



Pobalscoil Rosmini, Bóthar Pháirc Na nGrás, Droim Conrach, Baile Átha Cliath 9. D09H020  
Rosmini Community School, Gracepark Road, Drumcondra, Dublin 9. D09H020

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Fón/tel:086 0122 104

r-phost/e-mail: [info@rosmini.ie](mailto:info@rosmini.ie)



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# COVID-19 RESPONSE PLAN INFORMATION

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For Staff, Parents & Students



AUGUST 1, 2020

ROSMINI COMMUNITY SCHOOL  
[Gracepark Rd., Drumcondra, Dublin 9](#)

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Príomhoide/Principal: Mr Darrell D'Arcy  
Leas-Príomhoide/Principal: Ms. Karen O'Donovan



## **COVID-19 - Making our school safe** **Information for Staff, Students and Parents/Guardians**

### **Introduction**

This pandemic has presented challenges which require additional polices, protocols and procedures. “Given that each school setting is different in terms of (i) location, (ii) physical layout (iii) available space within the school and (iv) student numbers, schools themselves are best placed to decide on the appropriate reconfigurations/operational changes necessary to maintain physical distancing”. *Reopening Our Schools – The Roadmap for the Full Return to School p.13.*

This document has been prepared by the Senior Management Team and presented to the Board of Management for their consideration. The measures we have outlined below have been informed by *Reopening Our Schools-The Roadmap for the Full Return to School* (DES, 27<sup>th</sup> July 2020) and *19 Response Plan for the safe and sustainable reopening of Post Primary Schools* (DES, 27<sup>th</sup> July 2020)

We acknowledge that the last five months have had a physical, emotional and social impact on our students and staff. In accordance with the DES Document on *Supporting the Wellbeing of School Communities as Schools reopen* we will be guided by and promote the five key principles of safety, calm, belonging, resilience and hope.

### **Measures Taken**



#### **COVID-19 Response Plan**

The Board of Management have approved a COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.



#### **Base classrooms**

Physical/Social Distancing has been identified as one of the key factors in preventing the spread of COVID-19. Physical Distancing falls into two categories – increasing separation and decreasing interaction. All students will be in base rooms. Each class will be split into two cabins. This means that for the most part, students will be in the same location during the day. According to the guidelines “as far as possible practical students would remain in the classroom for most subjects, with teachers moving between them”. *19 Response Plan for the safe and sustainable reopening of Post Primary Schools* (DES, 27<sup>th</sup> July 2020) p.18.



Once again this will reduce movement and keep interactions to a minimum  
Classrooms have been cleared of excess furniture to maximize space.

### Cleaning

All rooms have been disinfected and fogged. We have purchased two fogging machines which can be used to act as an additional sanitiser as the need arises. A cleaning schedule has been devised along with cleaning templates for each room.

### PPE Equipment and Hand Sanitisers

A large supply of PPE equipment has been purchased in accordance with the DES guidelines. Sanitizers will be placed in every room in the school.

Each classroom will have access to a supply of wipes to facilitate hand hygiene and the frequent cleaning of desks.

### Masks

It is important for the school community to note that while DES advice is that 1m/2m social distancing should be maintained, we are in the fortunate position that we can maintain 2m social distancing in all our classrooms. There may however be occasions when 2 meters social distancing cannot be maintained. When this is the case, students will be required to wear a face covering and staff will be required to wear appropriate PPE. The *Roadmap for the Full Return to School* states where “physical distancing by organisational means for a larger class proves not to be possible, then the school must consider the use of face covering/visors in that larger class”. (p.16) Therefore all students and staff will be required to bring a face covering whether a mask, visor or otherwise. It is student/parental responsibility to provide the mask/face covering. In the case of a cloth mask the advice that this should be washed every day.

Where a student forgets their mask/face covering a disposable one will be provided by the school. However, if a student refuses to wear a mask/face covering they will be required to return home to the care of their parents. Similarly, they will be required to return home to the care of their parents should they fail to comply with any of the health and safety measures put in place. If your son/daughter is unable to wear a mask for some medical reason, please contact the school. Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

### School Uniform

Uniform continues to be compulsory in our school. Students will wear the PE uniform to school on days they have PE. It is essential that personal hygiene including the laundering of uniforms is carried out regularly during the week.



