



# Mount Carmel Secondary School Covid-19 Response Plan

*To ensure that Mount Carmel Secondary School is a safe and sustainable environment for all, students, teachers and non-teaching staff we have put in place a new school layout and school procedures to help prevent the spread of Covid-19. As a school community, students, staff and parents, we have responsibility both collectively and as individuals to keep each other safe and to follow all the new procedures and protocols to prevent the spread of Covid-19 in our school.*

*It is advised that all students, staff and parents read this document and any updated versions of this document throughout the school year 2020-2021.*

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# 1. School Layout – Student Zones & Staff Areas

To apply physical distancing i.e. increasing separation and decreasing interaction, the school has been organised into 'Student Zones' for each year group. The 'Student Zones' include base classrooms, toilets, a designated entrance and exit point and a designated outdoor eating area.

Students must always remain within their zones apart from when having lessons in specialist rooms or accessing the canteen.

Students from different year groups should not mix or congregate either before or after school on school grounds or in the building or during break and lunchtimes.

Students must not enter a base classroom that is not theirs either before school begins, at break time, at lunchtime or after school.

- **1<sup>st</sup> Year Zone**

Entrance and Exit Point – Main Student Entrance

**Base Classrooms**

Aine Class – Room F1

Caitlin Class – Room F3

Cliona Class – Room F5

Toilets – Middle Corridor

Designated Outdoor Eating Area – Roof

- **2<sup>nd</sup> Year Zone**

Entrance and Exit Point – Main Student Entrance (Leave five minutes before end of day)

**Base Classrooms**

Clodagh Class – Room G4

Niamh Class – Room G5

Orla Class – Room G8

Una Class – Room G7

Toilets – Ground Floor Corridor

Designated Outdoor Eating Area – Basketball Court

- **3<sup>rd</sup> Year Zone**

Entrance and Exit Point – Extension Entrance

**Base Classrooms**

Aideen Class – Room E4

Emer Class – Room E2

Fiona Class – Room E1

Toilets – Basement of Extension

Designated Outdoor Eating Area – Courtyard beside Extension

- **4<sup>th</sup> Year Zone**

Entrance and Exit Point – Main Student entrance (Leave five minutes before end of day)

**Base Classrooms**

Muire Class – Room F7

Treasa Class – Room F8

Toilets – Middle Corridor

Designated Outdoor Eating Area – Roof

- **5<sup>th</sup> Year Zone**

Entrance and Exit Point – Main Student Entrance

**Base Classrooms**

Aoife Class – Room G1

Roisin Class – Room G3

Ciara Class – Room G6

Toilets – Ground Floor Corridor

Designated Outdoor Eating Area – Basketball Court

- **6<sup>th</sup> Year Zone**

Entrance and Exit Point – Enter by Main Student Entrance & Exit by Blue Gate on King's Inns Street.

**Base Classrooms**

Aisling Class – Room S7

Sinead Class – Room S5

Brid Class – Room S2

Grainne Class – Room P1

Toilets – Upper Floor Corridor (Prefab Toilet for Grainne Class)

Designated Eating Area – 6<sup>th</sup> Year students may also leave school at lunchtime / PE Hall.

- **Staff Areas**

- Each staff member has been assigned their own work space in a staff room area or their specialist room.
- Staff may eat lunch in the staff areas / kitchens or on roof area outside Home Economics kitchen.
- Students are requested not to call to the staff areas at break and lunch times. Should a student need a member of staff during break and lunch time they should seek the assistance of the supervising teacher(s) in the corridors and outdoor areas.
- Face coverings must be worn by all staff when a physical distance of 2m cannot be maintained.

## **2. Movement through the School**

- When there is movement of students and staff through the school everyone must walk on the left-hand side of the corridor /stairs.
- Movement between classrooms must be done promptly and without unnecessary delay or interaction with others.
- Upon entering a classroom hands must be sanitised.

