

# **Coláiste Naomh Eoin** **An Ghaeltacht sa Bhaile**

## **Covid-19 Guidelines for Students, Parents and Guardians**

The following pages contain guidance on how Coláiste Naomh Eoin will operate this summer.

### **Keeping Safe**

To keep everyone safe, students must follow these instructions at all times:

- Avoid the 3 Cs (Crowds | Close Contacts | Confined Spaces) – avoid gathering on the corridors/hallways. Conversations with friends should be held outside or at their designated seats in your classroom.
- Observe respiratory hygiene – coughing and sneezing into the elbow.
- There will be a one-way system to assist with physical distancing. This must be followed at all times.
- Students and staff should regularly wash their hands/sanitise.
- It is strongly recommended you wear a face mask on the way to and from the course. Please note that facemasks with Logos, Messages or Vulgarity will not be allowed. Scarves/bandanas will not be acceptable. Please have a ziplock bag for the mask if you remove it outdoors. Teachers will wear masks or visors. Where they can wear visors to enable clear communication.
- Students should bring sanitiser, tissues and a face covering to the course. Keep the sanitiser and tissues in one ziplock bag and face covering in another and both of these can be kept in their bag.
- The Coláiste aims to keep teaching spaces well-ventilated. This may mean they will be cooler than students are used to.
- Teachers will assign specific seats in each class. Students must not move from these seats.
- Students will avoid physical contact with other students. They must observe social distancing on entering and exiting the building, when using the bathroom and during break times.
- This may all seem quite strange at first, but students will receive plenty of reminders and help from staff and assistance if there is a problem.

What Coláiste Naomh Eoin is doing to help ensure safety:

- Managing the risk of spread through:
  - Regular hand hygiene
  - Maintaining physical distancing
  - Application of respiratory hygiene and cough etiquette
  - Environmental hygiene
- Hand hygiene:
  - Hand washing training and posters in bathrooms will be visible.
  - Access to hand washing stations in bathrooms and hand sanitiser stations throughout the building.

- Students will receive induction training on your return to Coláiste Naomh Eoin. Hygiene will be revisited in classes such as SPHE and Health Education.
- Bathroom facilities and cleaning regimes:
  - Staff have been provided with the resources, training, and advice needed to maintain a hygienic environment at all times throughout the course, including in bathroom facilities.
  - Protocols surrounding bathroom use will be explained during induction on the first day.
  - Systems have been put in place to ensure regular and thorough cleaning of bathrooms.
  - There will be supervision to ensure bathrooms are not over crowded and queuing follows social distancing guidelines.
- Social distancing:
  - A distance of 1 metre will be maintained between individual pupils, and classrooms have been laid out accordingly to ensure everyone's safety.

### During The Day

- Before Coming to Coláiste Naomh Eoin – ‘If Unwell Stay at Home’:
  - If a member of our community is unwell, Coláiste Naomh Eoin is operating a ‘If Unwell, Stay at Home’ policy.
  - The length of time a student or staff member must stay at home will depend on the nature of the illness. More on this will be explained during induction.
  - **Should a member of the Coláiste community experience any symptoms of COVID-19 as outlined by the HSE and reflected in this document, that member of staff is required to stay at home and seek appropriate medical intervention.**
  - **Important:** *Wearing a face covering or mask does not remove the need to stay at home if symptoms are present.*
- Getting to Coláiste Naomh Eoin:
  - Students must take personal responsibility in relation to hand and respiratory hygiene in advance of arrival.
  - Students should walk or cycle to the course if possible, and should be aware of social distancing as they walk. If cycling, a student should wear a helmet and ‘high vis’ vest.
  - Cyclists should dismount at the school gate and walk with their bike to the cycle rack. Lock it!
  - Where public transport is used, students should adhere to public health advice and take the necessary and most up-to-date advice as outlined by the HSE.
  - We recommend that students be dropped off a safe distance from the school entrance.
  - Coláiste Naomh Eoin has received reports of risky behaviour regarding the use of electric scooters. To help keep students safe, these scooters will not be permitted within school grounds. This includes parking and storage.
- Arriving at Coláiste Naomh Eoin:
  - Students will be given time to get familiar with the new routine at the induction sessions.
  - Students in each year/class group will be told what door to enter the building. When leaving the building, students should exit by the nearest door to reduce contact with others.

