



St. Louis Secondary School
Carrickmacross

St Louis Covid-19 School Response Plan 2



St. Louis Secondary School, Carrickmacross COVID-19 Response

Review date	12/08/20	25/08/20	23/11/20	19/8/21
Next Review date	31/01/21	17/12/2021		

The Government of Ireland and Department of Education and Skills has confirmed that schools are on track to reopen at the end of August, as part of their road map for reopening the country. Schools must adhere to Public Health advice. Here at St. Louis Secondary School we have adapted a robust, collaborative, and proactive approach, based on best practice to reopen our school in a safe and effective manner for all students and staff.

Our aim: To maintain St. Louis as a COVID-19 free environment and therefore reduce the risk of the spread of COVID-19 to staff, students, and their families.

The following is a list of measures we have taken to date to ensure that St. Louis Secondary School will reopen, in line with the current guidelines:

- Create a lead worker representative (LWR) whose role is to work collaboratively with the Principal and BOM to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19. They will also advise staff and students and revise policies with any new, updated guidance from the HSE, Public Health or Department of Education

Names of Lead Worker Representative/s:	Contact details
1. Martina Duffy	duffym@stlouiscmx.com
2. Carmel Kellett	kellettc@stlouiscmx.com

- Updated Health and safety Statement
- Created a risk assessment in line with the risks involved in managing COVID-19 i.e. visitors/contractors/staff to staff transmission/student to student transmission/managing a suspected case/vulnerable people
- Updated fire evacuation measures to ensure physical distancing leaving the school and at assembly points
- Identified control measures to minimise the risk of transmission of COVID-19 in school
- All staff have completed return to work forms

Ratified by Board of Management on: 28th August 2020

- All staff attended mandatory training as outlined by Department of Education for COVID-19

Staff and students need to know and recognise the Signs and Symptoms of COVID-19

Infection with the virus that causes COVID-19 can cause illness ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of corona virus to appear. They can be similar to the symptoms of cold and flu. Common symptoms of corona virus include:

- A fever/high temperature - 38 degrees Celsius or above
- A cough - this can be any kind of cough, not just dry
- Shortness of breath or breathing difficulties
- Changes such as loss of taste and smell sensations

For the complete list of symptoms, please refer to the HSE website at <https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Knowing how COVID-19 Spreads can help us stop it

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks. The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose, or mouth by touching them with their contaminated hands. COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

Policies and procedures for prompt identification and isolation of staff/students who may have symptoms of COVID-19

- St. Louis Secondary School has an updated COVID-19 Policy in place, and reviews will be made in line with any new Public Health advice

Ratified by Board of Management on: 28th August 2020

- Log of contact details of all students and staff to facilitate contact tracing if necessary
- Information will be visible on posters - highlighting the signs and symptoms of COVID-19
- Students will be asked to inform their teacher if they are feeling unwell
- Staff will report to the Principal/ Deputy Principal if they become unwell
- Anyone presenting as unwell or symptomatic for COVID-19 will be asked to self-isolate in a designated isolation room. Additional space is identified should one or more people become symptomatic or unwell. The room is well ventilated, has a supply of tissues, masks, gloves, bins, wipes, and hand sanitiser
- Parents/Guardians of students who are unwell will be contacted to collect their daughter, bring them home and seek medical advice immediately to arrange a Covid-19 Test
- Should a student appear very unwell the school protocol for calling emergency services will be implemented
- Staff who are unwell will be advised to go home and seek medical advice.

COVID-19 Prevention and Control Measures to Minimise risk to employees and students

- All staff complete the return to work form and health declaration
- Staff to be advised on the latest up to-date advice and guidance on public health: what they should do if they develop symptoms of COVID-19; what they should do if student becomes unwell, details of how the school is organised to address the risk from COVID-19; an outline of the COVID-19 response plan, read and sign the risk assessments and protocols in place to manage COVID-19
- Parents will be asked to contact the school if their child will be absent from school
- 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. If this situation applies to your daughter, please do not let her return to school until she has completed the 14 days. Please inform the school in this case.
- Students will be inducted on Infection Prevention and Control
- Staff and students to self-isolate at home if they have any signs and symptoms of COVID-19 and advised to call their GP
- Staff to comply with mandatory induction training as set out by the Department of Education and Skills.