### **3. Procedures for Students & Teachers including Break Time**

#### **Arrangements & Classroom Protocol**

- Students should arrive no earlier than **8.00 am** when school doors will be open. Students should not congregate in groups either outside the school grounds or outside your designated entrance.
- Students and staff must wear their face coverings upon entry to the school building.
- Students must have their own face masks and spare masks with them each day however the school can provide face masks for students who require them.
- Students must enter through their designated entrance only and sanitise their hands on entry.
- Students must go straight to their classroom, sanitise their hands and take their designated seat in their classroom.
- Students must remain seated in their classrooms at all times to ensure physical distancing of 1 m.
- Students must not congregate outside rooms on the corridors.
- In the event that students must move from base classrooms they must sanitise their desk.
- Students must sanitise their hands when entering a new room.
- Teachers are responsible for sanitising the teacher desk in each classroom.
- Teachers must not share teaching equipment e.g. markers, board erasers, pens etc.

#### **Break & Lunch Time Arrangements**

Please note for this school year the seating area in the Canteen Facility has been suspended.

**Supervising teachers and staff please remind students that while they are eating with face masks removed social distancing of 2m must be adhered too. Failure of a student(s) to follow instructions must be reported to Year Head, Deputy Principal or Principal.**

- Students must queue at the canteen using the markings on the floor to allow for social distancing. Students must then return to their classroom or go directly to their assigned outdoor break/ lunch area to eat their lunch.
- Students are not allowed to eat lunch on corridors or toilet areas.
- 6<sup>th</sup> Year students are permitted to go out for lunch break.

- Students will be encouraged throughout the year to use outdoor areas for lunchtime.
- Face coverings must be worn throughout lunch both indoors and outdoors when a physical distance of 2 m cannot be maintained between students.
- Students must always sanitise their hands before and after eating and when re-entering the building after lunch.

### **End of Day Procedures**

- Students must not congregate either in the building or on school grounds when school is over.
- 2<sup>nd</sup> Year Students and Transition Year Students will leave school five minutes before the end of the school day and exit through the Bolton Street gate.
- 1<sup>st</sup> Year and 5<sup>th</sup> Year students will exit through the door beside G2.
- 3<sup>rd</sup> Years will exit from the extension building.
- 6<sup>th</sup> Year students will exit the school through the door at the bottom of the front stairs into the car park.

### **Classroom Protocol**

- Sanitise your hands on entry to every classroom.
- You must sit in your designated seat in each classroom and do not move any desks or chairs. Desks and chairs have been positioned to give 1m distance between students and where possible 2m between teachers and students.
- Follow all instructions from your teacher or supervisor.
- Have all the materials and resources you need for each class as students must not share any items.
- Windows should be opened for ventilation purposes.
- The classroom checklist should be displayed in each room and used at the start of class.
- In the event that you must leave the classroom and go to another classroom sanitise your desk before you leave.

## **4. Control Measures to Prevent Infection and Spread**

- Two LWR's, Mr Eoghain O'Brien and Ms. Aine Kennedy have been appointed and have completed LWR training.
- All staff members have completed relevant training.
- All staff members have completed a Return to Work form.
- The parlour has been made available as an isolation room.
- PPE is available and cleaning arrangements in the school have been enhanced.
- Sign in /sign out arrangements are in place.
- A Contact Log is maintained for visitors.
- Parents are asked not to call to the school without an appointment.
- Neither staff nor students should come to school if they have symptoms of Covid-19 which include high temperature, cough, shortness of breath or breathing difficulties, loss of smell or taste or distortion of taste.
- Neither Staff nor students should come to school if they have been identified as a close contact for a person with Covid-19.
- Should anyone in school develop symptoms of Covid -19 this must be brought to the attention of the Principal or Deputy Principal immediately.
- We must all follow good respiratory hygiene. We must cover our mouth and nose when we cough or sneeze with a tissue or your bent elbow. Tissues must be disposed of immediately. Always sanitise your hands after coughing or sneezing.
- Hands must be sanitised on entry to the building, on entry to each classroom, before and after eating, after using the toilet, when you cough or sneeze.
- Face coverings must be worn by all staff and students in classrooms, on corridors and any time when a physical distance of 2 m cannot be maintained between individuals. Students must have their own supply of face coverings for school.
- Disposable face coverings must be placed in the bin when being discarded. Please ensure you have read the guidelines on the use of face coverings on [hse.ie](https://www.hse.ie).
- Should a student or a member of staff require a replacement face covering during the day these are available in the DP office.



