

**Our Lady of Good Counsel School - Return to School Plan**  
**February 11th 2021**

Following receipt of information from the Department on Wednesday 3rd February this plan has been updated with additional information.

Information correct as of 03/02/21  
 To be shared with all staff/BOM  
 Information updated 04/02/21


Matters Arising	Action	Person
<b><u>Department Information</u></b>		
Planned reopening of Special Schools on February 11th 2021.	SMT in conjunction with lead worker representatives to plan for this, share with staff/BOM/Parents	Aisling & Nollaig to share with staff/BOM/ Parents
<b><u>PUBLIC HEALTH DEPARTMENT/HSE</u></b>		
Improved Public Health Supports for Education and resumption of the testing of close contacts.	<p>Enhanced measure confirmed by the Department in conjunction with the HSE.</p> <p><b><u>Key Points</u></b>            The Department has confirmed with Public Health that: the enhanced/ augmented Public Health schools teams will be available to fully support schools that are opening in this interim phase, full contact tracing and bulk fast-track testing within the school setting will resume immediately for schools as they reopen.</p> <p>The numbers to contact teams or alert HSE are still in use and will be available to respond to special schools and classes in this interim phase. Aisling and Annette have these readily available in their Covid 19, school response folders. HSE has also confirmed that close contact testing has resumed in the community.</p>	DEP
<b><u>SCHOOL ATTENDANCE</u></b>		
Partial Reopening at 50% capacity for all classes.	Timetable to be drawn up. Master Letter Emails/Letters to issue by Friday 5th February.	Aisling & Claire
	Office will email parents on Friday 5 <sup>th</sup> February with details regarding their children about the return to school on Thursday, 11 <sup>th</sup> February.	Office
Remote learning on alternate days.	Pupils who attend on alternate days. Remote learning will be provided by the school. This will be provided by the pupils class staff and/or staff working remotely as is appropriate.	School staff
Pupils remaining at home all the time.	Remote learning will be provided by the school. This will be provided by the pupils class staff and/or staff working remotely as is appropriate.	School staff

<u>PPE</u>		
Surgical Masks to be provided	<p>IIR Masks in school stock</p> <p>Distribute masks-2 week supply to classes/offices/resource rooms. Staff to collect allocated supply and to return uncollected supply to office.</p> <p>Masks for Bus Escorts-Office/Aisling to organise collection on Tuesday 9<sup>th</sup> February.</p>	<p>Office ordered - delivered</p> <p>Janice/ Tanya Staff</p> <p>Aisling/ Janice/ Tanya Escorts whose routes will be running to collect a 2 week supply.</p>
FFP2 Masks usage	<p>Class kits for circumstances where a child presents with Covid-19 symptoms. Items to be worn by staff attending to the child and the Covid-19 protocol should be immediately triggered. Staff to wear FFP2 Mask/Visor-Glasses-Eye, Apron and gloves.</p> <p>1 mask per staff in each class 1 apron per staff in each class 1 visor/goggles per staff in each class Disposable gloves available in each class 2 masks, disposable aprons, gloves and visors/goggles in isolation room</p> <p>FFP2 masks are being sourced at present. They will be made available for these packs as soon as possible.</p> <p>It is suggested that all staff have a change of clothes in the event of dealing with a COVID response. These should be safely stored. Any clothes changed in the event of a COVID response should be carefully removed and stored in a plastic tie top bag and taken home to wash at an appropriate temperature- <a href="https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/">https://www.nhs.uk/common-health-questions/infections/can-clothes-and-towels-spread-germs/</a></p> <p>HSE Link- <a href="https://www.hse.ie/eng/about/who/healthwelbeing/infectcont/sth/resources/aerosol-generating-procedures.pdf">https://www.hse.ie/eng/about/who/healthwelbeing/infectcont/sth/resources/aerosol-generating-procedures.pdf</a> <a href="https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/">https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/</a></p>	Aisling/ Office
Face Masks/Visors/Goggles	Staff to review protocols on the wearing of masks/visors.	All staff

	<p>Goggles ordered for staff who request same (not in stock yet) we have visors in stock also. Eye coverings should be worn if attending to symptoms of Covid-19 response' initiation. Visors/Goggles should be carefully cleaned after use. Visors/Goggles are personal use items and must not be shared.</p> <p>Masks and visors should be donned and doffed and disposed of as demonstrated in videos available at <a href="https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/">https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/</a></p>	
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**STAFFING CONSIDERATIONS HEALTH AND SAFETY** <https://www.medmark.ie/teachersna/covid-risk-assessment/>

