



# Maryfield College Covid-19 Site Specific Response Plan

This document must be read in conjunction with Maryfield College Covid-19 Response Plan for safe and sustainable reopening of Post Primary Schools (Updated on 24<sup>th</sup> February 2021) and Maryfield College Code of Behaviour and Internet Acceptable Usage Policy.

*To ensure that Maryfield College 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 prior to the re-opening of the school following any full or partial school closure and when the document is updated throughout the school year 2020-2021.*

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Latest Update 24<sup>th</sup> February 2021 – Phased Reopening of Post – Primary Schools: Phase 2 – 6<sup>th</sup> Years

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# 1. School Layout – Student Zones & Staff Areas

To apply physical distancing, ie. 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.

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 or at lunchtime.

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

Entrance and Exit Point – Main Student Entrance

Base Classrooms

1L – Room 1

1K – Room 2

1R – Room 3

1H – Room 4

1S – Room 25

Toilets – At Room 1

Designated Outdoor Eating Area – Canteen Courtyard and Front of School

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

Entrance and Exit Point – Door Beside Room 8

Base Classrooms

2K – Room 5

2L – Room 6

2S – Room 7

2R – Room 8

Toilets – At Room 8

Designated Outdoor Eating Area – Locker Room Courtyard and Front of School

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

Entrance and Exit Point – Back Door leading to Circulation Area & 3R door at room 8

Base Classrooms

3K – Room 28

3L – Room 29

3S – Room 30

3R – Room 10

Toilets – Circulation Area & 3R at Room 8

Designated Outdoor Eating Area – Circulation Area Courtyard and Front of School

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

Entrance and Exit Point – Rear of School Door Leading to Room 13 -15 Corridor

Base Classrooms

4K – Room 13

4L – Room 14

4R – Room 15

Toilets – At Room 13

Designated Outdoor Eating Area – Courtyard at Room 13 to 15 and Front of School

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

Entrance and Exit Point – 5K Rear of School Door leading to Canteen/ 5L 5R 5S Entrance at Library

Base Classrooms

5K – Room 23

5L – Library

5R – Assembly Hall 1

5S – Assembly Hall 2

Toilets – 5L Room 13 Toilets & Back Corridor Toilets

Designated Outdoor Eating Area – Front of School

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

Entrance and Exit Point – Please note from 1<sup>st</sup> March until further notice 6<sup>th</sup> year students will enter through the main student entrance.

Base Classrooms

6K – Room 18

6L – Room 19

6R – Room 20

6S – Room 22

Toilets – Back Corridor Toilets

Designated Outdoor Eating Area – Front of School and 3 outdoor school courtyards.

- **Staff Areas**

Upstairs Staff Room & Kitchen

Staff Work Room

Downstairs Canteen

- 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.
- Staff must sanitise their hands on entry to all staff areas and use the one way systems for entry and exit.
- A wipe in wipe out policy applies to all shared surfaces in staff areas, including tables, chairs handles, kitchen equipment, photocopiers and computers. Disinfectant wipes are provided in all staff areas. Wipes must be disposed of in the bin.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).
- 2 m physical distancing applies in all staff areas and between staff throughout the school building and on the grounds.
- Face coverings must be worn by all staff when a physical distance of 2m cannot be maintained and in shared staff areas.

## 2. Movement through the School

- Movement through the school by students and staff must only be when absolutely necessary.
- When there is movement of students and staff through the school everyone must walk on the left-hand side of the corridor and take the shortest route possible.
- 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 **08.10 am** when school doors will be open. Do not congregate in groups either outside the school grounds or outside your designated entrance. **Please note that for Phase 2 Reopening 6<sup>th</sup> Year students must arrive no earlier than 08.20**
- Students and staff must be wearing their face coverings upon entry to school grounds.
- The school can provide face masks for students who require them. Students, however, must have their own face masks and spare masks with them each day.
- Students must enter through their designated entrance only and sanitise their hands on entry.
- Students must go straight to their first classroom of the day, 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 wipe down their desk and chair with disinfectant wipes provided in the classroom. All wipes must be disposed of in the bin in the room.
- Should a teacher for classroom management reasons need to change a student's seating position desks must be wiped down with disinfectant wipes before the student(s) change seats.
- Students must move promptly through the school taking the shortest route to their next room and always walk on the left of the corridor.