## **5. Rules for the use of Classrooms & Outdoor Areas for Eating**

- Students will eat their lunch either in their base classroom or their designated outdoor area. 6<sup>th</sup> Year students will eat their lunch outside the school, in their base classroom or in the PE Hall.
- As far as possible students should go outside the school building during lunch time and take their lunch in their designated outdoor area. This practice will be encouraged by staff.
- Base classrooms at lunchtime must only be used by students in the base class assigned to the room.
- Students must not share food or beverages.
- Classrooms, the PE Hall and school grounds must be completely clean and clear of all litter at the end of break time and lunchbreak. It is the responsibility of students to ensure that the base classrooms, school grounds and PE Hall are kept clean for students and staff.
- Any student found in breach of these rules or any student who fails to follow the instructions given by a staff member must be reported to their Year Head, Deputy Principal or Principal.

## **6. Use of Toilets**

- Each year group has their own designated toilets.
- Toilets should only be used by students when necessary and should be limited to official break times and before and after school. This is to minimise interaction of students and increase separation.
- Ensure that you are physically distanced from other students in the toilets.
- If no cubicles are free queue outside in the corridor and observe physical distancing of 2 m.
- Wash your hands thoroughly following correct hand washing technique after using the bathroom and observe respiratory etiquette.

## **7. School Uniform**

- Students are permitted to wear their Mount Carmel School Tracksuit for the full school day on the day they have PE on their timetable.
- The Code of Behaviour Uniform Policy applies in all other circumstances.

## **8. Procedures for Reporting Absences & Permission to Leave School**

- All absences must be explained by a parent in the usual manner.
- Permission to leave school during the school day must also be granted by a parent and approved by the school.
- Before returning to school after an absence parents must ensure that they have followed all medical and public health guidance.

## **9. Procedures for Illness in School**

- Staff or students should not attend school if displaying symptoms of Covid-19.
- Parents have been advised that if their child is unwell, even with non Covid -19 related symptoms they should not attend school. For this school year we cannot operate a sick bay for students.
- Should a student become unwell in class they should report to their teacher. For non Covid-19 related symptoms the student will be permitted to go to their Year Head and contact will be made with home to arrange collection. The student must return to class and wait to be collected. A member of staff will locate the student in the school and escort them to their parent.
- Should a student become unwell with Covid-19 related symptoms but are well enough to leave the room the class teacher must promptly accompany the student or send a well student to the main office to inform a member of school management.
- Parents will be contacted immediately.
- A member of school staff will accompany the student to the isolation room.
- Should a student become unwell with Covid-19 related symptoms and are not well enough to leave the classroom unaided the classroom teacher should send a well student to the main office to inform a member of school management.
- The class teacher should instruct the class to go to the nearest outdoor area.

- The class teacher should remain with the student keeping a physical distance of 2 m and ensure that both are wearing face coverings until the arrival of another member of staff.

## **10. Using Office 365 as a Virtual Learning Environment**

- Teachers will use Microsoft Office 365 as a Virtual Learning Environment (VLE).
- It is the responsibility of all students to ensure that they have accessed their school account and have Outlook, Teams and One Note accessible on a device for use at home, this can be a mobile phone, tablet or laptop.
- Support will be provided to students in school on the use of Office 365.

*The contents of this document are subject to change following ongoing updates from the Department of Education and HSE.*

*This document should be read with the Code of Behaviour and Internet Acceptable Usage Policy.*