<p><b>Protections for staff who fall into the High Risk Category</b></p> <p><b><u>SNAs (extract from circular)</u></b> An employer must put in place adequate staffing arrangements to support on-site provision for pupils attending school during this period of partial re-opening. An employer may, where an SNA has been categorised by the Occupational Health Service (Medmark) as at High Risk of serious illness if he/she contracts COVID-19, during this phase and on a temporary basis, facilitate more flexible working arrangements made possible by the</p>	<p>In recognition of the reduced attendance of pupils in in-school provision at any one time during the first and second interim phase of reopening (special schools and special classes), DE has set out the temporary flexibilities that may be utilised by schools to provide for the provision of remote learning to pupils at home by staff working remotely from their home. This in no way constitutes a precedent for high risk or other staff being facilitated for remote working in subsequent phases.</p> <p>SNA Circular <a href="https://drive.google.com/drive/u/0/my-drive">https://drive.google.com/drive/u/0/my-drive</a> Teachers <a href="https://drive.google.com/drive/u/0/my-drive">https://drive.google.com/drive/u/0/my-drive</a> High risk staff must apply to Medmark for certification of same during this temporary situation.</p> <p>Link above</p>	<p>School to follow department guidelines (DES &amp; inspectorate, DOH &amp; HSE)</p>
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<p>presence of significantly reduced pupil attendance. An SNA who is over 60 years of age may also be temporarily facilitated by these arrangements. This may include reassignment of an SNA to other duties within the school or at home. This may include the reassignment of SNA roles within the complement of SNAs available to the school</p> <p>A pregnant SNA who feels they may be at higher risk from COVID-19 can submit an application for COVID-19 Health Risk Categorisation or re-categorisation to Medmark. While that is being processed, the SNA should continue to work remotely temporarily during this period.</p>	 <p>The logo is a shield-shaped emblem. At the top, it reads 'Our Lady of Good Counsel School' in a stylized font. In the center, there is an illustration of two hands clasped together. At the bottom, a banner contains the Latin motto 'DEUS CARITAS EST'.</p>	
<p><b>Protections for staff aged over 60</b> (see details above)</p>	<p>In recognition of the reduced attendance of pupils in in-school provision at any one time during the first and second interim phase of reopening (special schools and special classes), DE has set out the temporary flexibilities that may be utilised by schools to provide for the provision of remote learning to pupils at home by staff working remotely from their</p>	<p>School to follow department guidelines</p>

**Extract from Circular**

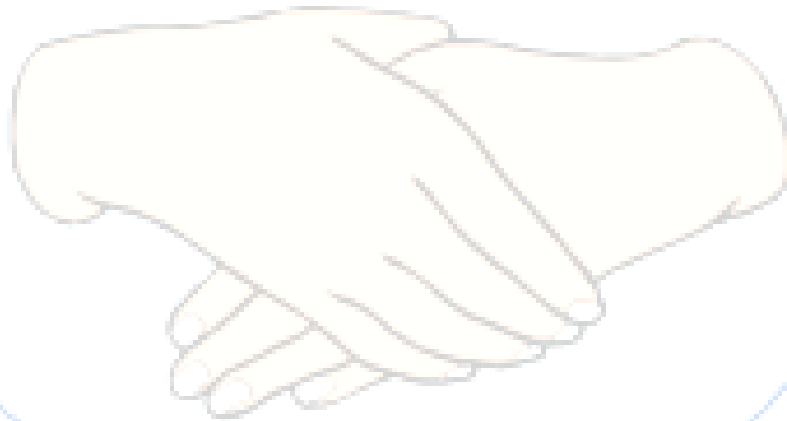
Teachers/SNAs at higher risk of COVID-19

5.1 An employer must put in place adequate staffing arrangements to support on-site provision for pupils attending school during this period of partial re-opening. An employer may, where a teacher has been categorised by the Occupational Health Service (Medmark) as at High Risk of serious illness if he/she contracts COVID-19, during this phase and on a temporary basis, facilitate more flexible working arrangements made possible by the presence of significantly reduced pupil attendance. A teacher who is over 60 years of age may also be temporarily facilitated by these arrangements. This may include


home. This in no way constitutes a precedent for high risk or other staff being facilitated for remote working in subsequent phases. Circulars above-I'm not sure yet if these staff also need to apply to medmark or the BOM only TBC

(DES & inspectorate, DOH & HSE)

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of  
Good Counsel  
School



DEUS CARITAS EST

<p>reassignment of a teacher to other duties within the school or at home. This may include the reassignment of teacher roles within the complement of teachers available to the school.</p> <p>6.2 A pregnant teacher who feels they may be at higher risk from COVID-19 can submit an application for COVID-19 Health Risk Categorisation or re-categorisation to Medmark. While that is being processed, the teacher should continue to work remotely temporarily during this period.</p>		
<p>Protections for staff who are pregnant</p>	<p>Staff in this category to await process that will be put in place for this. Circulars to follow.</p> <p>In recognition of the reduced attendance of pupils in in-school provision at any one time during the first and second interim phase of reopening (special schools and special classes), DE has set out the temporary flexibilities that may be utilised by schools to provide for the provision of remote learning to pupils at home by staff working remotely from their home. This in no way constitutes a precedent for high risk or other staff being facilitated for remote working in subsequent phases.</p> <p>Circulars as above.</p> <p>Pregnant staff who feel they are in the pregnancy high risk category may apply to medmark for certification.</p>	<p>School to follow department guidelines (DES &amp; inspectorate, DOH &amp; HSE)</p>

