are walking in the one direction will help to alleviate that congestion. It will, during the pandemic, also help us to maintain social distancing, as much as is practical, in the corridors. Students and teachers will move in a clockwise direction around the school to get to their destination be it to class or to their lunch area or to the assembly area. Signposts in the corridor will help to remind you of this change.

School Meals

Breakfast

Breakfast club will continue as normal at 8.15-8.40 every morning. When ordering from the canteen please ensure to wear your face covering. Those availing of breakfast must ensure to sit in the assembly area at least 1 metre away from other students. This will be clearly marked on the lunch tables in the assembly area.

Break

Break-time lasts for 10 minutes from 11-11.10 every day. Students will have no access to the canteen at break time. In order to optimize space and because we cannot guarantee social distancing, vending machines have been removed from the canteen. Students must pack a snack for 11am break.

Weather permitting break will take place outdoors. We have ordered 25 picnic benches to improve our outdoor eating spaces.

5th and 6th Year students will be situated in the canteen and adjoining courtyard for break-time.

On a Wet Day, students will have break in the following areas:

Class Group	Room
1A Beckett	1
1B Behan	19
1C Keyes	7
2A (Yeats)	31
2B (Doyle)	26
2C (O'Brien)	Prefab (Temp)
3A (Kavanagh)	5
3B (Lewis)	6
3C (McCourt)	4
4A (Boland)	8
4B (Heaney)	34
4C (O'Casey)	28
5 th year (Wilde)	Assembly
6 th year (Joyce, Binchy)	Assembly

Lunch

If you are availing of a hot lunch from the canteen you must preorder online. Lunch costs €1.50. Lunch will be packed and delivered to your lunch area every day.

Lunch areas:

Class Group	Room
1A Beckett	1
1B Behan	19
1C Keyes	7
2A (Yeats)	31
2B (Doyle)	26
2C (O'Brien)	Prefab (Temp)
3A (Kavanagh)	5
3B (Lewis)	6
3C (McCourt)	4
4A (Boland)	8
4B (Heaney)	8
4C (O'Casey)	8
5 th year (Wilde)	34
6 th year (Joyce, Binchy)	31a

All senior students including Transition Year students will be allowed to go home for lunch. If senior students decide to stay in the building for lunch, they will be assigned the following areas.

Transition Years- Room 8
5th Years-Room 34
6th Years- Makerspace (31a)

We expect that all lunch areas will be maintained by the students in those areas. A Rota to tidy up each area will be drawn up from the outset and will have to be strictly adhered to.

At 1.25 students will leave their eating areas and go outside until 1.40

Water Fountain

The water fountain will be in operation but **only** to refill water bottles. Students must bring their own water to school and sanitize their hands before and after using the water fountain to refill their bottle.

Toilets

A maximum of **three** students can be present in toilets at any one point. Teachers will supervise toilets and ask you to wait if there are too many people using toilets at any one time. It is essential when using toilets to correctly wash and sanitize your hands. Toilets will be cleaned and sanitized regularly throughout each school day.

We expect students to report to us promptly any issue with toilets including issues with soap dispensers, soap running low, hand-towels running low etc.

We have also decided to swap the Senior Toilets to the Junior toilets and vice versa. Since there are more students in our Junior School it makes more sense that they would have access to the larger toilets. This measure will also help us to maintain social distancing when using toilet facilities.

Lockers

We have made the decision not to offer lockers at this time. We cannot guarantee social distancing at the lockers so we cannot say that they would be safely used at this time. Guidance around the use of lockers may be changed at a later stage and at that point we will review this decision.

A bookshelf will be available in each classroom to store your books, when not needed, if it is possible and practical to do so. Alternatively, students may leave books and materials at home when they are not needed on that day in school.

We hope this will not be a major issue for students given that the change in our timetable will reduce the maximum number of subjects per day to 6 subjects. It will not be an issue for 1st years who can store their books in their home classroom.

We ask that parents assist their child in organising and preparing their child's schoolbag in preparation for the following school day.

