



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 operation of Post Primary Schools V5 August 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 school layout and school procedures to do everything practical to avoid the introduction of COVID-19 into the school and reduce the likelihood of spread within the school itself. 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 steps that can be taken to prevent the introduction and 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 2021-2022.

First Published on 24th August 2020

Updated 24th February 2021 – Phased Reopening of Post – Primary Schools: Phase 2 – 6th Years

Updated 19th August 2021- Reopening of School for the academic year 2021-2022

Latest update and ratified by Maryfield College Board of Management 5th September 2021

Latest update 28th September 2021

Contents

1. School Layout – Student Zones & Staff Areas
2. Movement through the School Building
3. Procedures for Students & Teachers and Classroom Protocol
4. Control Measures to Prevent Infection and Spread of COVID-19
5. Rules Outdoor Areas for Eating and Contingency Arrangements for Wet Weather
6. Use of Toilets
7. School Uniform
8. Procedures for Reporting Absences & Permission to Leave School
9. Procedures for Illness in School
10. Using Office 365 as a Virtual Learning Environment.

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. As far as practically possible students will remain within their zones.

Students must always remain within their zones apart from when having lessons in specialist rooms or a room allocated for a large class size.

Students from different year groups should not congregate either before or after school on school grounds or in the building or during break and lunchtimes.

Students must not enter the base classroom belonging to any other class (except for the room being allocated on their timetable)

1st Year Zone

Entrance and Exit Point – Main Student Entrance

Base Classrooms

1S – Room 1

1L – Room 2

1R – Room 3

1K – Room 4

Toilets – At Room 1

Designated Outdoor Eating Area – Canteen Courtyard

2nd Year Zone

Entrance and Exit Point – Main student entrance – proceed through the courtyard to access circulation area classrooms and exit via the same route.

Base Classrooms

2K – Room 30

2L – Room 29

2S – Room 25

2R – Room 28

Toilets – In the circulation area

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

3rd Year Zone

Entrance and Exit Point – Door adjacent to library and room 12. Approach via front of the school building. Exit using the same route.

Base Classrooms

3K – Room 13

3L – Room 14

3S – Room 15

3R – Room 12

Toilets – At the end of the stair well at room 13

Designated Outdoor Eating Area – Courtyard at room 13 – 15

4th Year Zone

Entrance and Exit Point –Door at Room 8

Base Classrooms

4K – Room 6

4L – Room 7

4R – Room 8

Toilets – At Room 8

Designated Outdoor Eating Area – Courtyard at rooms 13 - 15 & Front of the School

5th Year Zone

Entrance and Exit Point – Door adjacent to library and room 12. Approach via front of the school building. Exit using the same route.

5K – Room 22

5L – Room 20

5R – Room 19

Toilets –At the end of stair well adjacent to DP office

Designated Outdoor Eating Area – Courtyard at rooms 13 – 15 & Front of School

6th Year Zone

Entrance and Exit Point – 6K Rear door at School Canteen & 6L, 6R, 6S Door at room 8

Base Classrooms

6K – Room 23

6L – Room 19

6R – Room 20

6S – Room 22

Toilets – Toilets at Room 8

Designated Outdoor Eating Area Canteen Courtyard & Front of School

Staff Areas

Upstairs Staff Room & Kitchen

Staff Work Room

Downstairs Canteen

All staff areas are available to staff until 16.30 Monday to Thursday and until 14.00 on a Friday.

- 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.
- Seating in staff rooms should remain at 2m distancing as laid out. Chairs should not be rearranged in staff rooms.
- 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 necessary and indicated on timetables.
- 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.
- Students and staff must be wearing their face masks upon entry to school grounds.

- The school can provide an emergency supply of face masks for both staff and students. 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 utilising their lockers must not delay at their locker in the morning and must not congregate in the locker areas. Students are requested to allow each other the space they require to access their lockers and promptly organise their books at the start of the school day.
- Students must go straight to their first classroom of the day after accessing their locker, sanitise their hands and take their designated seat in their classroom.
- Students must always remain seated in their classrooms to ensure physical distancing of 1 m.
- Students must not congregate outside rooms on the corridors.
- If students must move from base classrooms according to their timetable, 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

All staff and students must bring their own food and beverages to school and must not share food. There are no on site catering facilities.

- Staggered Break times for 2021-2022
- 4th, 5th and 6th Year Students will start morning break at 10.00 until 10.15. Period 3 will commence at 10.15 to 10.55 for Senior students. Students must leave their classrooms to eat and use an outdoor space. Students should physically distance while eating and replace masks once they have finished eating.
- 1st, 2nd, and 3rd Years will start break at 10.40 to 10.55 and must use designated outdoors eating areas.
- Students are requested not to access lockers at breaktime.