Update/Review essential training/information with regard to COV-19.	All staff to review the relevant training videos on COV 19 and to confirm completion of same by email to <a href="mailto:office@olgcschool.ie">office@olgcschool.ie</a> Aisling to email all staff on this matter. <a href="https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/#primary-school-induction">https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/#primary-school-induction</a>	Annette/ all staff
Staff Return to Work Confirmation	All staff to confirm their Return to Work Status by Monday 8th February. Office have emailed staff to remind them of this matter. Complete RTW form and email to office.	Aisling/all staff
<b><u>SCHOOL TRANSPORT</u></b>		
Provision for funding for parents who wish to drive their children to school.	Parents to confirm by Monday 8th February if they will be transporting their own child to school.  Email sent to parents on this matter (Friday 5th February). Awaiting details of the funding package.	Aisling/Parents
School transport capacity reduced to 50%	Master Timetable prepared by coordinator.	Claire
<b><u>ADDITIONAL SUPPORTS FOR PUPILS</u></b>		
Provision for additional funding for 20 hours of tuition to be provided for qualifying children (voluntary and paid by the Department to the parent to pay for this, this programme to be delivered in addition to remote provision.)	Aisling has informed parents on this matter. Awaiting more details of same.	Aisling / Parents
Continued access to remote learning for those parents who wish to do avail of same.	Identification of pupils who will be staying at home. This will be provided by the pupils class staff and/or staff working remotely as is appropriate.	Aisling / Parents/ School staff
<b><u>CHILD CARE</u></b> Childcare supports as essential workers.	Childcare facilities remain open to provide childcare for children of essential workers. The Department of Children has provided FAQs and information on subsidies that may be available for education sector staff is available on <a href="http://www.ncs.gov.ie">www.ncs.gov.ie</a> . Greater flexibility in the	Aisling/ DEP/ Staff

	use of existing parental leave days has also been put in place during this limited interim phase.	
<b><u>VACCINATION</u></b> Improved placement for staff on the vaccination schedule.	The Department of Education has engaged with the Department of Health on the vaccination schedule who have confirmed that those essential to Education are estimated at this time to be in the first one third of the population captured by the Vaccine Allocation Strategy. The Department has further engaged with the Department of Health requesting that consideration is given to school community as the vaccination programme is rolled out in order to accommodate front line school staff (i.e. those working with SEN students) within the vaccination programme at the earliest possible opportunity.	
<b><u>SCHOOL PLANNING AND COMPLIANCE</u></b>		
A requirement for schools to revisit and review the existing COVID response plan in line with new requirements/guidance.	Details of the changes required to update schools COVID-19 response plans in advance of the proposed phased reopening are highlighted in the 'Summary of additions to COVID-19 Response Plan required by Work Safely Protocol'. These take into account updated protocols agreed with the Labour Employer Economic Forum (LEEF). The need for full compliance with the updated plans is emphasised. SMT to review the plan, share with LWR and staff, then BOM/Parents.	SMT & LWR
Additional advice to parents around COVID 19 and when it is safe/unsafe to send a child into school.	Email to parents on this matter.	Annette
No detail on how long this will be in place for.	Awaiting information on this matter.	
Existing Risk Assessment	Updated in line with new guidelines.	Aisling/ Nollaig
School Building Opening Times	School building to remain open every day.	Aisling & Denis
Staff to collect medical masks	Masks to be placed in classrooms on Monday and labelled. Staff will collect their masks on arrival to school.	Tanya & Janice
<b>VENTILATION Of CLASSES</b>	Updated guidance on ventilation in schools has been provided by DE. Schools will be reminded that this should be applied in all interim phases and when schools reopen in full. Guidance is available here: <a href="https://assets.gov.ie/85177/d9643a37-5254-483e-a72e-d2a08ae36d46.pdf">https://assets.gov.ie/85177/d9643a37-5254-483e-a72e-d2a08ae36d46.pdf</a>  <a href="#">h</a>	All staff



Cleaning Protocols	<p>The school has been deep cleaned and regularly cleaned during the closure.</p> <p>Daily cleaning protocols will recommence. Staff are requested to note if any areas are not cleaned to a suitable standard. For your information all classes/bathrooms/staff bathrooms should be cleaned daily. Corridors/Stairs/hall/offices twice weekly. Fogger used in classes every twice weekly.</p> <p>LSW continue to complete daily checklist to ensure standards are maintained.</p>	All Staff          LSW
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