

castle**forbes**
college

Covid-19 Safety Protocols

Last updated: 16.10.2020

Basic rules and procedures for students

In order to facilitate social distancing as much as possible, it is necessary to implement staggered class times.

Classroom and class time will not change during any given week.

Furthermore, it is essential that everyone adhere to the following rules:

1. In order to facilitate contact tracing, prior to their return, all students must provide an up-to-date phone number and email address.
 - a. The return to school must be completed. Note that this is a legal requirement.
2. Upon entering the building, students must be signed in, utilise the sanitisation measures, and then proceed immediately to their classroom.
3. If at any time a student feels unwell, they must inform their teacher immediately.
4. All students must remain in their classroom from class start time until class end time.
5. If a student begins to feel ill, they must inform their teacher or a member of staff, and immediately proceed to an isolation room.
6. Students cannot consume any food upon the premises.
7. Any students who wish to use bathroom facilities must request permission from their teacher.
8. Upon class end time, the teacher will inform the relevant covid-19 officer, or the Director of Studies, who will then escort students from the building via the appropriate exit.
9. No student may enter or leave the premises without notifying a member of staff.

These core tenets are further elaborated in the following pages.

Please note that the following document will be continually updated as best practice for dealing with covid-19 develops.

Entering the school

Only registered students and members of staff are to be allowed remain on the school premises. Any walk-ins are to be redirected to other modes of communication. Signage to this effect is placed at the entrance and in the holding area.

Deliveries are to be dealt with at the holding area if at all possible.

Markings are placed along the footpath. These markings are placed 2 metres apart, close to the wall so as to discourage attendees from obstructing the footpath for fellow pedestrians.

There is a holding area just prior to the reception. Only one student is permitted in the holding area at any one time. Students use the buzzer, and state their name to the member of staff at reception in order to request entrance to the premises.

Students who have not completed the return to school form are not to be permitted onto the premises. Students who are not wearing a mask correctly are not permitted onto the premises. Signage indicating both of these requirements are placed at the entrance and in the holding area.

The return to school form requires that students provide relevant contact details, specifically a phone number and email address. This is necessary to ensure appropriate contact tracing measures can be implemented should they be deemed necessary.

School Premises

Save for those with expressed permission to utilise the bathroom facilities. All individuals on the school premises are to follow the one-way flow of movement, as indicated by the markings laid out at intervals along the floor, and on the walls. The school has separate doors for entrance and exit. Each classroom is clearly labelled.

Sanitisation stations are placed at both the entrance and exit, as well as throughout the school, along the corridors and in each classroom.

Class start times

In order to facilitate social distancing as much as possible, it is necessary to implement staggered class start times. Classroom and class time will not change during any given week.

Students are informed via email as to their classroom and class start time. This is done prior to the commencement of any classes. Class lists will not be displayed outside of classrooms. This is to discourage students from lingering in the corridors.

Classes are staggered at intervals of 15 minutes. To facilitate this, classes start between the hours of 0830 and 1400.

Students must enter the school in the 15 minute period prior to the beginning of their class. Students must enter via reception during the 15 minute period prior to their class. *Any student that attempts to enter after this period is not permitted onto the premises.*

These class start times are to be in place only so long as Covid-19 is deemed to be a Public health risk.

Upon entering the premises, students are signed in and directed to the sanitisation station. Students then proceed immediately to their class.

Staff

The Director of Studies is to serve as the designated Covid-19 officer for all teachers, with the lead Covid-19 officer serving as the designated Covid-19 officer for all admin staff, as well as having precedence of authority over all teaching staff.

Each class will have a staff member designated as their Covid-19 officer. The teacher is the point of contact for all students, and passes on any pertinent information to the designated covid-19 officer.

Students

Classes

Each class will have a staff member designated as their Covid-19 officer. This individual will be determined while the class list is being finalised. The designated Covid-19 officer is confirmed at the start of the week, prior to the commencement of any classes. The covid-19 officer and teacher are both responsible for ensuring that all relevant protocols and procedures are followed at all times.

Should any student or member of staff fail to follow these procedures, they are to be placed in an isolation room until the matter has been addressed and appropriate action has been taken in consultation with the relevant Covid-19 officer.

Isolation Rooms

There are two dedicated isolation rooms in the school building. These are at the front of the school, beside the reception area.

The following items are available in the isolation rooms:

- ability to open the door
- tissues
- hand sanitiser
- disposable face mask
- disposable gloves
- antibacterial spray

If the affected person feels unable to go home on their own or call a GP, the manager and/or support team will call a GP and or the HSE. There is an event log to keep records of the event and follow up. There is a cleaning and disinfecting protocol for the areas after the affected person has left the building. Cleaners have been trained in dealing with contaminated areas and supplied with the appropriate PPE. There are guidelines for home quarantining.

