

**Bord Oideachais agus Oiliúna Dún na nGall
Education and Training Board Donegal**

Coláiste Cranncha

Crana College



Crana College Covid-19 Response Plan

This plan is designed to support management, staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of COVID-19 in Crana College's school environment.

The COVID-19 Response Plan details the policies and practices necessary for Crana College to meet the government's Return to Work Safely Protocol.

The aim of this plan is to minimise the risk to students, staff and others.

This response plan also aims to support the sustainable reopening of Crana College where the overriding objective is to protect the health of our staff and students while promoting the educational and development needs of students in the school.

The COVID-19 response plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for post primary schools.

The key to a safe and sustainable return to work in Crana College, and reopening of the school requires good communication and a shared collaborative approach between the BOM, staff, students and parents.

The assistance and cooperation of all staff, students, parents and visitors is critical to the success of the plan.

The government's Roadmap for the Full Return to School guidelines have made many changes to the normal procedures for the safe running of Crana College necessary. These controls and measurements are detailed below.

1. Classrooms

1.1 The floor space in all classrooms has been measured and recorded. Desks in classrooms are positioned so that they take full advantage of the size of each room.

1.2 Where 2m distance between students cannot be achieved, students will wear a face covering.

1.3 The maximum capacity of each room will be displayed outside the door of the room along with class sizes that would deliver 2m distance between students.

1.4 Seating plans can be designed to allow a combination of masks and no masks where part of the room can be arranged with a distance of 2m between students.

1.5 Teachers and SNA's will be provided with a supply of masks and a visor.

1.6 A yellow and black tape, to set a 1m distance boundary from the teacher's workspace, will be laid on each classroom floor.

1.7 A screen will be placed at teachers' desks where possible.

1.8 The teacher may take students outside for a relief break from wearing masks. This should happen at a time during the lesson when corridors are not congested.

1.9 Teachers will not collect copies for the purpose of marking students' work/homework. Students will submit work for marking online.

1.10 Seating plans for all classes will be prepared by teachers.

2 Corridors

2.1 Masks will be worn at all times in the corridor.

2.2 A one-way system will be in place between lessons.

2.3 Changes to the timetable will be made to reduce movement in the corridor e.g. double and triple lessons, staggered break and lunch, base classrooms etc.

3 Lockers

3.1 Lockers will not be issued to students. This will be reviewed and adapted if needed, where possible.

4 Canteen

4.1 New tables and chairs will replace existing ones. These can be folded and wheeled to one side when additional space is required in the Junior GP.

4.2 Students will wear masks when queuing for the canteen.

4.3 The canteen will provide food items that require less time to serve so that students will have less time to wait in queues for food.

4.4 A new serving area will be installed outside the Senior GP. 5th and 6th Year students will be served break and lunch from here. This will reduce congestion of students in Junior GP.

4.5 A risk assessment was carried out and it advised that because no alternative solution is available students may sit beside one another while eating. As soon as they are finished eating/drinking they must wear their mask.

4.6 Break will be staggered. 1st, 5th Years, TY and LCA5 will have their break from 10:40am to 10:55am. Teachers teaching at this time will have their break at this time. Students and teachers will return to class at 10:55am to complete the remaining 20 minutes of the lesson.

4.7 2nd, 3rd, 6th Years and LCA6 and their teachers will have their break from 11:00am to 11:15am.

4.8 Lunch will be staggered. 1st, 5th Years, TY and LCA5 will have their break from 12:30pm to 1:10pm. 2nd, 3rd, 6th Years and LCA6 will have their break from 1:15pm to 1:55pm.

5 Staffroom

5.1 Staff will have their input into how the staffroom will be arranged to best suit their needs.

5.2 The staffroom will have two areas - pigeon hole/noticeboard area and eating/working area.

5.3 All staff should sanitise on entering the staffroom.

5.4 Surfaces will be cleaned at least twice every day.

5.5 Low seats fabric will be recovered in wipeable material.

5.6 Seats will be spaced out to allow maximum distance.

5.7 Photocopiers will be removed.

5.8 Staff may use 3 or 4 other classrooms to have their break and lunch. A fridge and kettle will be supplied for up to 4 rooms.

6 Timetable

6.1 A new timetable will be produced to include double and triple lessons.

6.2 Classes will have base rooms where possible.

6.3 Staggered break at lunch will be scheduled.

6.4 First Year classes will be spread among 7 classes rather than 6.

6.5 Large classes of 27 and above will be split, where possible.

7 Staggered Return

7.1 Staff and students will return to school over a 2-week period.

7.2 Priority will be given to incoming First Years' induction.

7.3 Each year group will have at least one day in the school on their own. An information/training session, detailing all new measures, will be provided for each year group.

8 Code of Behaviour

8.1 Students will be encouraged to appreciate that everyone's safety is a shared responsibility among everyone in the school and that they have an important role to play.

8.2 A new addendum will be included in the Code of Behaviour (COB) which will aim to discourage students from deliberately putting themselves or others in the school at risk of contracting the Covid-19 virus. Sanctions will be included in the COB that may include a student being sent home or refused permission to attend.

9 Additional Classrooms

9.1 Spaces outside of the school campus that could be used as classrooms will be investigated.

9.2 Funding for renting and supervising additional classrooms will be sought from the department.

10 Cleaning and Sanitising

10.1 A Cleaning Support grant will provide an additional 18 hours cleaning per week.

10.2 A full clean of the school will take place before staff and students return.

10.3 The staffroom, toilets, door handles, photocopiers, benches, floors and surfaces will be prioritised for extra cleaning.

10.4 Sanitiser dispensers will be located at the main doors of the school.

10.5 Sanitiser dispensers will be provided in all classrooms for teacher and SNA use only.

10.6 Sanitiser dispensers will be provided in all classrooms for student use only.

10.7 Sanitiser spray and paper roll will be provided in all classrooms so that chairs and desks can be wiped down.

10.8 Sanitiser dispensers will be positioned in the canteen area.

10.9 Sanitiser dispensers will be provided outside the school where possible.

10.10 Soap dispensers will be provided in all toilets.

11 Signage

11.1 Signs will be positioned around the school to maintain a constant awareness of the Covid-19 virus and how everyone can work to prevent it from being brought into the school environment.

12 Suspected Symptoms of Covid-19

12.1 Parents will be told not to send their child to school if they have suspected Covid-19 symptoms.

12.2 Staff will be told not to come to work if they have suspected Covid-19 symptoms.

12.3 If staff or students develop suspected symptoms of Covid-19 while at school they will be taken to one of several isolation areas - toilet at Room 12, disabled toilet on back corridor and PE changing room.

13 Communication

13.1 Returning to school will be an anxious ordeal for some staff and some students and/or their parents. Communicating to all within the school community, the controls and measures that will be in place to ensure everyone's health & safety, is key to as natural and normal return to school as possible.

13.2 Parents will receive a letter containing new measures in place in the school.

14 Risk Assessment

14.1 An independent assessment of potential Covid-19 risks will be completed for the school.

15 Return to Remote T&L

15.1 To prepare for a possible return to remote teaching and learning staff and students will develop and improve upon their experiences of teaching and learning from home during lockdown.