- When arriving on the first day students will have time to get familiar with the new routine.
  - When the full timetable resumes, Colaiste Naomh Eoin will begin at 10am.
  - **The school will be open to students from 9.30am each morning.** Students must ensure they practice social distancing when entering.
  - On entering the building, students must use the hand sanitiser stations that will be provided, or your own personal hand sanitiser. **They then go directly to their classroom and sit in their assigned seat.**
  - Students must wear a mask/face covering that is compliant with public health guidelines whilst in the Colaiste building unless instructed by a staff member that it can be removed. It is mandatory to wear a cloth face mask unless agreed otherwise by the Principal. (Primary School Students not included)
  - Students are asked to bring a refill pad to Colaiste instead of a copy for each subject. The work/notes produced during the day should be filed appropriately on return home. This should also reduce the weight of the School bag.
  - Students must adhere to the one-way system that is in place.
  - All of the protocols will be explained to students during induction on the first day back and they will get plenty of reminders to keep them on track. This will be done in a collegiate manner.
- In the classroom:
    - Students must wear a mask/face covering in the classroom unless they are instructed by a staff member that they can remove it due to the set up in the classroom.
    - The teacher will let each student know where their assigned seat is. This is the seat that they will stay in for that class.
    - When changing classrooms, students must use the sanitising wipes available in each room to ensure that their desk is clean at the **beginning** of class.
    - Students will each have their own desk/space, with a 1 metre distance between students where practicable.
    - All desks, chairs and windows have been cleaned before the students return.
    - There are floor markings to ensure desks are kept at the proper distance
    - There are new bins in every classroom to ensure the safe disposal of wipes and tissues
- Break times:
    - Leaving classrooms at break and lunchtime will be managed and students will be required to eat lunch in a designated area with an assigned group of students.
    - Students will take their breaks outdoors as much as possible to get fresh air and have an opportunity to take a break from their masks.
    - Students will be shown what area of the grounds their year group can use.
    - The lunch times this year will vary.

## Feeling Unwell

The measures set out in the Public Health Advice are based on two general recommendations:

1. Minimising the risk of introduction of COVID-19 into the Coláiste Naomh Eoin community.
2. Managing the risk of spread if introduced through:
  - Regular hand hygiene;
  - Maintaining physical distancing;
  - Application of respiratory hygiene and cough etiquette;
  - Environmental hygiene.

In terms of Minimising the risk of introduction of COVID-19 into the Coláiste Naomh Eoin community, it is critical that people stay at home if unwell.

Nobody should attend if they are unwell or any members of their household are unwell, with symptoms consistent with COVID-19. There are listed by the HSE on August 21st 2020 as follows;

Common symptoms of coronavirus include (HSE website):

- [a fever \(high temperature - 38 degrees Celsius or above\)](#)
- [a cough](#) - this can be any kind of cough, not just dry
- [shortness of breath](#) or breathing difficulties
- [loss or change to your sense of smell or taste](#) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

#### [Protocol for Confirmed/Suspected Cases of Covid-19](#)

A Deputy Principal/Principal, along with our Covid Officer, will:

- Bring the person to the designated isolation area
- The Principal/Deputy & Covid Officer will arrange to contact parents/guardians in the event of a suspected case in a pupil/student;
- Facilitate the person remaining in isolation if they cannot go home immediately;
- Support the making of arrangements for transport home or if they are too unwell to go home to contact 999 or 112 to advise it is a COVID-19 suspected case; ● Carry out an assessment of the incident to determine follow up actions; ● Arrange for the appropriate cleaning of the isolation and work areas.

Where there is a suspected or confirmed case of COVID-19 amongst Coláiste Naomh Eoin staff or pupils, Coláiste Naomh Eoin will maintain both staff and pupil confidentiality at all times and follow the instructions of the Department of Health and Department of Education.

A confirmed COVID-19 diagnosis reported in the school will be dealt with on a case-by-case basis as advised by the HSE. There will be contact tracing in place to inform any teachers, pupils, and staff who were in close contact with the confirmed case.

#### [Mental Health and Wellbeing](#)

Coláiste Naomh Eoin places a strong emphasis on the wellbeing of its students and staff. In the return to courses we will promote:

- A sense of safety
- A sense of calm
- A sense of belonging and connectedness to Coláiste Naomh Eoin
- A sense of self-efficacy and Coláiste Naomh Eoin community efficacy

Some families are understandably concerned about their wellbeing during this time, and some students may find this transition back to Coláiste Naomh Eoin more tough than others. That is okay, and the staff will support students every step of the way.

### [Behaviour and Safety \(An amendment to the Code of Behaviour in response to the Covid-19 crisis\)](#)

We have developed health, safety and wellbeing protocols which reflect advice given by the Department of Education and Skills, the Health Protection Surveillance Centre and the Health and Safety Authority. There is a responsibility on all members of the CNE community to cooperate and comply with these protocols and the Coláiste Naomh Eoin Code of Behaviour reflects this. Non-compliance with the protocols will be treated as a serious breach of the Code of Behaviour and may result in disciplinary sanctions which may include suspension or expulsion. If it is deemed necessary, a student may be sent home immediately to protect the health, safety and wellbeing of others.

Non-compliance can include:

- Not wearing an appropriate face mask (as deemed appropriate by CNE management in line with official health guidelines)
- Refusal to maintain social distance
- Refusal to use hand sanitiser
- Interfering with health and safety equipment or COVID-19 emergency installations
- Interfering with another student's face mask
- Refusal to sit in allocated seat
- Absent from class without permission
- Deliberately coughing or sneezing in the direction of another person
- Any action/behaviour deemed to be knowingly or recklessly prejudicial to the health and/or wellbeing of others

**This list is not exhaustive.**

Ba mhaith liom céad míle fáilte a chur roimh d'iníon nó do mhac chuig Coláiste Naomh Eoin.  
Tá súil agam go mbeidh cúrsa taithneamhach agus oideachasúil aici nó aige

Le gach dea ghuí



---

An Rúnaí  
Roibeárd Ó h-Aolain