Dealing with a suspected cases of covid

There is an appointed staff member (H&S manager) to deal with suspected cases of Covid-19. The appointed staff member (H&S manager) to deal with suspected cases of Covid-19 is supported by the Director Of Studies, Reception, the managing director and teachers as is deemed necessary in successfully reporting suspected cases of covid-19 and following necessary protocols. Staff report to their corresponding covid officer if they develop any signs or symptoms of Covid-19 during school hours and are placed in the isolation room. If a student begins to feel ill, they must inform their teacher or a member of staff, who in turn informs the corresponding covid officer, and immediately proceeds to an isolation room. The school has two dedicated isolation rooms in the school building. A contact log is then provided to facilitate contact tracing. An internal event log is also kept to track any student or staff absences or sickness.

Any student presenting with symptoms is to be guided to one of two dedicated isolation rooms in the school building by their corresponding covid-19 officer. A contact log is then made available to the student by the Covid-19 officer. This is to facilitate contact tracing. The contact log is kept

as a hard copy, a pen is not be provided: the student should use their own pen.

The covid-19 officer must then fill out the internal event log to keep track of any student or staff absences or sickness. The internal event log is kept as a digital copy.

There are clear posters on display with information about Covid-19 signs and symptoms found throughout the school. Staff and students are informed about what to do if they develop signs or symptoms of Covid-19 at school via email prior to their return to classroom. Up to date public health information on Covid-19 issued by the appropriate authorities, that is: the HSE, HPSC and GOV.ie, is readily available to staff and students. All students and staff are advised to consult and confirm any information given to them by the school.

Staff and students report to reception if they develop any signs or symptoms of Covid-19 during school hours and are placed in the isolation room. There is an appointed staff member (H&S manager) to deal with suspected cases of Covid-19. Where necessary, the lead covid-19 officer, reception staff and the director of studies shall assist with the provision of first aid, determining logistics, or other matters as needs be. This shall be in accordance with their training and roles within the organisation.

If the affected person feels unable to go home on their own or call a GP, the manager and/or support team call a GP and or the HSE. There is an event log to keep records of the event and follow up. There is a cleaning and disinfecting protocol for the areas after the affected person has left the building. Cleaners have been trained in dealing with contaminated areas and supplied with the appropriate PPE. There are guidelines for home quarantining.

Classrooms

The teacher is the sole individual permitted to move in the classroom during class time. All other participants are to remain seated upon entering the class, unless explicitly instructed otherwise.

Teachers are to receive training on appropriate movements and behaviours within the classroom prior to the commencement of classes.

Chairs

In each classroom chairs are spaced 2 metres apart, measured from the hindmost leg of one chair to the other. The breadth of the chair is included in the measured distance.

Students must wear a mask whether they are seated or standing. Each chair's designated location is clearly demarcated via the outlines taped on the floor. Each strip of tape indicates the appropriate placement of the hindmost legs of a chair. Each chair is standardized in its dimensions. No chair that falls outside of the standardised dimensions is to be utilised in the classroom, without prior explicit agreement from the relevant covid-19 officer.

Food and drink

No food is to be consumed on the premises. Only water, held in a sealed container, is to be permitted in the classroom.. Any student felt to be behaving in a manner which abuses this temporary permission to remove their face covering must be immediately reported to the relevant Covid-19 officer. Upon reviewing the particulars of the circumstance, if deemed necessary, appropriate and commensurate disciplinary action is to be taken.

Bathroom Facilities

When in the school, students may not use the bathroom facilities without permission from their teacher. No more than two students may utilise bathroom facilities at any one time.

Any students who wishes to utilise bathroom facilities must raise their hand and make a verbal request to their teacher, the relevant Covid officer is then to be informed.

A log of cleaning times will be kept in each bathroom

Break times

Students have a 15 minute break at the half-way point of their class. They may remain seated, or leave the premises whilst following the necessary protocols. If students wish to leave their classroom at breaktime, they must inform their teacher, who then requests permission from the attending Covid-19 officer.

At break time the teacher should verbally enquire as to whether any student wishes to leave the premises. All students who wish to leave the premises must raise their hand. The relevant Covid officer is then to be informed, and will proceed to lead the students out via the exit. Students must then return via the entrance to the school. Any student who returns late from their break will not be permitted entry into the school.

Any student who leaves the premises on their break must be recorded as having done so.

Class End times

In order to facilitate social distancing as much as possible, to enable 15 hours of tuition per week in a full-time, daytime, in-person basis for all students, it is necessary to implement staggered class times. Classroom and class end times will not change during any given week.

Students are informed via email as to their classroom and class end time. This is done prior to the commencement of any classes. Class end times will be between 1145 and 1715.

Upon class end time, the teacher will inform the relevant covid-19 officer, or the Director of Studies, who will then escort students from the building via the appropriate exit.

Should a student wish to leave early, prior to the official class end time, they must inform their teacher, who in turn must inform the corresponding class Covid-19 officer. The relevant Covid officer is then to be informed, signs the student out, and will proceed to lead the students out via the exit. **No student may enter or leave the premises without notifying a member of staff.**