### Isolation Unit

In the event that a student or staff member takes ill we have a dedicated isolation unit (HSCL office). We will follow the protocol as outlined in the guidelines. It is vital that the parent(s)/guardian(s) are contactable during the school day and available to collect a student if the need arises.



### Change in Toilet Breaks/ Lunch Breaks

Due to the fact that we have created an environment where students will be generally in contact with members of their own class, we will be introducing a rota for toilet and exercise breaks during the day with toilets being cleaned between each class. There will be multiple opportunities during the day for scheduled visits to the toilets. Should a student have a medical reason which requires more frequent access to the toilets please contact the year head so that this may be facilitated.



### IT Facilities

We are currently upgrading our IT system to allow for live streaming of lessons from each room. This will allow students who cannot attend due to being in the “very high risk category” or who are unable to attend school due to COVID-19 access lessons. VSware will be used at the beginning of each lesson to record attendance for contact tracing purposes.



### One way system/Signage

Extensive signage has been placed in key areas around the school to guide the students around the one-way system. All staff and students must adhere rigidly to this system. COVID-19 information posters are in place in suitable locations highlighting the signs and symptoms of COVID-19, how to use hand sanitizer and how to use face coverings.



### Student Lockers

Each student will be provided with a double locker beside their desk. Lockers are spaced 2m apart so students can safely access them while adhering to social distancing. Student are required to store all their belongings in the locker when not in use. Students are required to bring 2 padlocks to school to secure their belongings.



### Creation of an additional Staffroom

It has been necessary to have created a second staffroom in an effort to implement physical distancing and minimize interactions. Teachers are assigned to the staffroom based on teachers that have regular interaction with each other.



### Water Dispensers

In accordance with the DES advice water dispensers will be not used. Students are advised to bring an adequate supply for the school day.



### Appointment of COVID Personnel

In accordance with the DES Response Plan we have appointed a COVID Aide who has been working extensively to prepare the school for reopening. Two Lead Worker Representatives have been put in place who will work collaboratively with management in relation to COVID-19 issues and concerns that arise around the implementation of our COVID-19 response plan.



### Visitors to the school

In accordance with the Guidelines, arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes only and limited to those who have obtained prior approval from the Principal. Each visitor will be required to complete a Contact Tracing Log.



### Staff Training

All staff will undertake and complete COVID-19 Induction Training prior to the reopening of school. Induction Training has been devised by the Department and is available to all staff. All staff will be required to complete the Return to Work form (RTW) before they return to work.



### Sharing of Equipment

To avoid infection, students and staff should, under no circumstances share equipment – books, copies, stationary or other equipment and therefore should ensure they have an adequate supply for their own use.



### Information for Students

Students will be frequently reminded about the measures needed to minimise the risk of infection including regular and good hand hygiene and good respiratory and cough etiquette.



### Pastoral Supports

The Student Support Team in conjunction with our other pastoral supports will identify students that are most in need of support. The school has been allocated and utilised enhanced guidance hours to support the wellbeing of our students. We are exploring ways of facilitating safe mask and movement breaks for our staff and students – particularly students that are in base rooms all day.



### Restriction of Extra Curricular Activities

Extra-Curricular activities have been curtailed. These restrictions will be revised in line with DES and Public Health guidelines.



### Parental Communication

Where Parent/Teacher meetings and Open Evenings are not possible we will be exploring other means of effective communication. We will endeavour to keep our school community informed and updated at all times via email/website and other communication systems.

### Conclusion

We acknowledge these changes and measures may cause a certain amount of frustration and discomfort, but our sole focus is the safety of our whole school community. As the Wellbeing Guidelines note “everyone will have had different experiences of the pandemic and it will take time to adjust to the new normal. It is important that adults in the school are proactive and look after their own wellbeing. Student wellbeing is influenced by the wellbeing of the adults around them. Students pick up on the stress of others, so it is important that adults model positive ways of coping with change and the return to school”.

*Supporting the wellbeing of school communities as schools reopen: Guidance for schools p. 9*

(Mr Darrell D'Arcy, Principal)

(Ms Karen O'Donovan, Deputy Principal)

(Mrs Eileen Salmon, Chairperson, Board of Management)