Uniform

Public Health advice does not recommend the washing of school uniforms every day so in Grange Community College we expect students to wear their full school uniform. On days where students have PE, they will not have any access to changing facilities so they may wear their PE gear into school.

In the event advice around washing the school uniform changes we are putting a contingency plan in place and we are currently talking to our uniform supplier, O'Farrell's about the possibility of supplying a school hoodie to act as a temporary substitute for the school jumper while it is being washed.

We suggest that this hoodie as well as grey/black tracksuit bottoms should also be used for PE and trips out of school.

PE Days per Class Group

1 Beckett- Monday
1 Behan- Monday
1 Keyes- Monday
2 Yeats- Wednesday
2 Doyle-Thursday
2 O'Brien-Friday
3 Kavanagh-Tuesday
3 Lewis-Wednesday
3 McCourt-Thursday
TY Boland-Wednesday
TY Heaney- Wednesday
TY O'Casey- Wednesday
5 Wilde-Monday
6 Joyce-Friday
6 Binchy-Friday
Gareth Suite- Wednesday

Playing Sport

Our PE Department and Sport's Department will be following all up to date Guidelines by the HPSC Return to Sport for Children and Adolescents which can be found on the following website <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/sportandrecreation/>

Equipment

We ask that students come to school prepared, with all their books copies, pens, pencils, rulers etc. as students will not be able to share books or equipment given the circumstances.

Art Equipment

Where possible students will be encouraged to have their own individual art equipment and supplies.

Music Equipment/Instruments/Woodwork Tools/Kitchen Utensils/Metalwork Tools/Science Equipment

Students will be encouraged to perform hand hygiene before and after these activities. To every extent possible, instruments/tools/utensils will not be shared between students and if sharing is required, the instruments will be cleaned between use.

Shared Sports Equipment

Students will be encouraged to perform hand hygiene before and after these activities. Minimise equipment sharing, and clean shared equipment between use by different people

Travel Abroad

Any students who has been on holidays or travelling abroad will have to take note of the current travel restriction in place by the Department of Foreign Affairs. Information can be found on the following website <https://www.dfa.ie/travel/travel-advice/>

If you are returning from any country not on the “Green List” you must self-isolate for a two-week period before returning to school. Please check this list on a regular basis as it is revised and updated by the Department as conditions change.

Code of Positive Behaviour

To reflect the current COVID pandemic situation, we are currently revising our Code of Positive Behaviour. This is being done with the wellbeing of our whole-school community in mind, and in consideration of the above-mentioned guiding principles, in particular the promotion of a sense of safety and calm.

We have very high expectations of our students in Grange Community College, as noted in our Code of Positive Behaviour, and our pillars of **Respect, Responsibility and Cooperation** have never been more important. We expect our students to conduct themselves in a manner which respects the physical safety and overall wellbeing of our whole school community. With this in mind, as we reopen our school with the reality of COVID in our midst, there are several new expectations which are supplemental to our current Code of Positive Behaviour. Along with current behavioural expectations, these supplemental expectations **must** be met by all students and will be brought to the attention of the whole school community.

These expectations include, but **are not limited** to the following;

All students are expected to;

- **Always** follow instructions around the use of particular areas, yard space or rooms.

- Respect the PPE of others and **never** interfere with others PPE (masks, visors etc.).
- Practice good hygiene etiquette and **never** deliberately cough, sneeze or spit on another person, or threaten to do so.
- Respect the personal space of others and **never** deliberately invade others' personal space.

Incidents of students not meeting the above expectations will be managed under the current Code of Positive Behaviour. It is imperative students make themselves familiar with these expectations and understand the importance of them.

Communication with Parents/Guardians

Communication between school and home is always important but becomes even more crucial during these times. It is therefore essential that we have up to date mobile phone numbers for parents and email addresses. The vast majority of communication comes through email or text message and during this pandemic, we may need to contact parents as a matter of urgency. This may be because their child is displaying signs of Covid-19, or because the school has been ordered to close for health reasons. We truly hope that this will not be the case, but it is so important that parents and families are contactable throughout the school day.