- Lunch Break is being staggered for 2021-2022 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. Staggered lunchbreak is reflected in the school timetable.
- Arrangements for students:
All Students are permitted to go off site for lunch break.
Students remaining on site must eat in their designated outdoor eating area. Students should physically distance while eating and replace masks once they have finished eating.
- 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.
- Students may access lockers during the first 10 minutes and last 10 minutes of lunch time.

End of the School Day

- School finishes at 15.35
- Staff and students should vacate each classroom by 15.45 to facilitate the ancillary staff access for cleaning and closing windows.
- Students who access their lockers at the end of the school day are requested to do so without delay and students are asked not to congregate in the locker areas at the end of the day. Students are requested to allow each other the space they require to access their lockers.
- Students must not congregate either in the building, including in locker areas or on school grounds when school is over, notably at student exit points.

Classroom Protocol for Students

- 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.
- If 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

operation 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 of distortion of taste, fatigue, aches and pains or some uncommon symptoms such as sore throat, headaches, runny or stuffy nose, feeling sick or vomiting and or diarrhoea. Staff and students with symptoms are advised to self-isolate and restrict their movements at home and contact their family doctor to arrange a test.
- Staff and students are advised to follow the HSE advice if they are a close contact of a suspected/confirmed case of COVID -19.
- If staff or students have travelled outside of Ireland, they 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.

Physical Distancing – Increasing Separation between Students.

In House Live Streaming of Lessons via Microsoft Teams arrangements for 2021-2022

- In line with the control measures that all Post Primary Schools must implement to prevent and control the spread of COVID -19, the physical distancing of students in classrooms at 1m between all students will continue for 2021-2022.
- Class sizes in Maryfield College are currently between 22 and 30 students, with classroom sizes generally allowing for 24 students at 1 m apart. In 2020-2021 the school made significant adjustments to the Assembly Hall, Library, Sewing Room, and Art room to provide classrooms that could accommodate more than 24 students at 1 m distancing. This year we are constrained by the number of classes that exceed 24 students and the number of large-capacity classrooms available. As a result, where the number of students in a class exceeds the space available in the classroom according to Department of Education and Skills Guidelines, in-house live streaming of the lessons will occur onsite; please note that no lessons will live stream outside the school.
- Live streaming will occur on occasion in 1st Year and 2nd Year on a rota basis organised by the relevant teacher.

Arrangements for In House Live Streaming

- Where it is necessary to live to stream the lesson, the students selected on a rota basis will view and participate in their lesson in a dedicated and supervised streaming room (Room 27) where they will have access to an individual iPad and access their lesson through Microsoft Teams.
- **Each 1st and 2nd-year student must bring a set of iPad headphones for their personal use in school.**
- To prepare for the use of live streaming, students should log in to their school email account before their return to school. Incoming 1st Year students will receive their Office 365 email address and password on their first day of school with instructions for logging in.

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 Masks / 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 workspaces 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.
- Should a student or a member of staff require a replacement face covering during the day these are available in the DP office and the main school 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 (break, lunchtime and at the end of the school day for 15 minutes each time) 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.

- Classroom doors may also be opened to increase cross- ventilation.
- Staff and students are required to leave the classroom windows open at the end of class, windows will be closed by ancillary staff 15 minutes after the end of the school day.
- Carbon Dioxide monitors (25 in total) have been placed in classrooms and areas to monitor the air quality. The use of CO₂ monitors can provide a useful general indication that areas/rooms within the school may not be adequately ventilated and can enable occupants to become familiar with the impact that activities, outdoor weather, and window openings have on levels of good ventilation within a room. Should the CO₂ monitor indicate that increased ventilation is required additional windows and classroom doors should be opened.

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 Outdoor Areas for Eating and Wet Weather Contingency

- Students must go outside the school building during lunch time and take their lunch in their designated outdoor area. This practice will be encouraged by staff.
- Students must not share food or beverages.
- In wet weather students will be instructed to use designated indoor spaces with an adherence to physical distancing. When using these spaces students must always remain seated and masks replaced when finished eating.
- If the PE Hall is used during wet weather it's use is restricted to the Main Hall only. The balcony area and changing areas are out of bounds
- Should classrooms and or the PE Hall be used during wet weather they must be completely clean and clear of all litter at the end of break time and lunchbreak when used during wet weather.
- 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 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.

1st Year – firstyearnotes@maryfieldcollege.ie

2nd Year – secondyearnotes@maryfieldcollege.ie

3rd Year – thirdyearnotes@maryfieldcollege.ie

4th Year – fourthyearnotes@maryfieldcollege.ie

5th Year – fifthyearnotes@maryfieldcollege.ie

6th Year – 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 pgs. 23 and 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.