- Students must sanitise their hands when entering a new room.
- Prior to a teacher leaving a classroom they must wipe down all shared surfaces in preparation for the next teacher with disinfectant wipes. All wipes must be disposed of in the bin.
- Teachers must not share teaching equipment e.g. markers, board erasers, pens etc.

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

Please note for this school year the Canteen Facility has been suspended. All staff and students must bring their own food and beverages to school and must not share food.

**During Phase 2 Reopening for 6<sup>th</sup> Years Staggered Break and Lunch Time has been suspended.**

- Staggered Break times for 202-2021
- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year Students will start morning break at 10.20 until 10.35, this is during period 3, and students must use either remain in their classroom at this time or designated outdoor areas for eating, the second half of the class will begin at 10.35 and finish at 10.55.
- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Years will start break at 10.40 to 10.55 and must remain either in their classroom at this time or use designated outdoors eating areas. 1<sup>st</sup> Year students must use their outdoor eating area at break time, classrooms will only be used during wet weather. At 10.55 all students will move to their next classroom, if necessary, according to their timetable.
- Lunch Break is being staggered for 2020-2021 in line with guidance from the DES to increase physical distancing of students by minimising interaction and increasing separation for students remaining onsite for lunch break. Also, to provide additional indoor eating space for students and to minimise the number of students visiting community shops at the same time.

### **Lunch Break A: 12.15 – 13.00**

4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year Students and teachers teaching 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year students at 12.15 – 12.55 (period 6) on their timetable.

Period 6 will then begin at 13.00 and finish at 13.40. Students must be seated in their classroom at 12.55.

Arrangements for students:

Students are permitted to go off site for lunch break.

Students remaining on site have the following options for eating their lunch;

1. Remain in their base room with no more than 10 students in each base room. Only students belonging to the base class may remain in the base classroom.
2. Use designated outdoors spaces.
3. Use the PE Hall as an additional indoor eating space.

**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. Face masks must be replaced immediately after eating during break and lunch time.**

### **Lunch Break B: 12.55 – 13.40**

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year Students and all teachers not teaching 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year students at 13.00 – 13.40.

Arrangements for students:

Students are permitted to go off site for lunch break except for 1<sup>st</sup> Years.

Students remaining on site have the following options for eating their lunch;

1. Remain in their base room with no more than 10 students in each base room. Only students belonging to the base class may remain in the base classroom.
2. Use designated outdoors spaces.
3. Use the PE Hall as an additional indoor eating space.

**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. Face masks must be replaced immediately after eating during break and lunch time.**

- Students will be encouraged throughout the year to use outdoor areas for lunchtime.
- Students must always sanitise their hands before and after eating and when re-entering the building after lunch.
- Face coverings must be worn throughout lunch both indoors and outdoors when not eating.

### **After Lunch Arrangements**

- At 13.35 all students must be seated in their timetabled classroom
- At 15.40 all students must leave promptly via their designated exit point.



- Students must not congregate either in the building or on school grounds when school is over.

### **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.
- In the event that you must leave the classroom and go to another classroom wipe down your desk and chair before you leave with disinfectant wipes provided in the classroom. All wipes must be disposed of in the bin.

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

Extensive Detail on the control measures undertaken by the school to prevent the spread of Covid -19 are described in Maryfield College Covid-19 Response Plan for the safe and sustainable re-opening of Post Primary Schools however, the following measures must be understood and followed by all members of the school community.

