

# Catholic University School



## Covid-19 Policy Statement

Catholic University School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following 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. We will:

- continue to monitor our COVID-19 response and amend this plan as necessary in consultation with our staff;
- provide up-to-date information to our staff and students on the Public Health advice issued by the HSE and [ongov.ie](http://ongov.ie);
- display information on the signs and symptoms of COVID-19 and on the correct hand-washing techniques;
- nominate, with staff agreement, a worker representative, who is easily identifiable, to carry out the role outlined in this plan in relation to summer provision;
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements;
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and at the direction of the Department of Education;
- keep a contact log of all visitors to the school campus to help with contact tracing;
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education;
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school;
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time;
- implement cleaning practices in line with Department of Education advice.

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Diarmaid Ó Murchú  
Diarmaid Ó Murchú  
Chairperson Board of Management

Date: 26th August 2020

Signed: Thomas J Byrne  
Thomas J Byrne  
Principal

Date: 26th August 2020

## **1. Accessing the School**

**All secondary school students will access the school by the Stable Lane entrance only.** The pedestrian gate will be used for access; the vehicular gate will be used for exit.

**The pedestrian entrance from Leeson Street is for use by the Junior School only.**

A one-way system will be in operation throughout the building and will be strictly enforced. All entrances and exits will be clearly signposted and the floors marked with directional arrows. (See map in **Appendix 1** attached.)

We would recommend where possible that students cycle to school. Bike racks are available.

**Hand sanitizers are positioned at the entrance to all buildings and on the landings of each stairwell and students are requested to sanitize frequently.**

Visitors to the school will be by appointment only. Admittance will be by appointment only and strictly curtailed.

## **2. Classrooms**

All students will be assigned a base class that will be socially distanced to 1mtr.

All additional furniture (bookcases, filing cabinets, storage cabinets etc) will be removed to storage in Bird Ave. Teacher materials will be stored in partitioned Study Hall.

Year groups will be assigned, where possible, Year Pods. This will be on the same floor to minimize movement, including option subjects. (Some specialist rooms will have to be used to allow the subject to proceed - Art, Music, Technology, ICT.)

Students will have the majority of their classes in their base classes to minimize movement.

In the classroom it is recommended that students wear face coverings/visors.

While moving between classes or in the yard or corridors the wearing of face covering is mandatory.

Year Group	Assigned Rooms					Location
1 <sup>st</sup> Year	22	23	24	25		Ground floor
2 <sup>nd</sup> Year	6	7	8	Study Hall		1 <sup>st</sup> Floor Study Hall Building
3 <sup>rd</sup> Year	18	20	21	28		1 <sup>st</sup> Floor Prefabs
Transition Year	10	11	12	29	31	2 <sup>nd</sup> Floor Admin
5 <sup>th</sup> Year	2	3	4	5		1 <sup>st</sup> Canteen
6 <sup>th</sup> Year	14	15	16	32		2 <sup>nd</sup> floor Study Hall Building

### 3. Lockers

Students will not be issued with lockers for the foreseeable future. We will be working with teachers to minimize the use of textbooks in school to lighten the weight of school bags.

Students will require 1 A4 refill pad and Ziploc Bag for handouts.

Much greater use will be made of photocopies/handouts and digital technology will be used for document sharing (Microsoft Teams).

### 4. Covid Isolation / Student Illness Protocols (Covid 19)

- Students presenting as ill in class will inform their teacher immediately.

- The teacher will remove the student from the classroom (outside an open classroom door) and immediately contact the school office.
- A designated person (Senior Management) will go to the classroom and conduct an initial assessment.
- Should the student present with any Covid-19 symptoms, the student will be taken to the Covid-19 isolation area, which is located in the Oratory. Symptoms include:
  - High temperature
  - Cough
  - Shortness of breath
  - Breathing difficulties
  - Loss of smell, of taste or distortion of taste.
- Parents will be contacted immediately and asked to collect the student from school. If parents are unavailable, an ambulance may be called.
- We will be recommending that the student is tested for Covid-19 and the result communicated to a member of senior management before the student returns to school.
- Students who test positive will be expected to self-isolate for 14 days as per the HSE guidelines.
- Students will have to follow a strict return to school policy if they go home ill. They will need to be certified fit to return by their GP.

## **5. Canteen Facilities**

The canteen will be closed for the foreseeable future. (It will be used as a classroom.)

Students will be required to bring lunch with them, including drinks. We recommend that lunch boxes are not used to avoid

contamination on hard surfaces. Ziploc reusable bags are recommended. We also recommend individual drinks bottles.

The water fountains will be turned off.

We ask that all students bring their bags home with them for reuse / disposal.

**Sixth Year students will not be permitted to leave the school premises at break times for the present.**

## 6. Students

All students must have their own facemask (cloth) or a visor to wear on their way to school and throughout the school day. We would recommend that students carry a second mask or a pack of disposable masks in their bag. Students **cannot** remove their mask unless 2metre social distancing is possible. It is important that the school is fully informed in advance of any conditions that may cause a student difficulties in wearing a mask.

It is recommended that students carry their own hand sanitizer. The school will have hand sanitizer stations throughout the school and in every classroom but students should have a personal supply particularly when travelling to and from school.

Students will be requested to clean down their desks and chairs at the end of the school day, at break time and when they move from class for option subjects. (Wipes will be available in all classrooms.)

Students will be assigned a toilet block and must only use the assigned block, as outlined below.

	<b>Year/Class Group</b>	<b>Assigned Toilet Facilities</b>
1	1 <sup>st</sup> Years	New toilets adjacent to prefab's
2	2 <sup>nd</sup> Years	Admin Block

3	3 <sup>rd</sup> Years	New toilets adjacent to prefab's
4	4A, A4	Study Hall building
	4A4, A4A, 4AA	Admin Block
5	5 <sup>th</sup> years	Study Hall building
6	6 <sup>th</sup> Years	Male Staff toilets (Admin Block)

Students will be permitted to wear their CUS school tracksuit (only) for the full school day if they are timetabled for PE on that day.

## 7. Teaching Staff

All staff will be issued with PPE since they will be moving from class to class as the students are assigned base classes.

All staff will be provided with a school device (Microsoft Surface).

All staff will be issued with a classroom pack, white board markers, pens etc.

Teachers will be expected to issue homework and feedback online as collection of homework copies/worksheets is not advised.

Year Heads and Academic Monitors will be based in their own room in No 90.

The staff working area will be socially distanced and prioritised for all other staff.

A strict **no-handshaking** policy is in place.

Teas, coffees and biscuits will **not** be provided at break times for the foreseeable future.

We request that all staff bring their food and drinks with them in Ziploc reusable bags and bring their waste home with them.

We would request that staff refrain from leaving the school for lunch for the foreseeable future to minimize the possibility of bringing Covid-19 into the school.

## **8. Cleaning**

The entire school campus will be treated using Electrostatic Disinfection before opening.

An extensive cleaning programme will be in place throughout the school day. Staff will be on hand for frequent cleaning.

A cleaning programme will be in place for toilets, corridors, door handles etc, on a frequent basis throughout the school day.

Cleaning materials will be available in each classroom and students will be asked to wipe down desks/chairs as they leave a classroom.

Hand Sanitizer and wipes will be provided for each classroom

## **9. Lead Worker Representative (LWR)**

Two members of staff have been appointed to the LWR position:

- Robert Kiernan (teaching staff)
- Susan Kavanagh (other staff)

# Appendix 1



# ONE WAY SYSTEM