We therefore ask all parents to ensure that their contact details are correct on VShare and to let us know on grangeccadmin@ddletb.ie if anything needs to be adjusted.

Hygiene Standards

Grange Community College will follow all hygiene process as set out in the Department's 'Roadmap'. This will mean that GCC will provide the following:

- Hand Sanitizer at each Entrance/Exit – all students and staff must sanitize their hands on entering the building.
- Hand Sanitizer at the Door of each Classroom – all students and staff must sanitize their hands on entering the room.
- Hand Sanitizer and Paper Towels in Bathrooms. Everyone must wash their hands thoroughly after using the bathroom.
- Students and Teachers must clean their desk/workspace before leaving a classroom. This includes cleaning the desk and chair. Each classroom will have cleaning equipment.
- We are instigating a thorough cleaning routine in Grange Community College. This means that classrooms will be cleaned daily, with toilets being cleaned twice daily. Throughout the day we will endeavor to clean/wipe regularly used surfaces, such as door handles and handrails.

While we will do everything to keep our college clean and hygienic, we know that this will be a community effort and can only be achieved with the support and co-operation of our students.

Frequency of hand hygiene

Students and staff will perform hand hygiene on arrival at school and:

- before and after eating or drinking

- after using the toilet
- when their hands are physically dirty
- when they cough or sneeze

Wearing of Gloves

- The use of disposable gloves in the school setting by students or teachers is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves.

What Will Happen If A Student Displays Symptoms of Covid-19

Staff or students should NOT attend school if they are displaying any symptoms of Covid-19. If symptoms develop whilst they are in school, they will be escorted (at a safe 2m distance) to the designated isolation area, which is an Office next to the Chaplain's office beside Trinity Mall.

- Parent(s)/Guardian(s) will be contacted immediately (which is why it is vital that parents are contactable during the school day).
- Any staff member supervising/caring for the student will do so from a distance and whilst wearing a face mask/visor.
- If thought necessary, the student's GP will be contacted.
- Parents can escort the student home (public transport must not be used).
- The isolation area will be equipped with all necessary PPE to deal with a suspected case.
- The designated isolation area must be appropriately cleaned and sanitized before it can be used again.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. Under no circumstances will the school be permitted to discuss the health of individual students or staff members with other students, staff or parents, as this is a violation of GDPR.

All actions will be done in accordance with the guidelines published by the Government and can be found at the following link <https://www.gov.ie/en/publication/744f4-appendices-checklists-and-policies-that-schools-must-follow-covid-19-response-plan-for-safe-reopening-of-schools/#dealing-with-a-suspected-case-of-covid-19>

Staff Returning to Work

All staff will undertake an online Covid-19 Induction Course, outlining the important elements of a safe reopening of schools. All staff will also complete a Return to Work Form. Each staff member has a professional responsibility to adhere to this Covid-19 Response Plan.

Physical distancing considerations for staff

- A distance of 2 metres is recommended for physical distancing by staff in the school building.
- If a distance of 2m cannot be maintained in staff group interactions, as much distance as possible will be maintained and guidance on face coverings will be observed.
- Physical distancing should be observed between staff members within the staff room. Extra outdoor eating spaces will be provided to help maintain physical distancing between members of staff.

- Gatherings of school staff in the workplace at the beginning or the end of the school day should be kept to a minimum.

Teaching and Learning

Teaching and Learning is at the core of everything we do in Grange Community College.

We are very much aware that students will be feeling anxious about having missed out on several months of their education and may feel like they have fallen behind. Some students had little or no difficulty engaging with their teacher when the school closed, many others had, for a variety of reasons, great difficulty in doing so. Management and teachers are very much aware of this and will spend much of the first term alleviating those fears and focusing on ensuring everyone becomes familiar with and comfortable learning at their level once more.

We are also aware that not all students may be able to return immediately due to health issues and we are developing a plan to support students who will have to learn from home for a period of time.

Visitors to The College

Due to the risk posed by Covid-19, all visits to the college must be by appointment and limited to essential visits only. When arriving, visitors will be asked to sign in on a Contact Tracing Log. All visitors must always be escorted into and around the building and wear a face covering.