- Staff and students will be inducted on the measures in place in the school to reduce the transmission of COVID-19 virus
- Education on Infection control measures
- Information and signage in key locations i.e. hand hygiene, respiratory etiquette, signs and symptoms, personal distancing
- Students and staff will be expected to wipe down their desks and chairs before each use and dispose of waste in bins provided in the classroom
- Students will use hand sanitiser entering rooms and when leaving
- All classrooms and contents will be cleaned each day
- Students are required to wear masks. Exclusions apply only for students who for specific medical reasons or specific special educational needs cannot wear a face covering.
- Teachers are required to wear masks when less than 2m social distancing can be observed or a visor can be worn if a teacher can socially distance by 2m
- Students with PE on their timetable will wear their tracksuit to school. Showers and changing rooms will remain closed.
- Students must not share class materials such as books, pens, art materials etc. For shared use of materials such as Science Apparatus, Home Economics kitchen equipment, then students will be responsible for cleaning them after use.

The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing of at least 1m.

HAND HYGIENE

- Regular hand washing with soap and water is effective for the removal of COVID-19. In St. Louis Secondary School, we have added hand sanitisers inside every room for the students and staff to use upon entry and exit. As per HSE guidelines hand sanitisers are an adequate infection control measure where hands are not visibly dirty. Students with visible dirt on their hands will be advised to use hand basins and soap.
- Students and staff will be educated in the correct technique for hand washing/sanitising
- Hand hygiene will be encouraged in particular:
 - After coughing/sneezing
 - Before and after eating
 - After being on transport
 - When arriving and leaving rooms and the building
 - When hands are dirty
 - After using the toilet
- Information/signage will be visible at all hand washing/sanitising stations
- Regular PA announcements will remind students and staff of the need for hand hygiene, distancing, etc.
- Students will not share pens, drink bottles, etc.

RESPIRATORY HYGIENE

Good respiratory hygiene and etiquette is also necessary.

- Staff/students will be educated in the correct respiratory, cough/sneeze etiquette techniques
- The school will have ample bins for disposal of wipes/tissues
- Information and signage on good respiratory etiquette will be visible throughout the school

PHYSICAL DISTANCING

Physical distancing is recommended to reduce the spread of infection. Department of Education and Public Health guidelines have recommended a 1m distance between students and peers and 2m where possible between teachers and students

In St. Louis Secondary School, we have prepared the school in line with these guidelines:

- Class sizes and subjects have been revised to accommodate pupils in classrooms so that teachers can continue with the curriculum
- No hand shaking/high five/hugging policy
- Capacity in most classrooms to adhere to the 1-meter rule. Desks have been aligned to meet this requirement.
- Larger rooms have been prepared where needed
- Students will have designated seats in classrooms and teachers have a record of the seating plan. This will be important should contact tracing arise and is a good infection control measure
- The school will operate a one-way system internally for staff and students.
- For breaks students will have designated zones. The 1-meter rule will also apply during break and lunch times
- When students arrive to school and have used hand sanitiser, they will move to their designated classroom/year area
- Lockers will not be in use to avoid congregation. It is felt that physical distancing would be difficult to manage
- No extracurricular, off campus activities will occur for the foreseeable future
- Any inappropriate behaviour from students or noncompliance with the systems in place to protect our school community from Covid-19 will lead to disciplinary procedure as set out in school Code of Behaviour

CONTRACTORS/VISITORS

- Contractors and essential maintenance operatives and deliveries will be prescheduled with LWR or Principal prior to attending the school
- They must adhere to all infection control measures
- There will be a designated entry/drop off point -

- Visitors will be limited. Meetings with parents should preferably be by phone, virtual or by email. In exceptional circumstances visitors may attend only by prior appointment agreed with the Principal
- Visitors/contractors must fill out a contact tracing log.

CLEANING OF ST. LOUIS SECONDARY SCHOOL

- The school will be cleaned and sanitised prior to reopening
- The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training.
- Regular cleaning of the school will take place with particular attention to frequently touched surfaces such as handrails, door handles and other touch points, etc.
- Bathrooms and hand basins will be regularly cleaned.
- There will be a record of all cleaning kept on file.
- Students will be required to wipe their own desks and chairs before use.
- Adequate bins will be provided
- If the school has a suspected or confirmed Covid-19 case, then cleaning protocols will be in line with the European Centre for Disease Prevention and Control (ECDC) disinfection of environments in non-health care settings potentially contaminated with SARS-COV-2

USE OF PERSONAL PROTECTIVE EQUIPMENT PPE

- St. Louis Secondary School require the use of face masks, but will not be supplying them to students
- Teachers will wear a mask or visor
- Students or staff with underlying health conditions should be advised by their GP on the use of PPE in the school setting and this will be supported by the Principal and BOM
- Visitors/ contractors are required to wear a mask
- Any staff supporting a student with First Aid may need additional PPE
- Additional PPE will be used if supporting a person who is ill or a suspected case of COVID-19
- Gloves are not a substitute for hand hygiene
- Masks and gloves must be disposed of after use in a bin

Please refer to other relevant documentation for further information:

Information for parents,

Information for students

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Information for staff

Return to school newsletter