### **COVID-19 Symptoms**

- 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. Staff and students will be advised to self-isolate and restrict their movements at home and contact their family doctor to arrange a test.
- Neither Staff nor students should return or attend school in the event of the following:
  - if they have been identified as a close contact of a confirmed case of COVID-19
  - if they live with someone who has symptoms of COVID-19
  - if they have travelled outside Ireland; in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel.
- Should anyone in school develop symptoms of COVID-19 this must be brought to the attention of the of the Principal or Deputy Principal immediately.

## **Respiratory Hygiene**

- 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.

## **Hand Sanitisation and Hand Washing**

- Hands must be sanitised on entry and exit to and from the school building, on entry to each classroom, before and after eating, after using the toilet, when you cough or sneeze and when entering and exiting vehicles on the way to and from school.
- It is a requirement to use hand washing facilities after activities that are likely to soil your hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

## **Use of Face Coverings**

- Well-fitting face coverings that cover the nose and mouth and fit under the chin must be worn by all staff and students in classrooms, on corridors, in shared work spaces and on school grounds. Students must have their own supply of face coverings for school.
- Disposal 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.

## **Ventilation**

- The overall approach that must be implemented regarding ventilation advises that windows should be open as fully as possible when classrooms are not in use and at the end of the school day and partially open when classrooms are in use. Good ventilation while classrooms are in use can be achieved without causing discomfort particularly during cold weather.

## **COVID-19 Tracker App**

- We encourage staff and students to download the HSE COVID-19 Tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

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

- Students will take their morning break in the classroom they are timetabled for during Period 3 (10.00-10.55). Should students be in a specialist room at this time they must use their outdoor area. After eating students can proceed to their next room, if necessary, and be prepared for class and seated in their designated seat at 10.55.
- Students who are not going off site at lunchtime will eat their lunch either in their base classroom or their designated outdoor area or the PE Hall.
- No more than 10 students may remain in a classroom at break time or a base classroom at lunchtime to eat. When face masks are removed for eating students must be 2 m apart. Face masks must be replaced when students have finished eating.
- 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.
- Students using the PE Hall must remain seated at all times.
- Use of the PE Hall is restricted to the Main Hall only. The balcony area and changing areas are out of bounds
- Classrooms and the PE Hall and 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.
- Toilet 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 Maryfield 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.
- Parents must use the email addresses listed below to explain absences and grant permission for a student to leave school.
- Upon returning to school after an absence parents must provide HSE Return to School Form to the school office.
- All absence emails must include the following; Name of Student, Class, Date of Absences or Date for leaving school early, Reason for Absence or Leaving School Early and include a contact phone number for verification.
- Students will not be permitted to leave school early unless an email has been sent from a parental email address held on file by the school.

1<sup>st</sup> Year – [firstyearnotes@maryfieldcollege.ie](mailto:firstyearnotes@maryfieldcollege.ie)

2<sup>nd</sup> Year – [secondyearnotes@maryfieldcollege.ie](mailto:secondyearnotes@maryfieldcollege.ie)

3<sup>rd</sup> Year – [thirdyearnotes@maryfieldcollege.ie](mailto:thirdyearnotes@maryfieldcollege.ie)

4<sup>th</sup> Year – [fourthyearnotes@maryfieldcollege.ie](mailto:fourthyearnotes@maryfieldcollege.ie)

5<sup>th</sup> Year – [fifthyearnotes@maryfieldcollege.ie](mailto:fifthyearnotes@maryfieldcollege.ie)

6<sup>th</sup> Year – [sixthyearnotes@maryfieldcollege.ie](mailto:sixthyearnotes@maryfieldcollege.ie)

## **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 the main school office 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 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.
- Please see full COVID-19 response plan for details of Dealing with a Suspected case of COVID -19 pg 24.
- 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.
- Please see Ms Carroll Deputy Principal for support should you require it.
- 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. Both of these policies have been updated this year to reflect the COVID-19 Response Plans.*