



School Re-opening 2020

What we know so far:

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?

Yes: all channels for incoming communication are established and reliable. Advice will continue to be delivered through existing methods: email to staff, parents and students when required; SMS text message through Knock Alert to parents; College website for key documents and updates.

2. Have you displayed the [COVID-19 posters](#) in suitable locations highlighting the signs and symptoms of COVID-19?

Yes. Posters have been on display in the school since March 1st.

3. Have you a [COVID-19 contact log](#) in place to support HSE tracing efforts if required?

Yes. A contact sign-in list has been in place since June 2020. The updated Contact Log form is attached at the end of this Checklist. Visitors should notify the College Reception in advance in order to prepare for your visit. Parents wishing to speak to a Year Head should consider a phone conversation rather than a face-to-face meeting.

4. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?

Absence protocols will be reinforced at staff training and student registration. Parents will be informed through the usual channels.

5. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?

Isolation Room G-13 is situated opposite Reception. Parents do not need to enter the school building itself to collect their son.

Staff with first-aid training will be appraised of new protocols. First-aid kits for everyday use will be supplemented with gloves and masks.

6. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?

The College does not rely on any mechanical ventilation in classrooms. Ventilation systems in toilets have been cleaned. All classroom window opening-devices have been checked to ensure good ventilation. All classroom doors have been fitted with door-stops to allow for doors to be propped open if required.

7. Does your water system need flushing at outlets following low usage to prevent [Legionnaire's Disease](#)?

Yes. This is on the annual August checklist at the start of every school year.

8. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

Yes. All rooms have been de-cluttered and undergone a deep clean. A number of classrooms have been fully re-painted.

9. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?

Yes. 50 wall-mounted sanitising stations are located at strategic points. A number of mobile sanitising stations are available. All toilets have signage, warm water, soap and electric hand-dryers. Waste paper bins are located outside toilet doors for disposal of tissue used to cover the handle when leaving.

10. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?

Yes. extra hand-washing facilities are being considered outside the changing room area.

11. Have you identified all available school space to be used to maximise physical distancing?

Every teaching space has been measured to establish capacity in line with guidelines. Additional classrooms have been prepared in Dowley House as extra locations. The Alton Library, Lecture Hall in Dowley House, Refectories 1 and 2, and Concert Hall are available to accommodate large groups. This will be under constant review as the timetable settles, as Public Health advice evolves, and as practical needs emerge for the overall benefit of all in the school community.

12. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?

Classes will stay together wherever possible. Students will maintain the same position on the seating plan. When splitting for option subjects, boys will sit together in base-class groupings.

13. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?

Boys will be required to go directly to their 1st class of the day. Queuing for buses after school will be closely monitored.

14. Have you encouraged walking or cycling to school as much as possible?

Yes. Extra bike racks have been installed.

15. Can you provide a one-way system for entering and exiting the school, where practical?

Entry and Exit at the Main doors is clearly delineated for the start and end of the day, and for visitors. Boys returning from Dowley House will re-enter through the Main doors. Boys going to Dowley House will not use the Main doors. They will leave through the nearest alternative, either Cregan glass doors, Reception fire exit (along the corridor behind reception) or Gym corridor exit. A general guideline for stairs is that, where practical, the central stairs at Reception are for descending, while the two other sets of stairs at either end are for ascending. Common sense will dictate that there will be exceptions to this – all students should maintain the existing school rule of walking on the left at all times, on stairs and on the corridor.

16. Have you stopped all non-essential travel for school activities?

We will follow health advice.

17. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the [contact tracing log](#)?

Yes. Visitors who book an appointment will be advised to download the Contact Tracing Form. A completed form will be presented at Reception on arrival and countersigned on leaving.

18. Have you a system in place for instances when Distance Learning may be required?

Yes. Five possible scenarios have been identified.

1. *Teacher and full class in school but not enough space for the full class and no available room. Overflow: 2 options –*
 - a. *Option 1: go to a central room (a computer room if free or concert hall) and link into your class online using headphones and surface pros if in concert hall (one set reserved). Needs to be supervised.*
 - b. *Option 2: go to an adjacent room where teacher can move between classrooms. This is dependent on number of students, availability of room (having classrooms set up in Dowley house would give more flexibility here), the ages of the students and devices available.*
2. *Teacher and some of class in school but some students unable to attend due to suspected / advised Covid absence. Need to stream lesson to these students. Zoom is our advice here. Teacher posts a link to the zoom class on MS Teams and student(s) logs in. 3 teaching scenarios:*
 - a. *Audio only. Therefore no camera needed.*
 - b. *Use of ppt. slides, OneNote. Need to share screen*
 - c. *Teacher writing on whiteboard. Camera would need to be on to show this.*
3. *Teacher unable to attend school but available to teach. Class is in school. Zoom class with a substitute teacher supervising in school and class projected onto whiteboard for students to follow.*

4. *Teachers able to attend school but distancing guidelines reduce number of students allowed. Some year groups attend physically full-time (6th and 3^d Year?) while other years attend one day per week (excluding Wednesday). Other 4 days follow timetable by Teams / Zoom*
5. *Teacher and students unable to attend school. Zoom (or MS Teams) class.*

19. Will Evening Study be offered?

Yes. Evening Study will be available under the same arrangements as in previous years. Masks / face coverings will be required if numbers result in spacing less than 2m. Evening study will commence in the week beginning 21 September.

20. What sports, recreation and clubs will operate?

Rugby training will continue, following the successful summer programme which followed HSE guidelines and IRFU protocols. Additional changing room space will be provided.

PE will continue under strict protocols. Boys will be shown new protocols on their first PE lesson. Sports Hall will not be used as classrooms and so will therefore be available for PE.

- *Badminton will return with reduced numbers per training session with all equipment being sanitised before and after sessions. Social distancing to be followed off court and players will reduce contact with shuttles.*
- *Tennis will return as per previous years. Players will need to have their own racquet, sharing will not be allowed. Balls that will be supplied will be disinfected before each session.*
- *Basketball training will continue as per previous years. Social distancing to be followed where possible. All surfaces and equipment to be sanitised before and after each session.*
- *Table tennis will take place on Tuesday afternoons only. Lunchtime table tennis to be introduced later in the year. Players will need to provide their own bat. Balls to be stored in disinfectant. Tables to be cleaned before and after each session. Tables to be spaced 2 metres apart doubles not permitted.*
- *Volleyball will take place with restricted numbers. All equipment used to be sanitised before and after sessions. Social distancing to be adhered to where possible.*
- *Chess will return with updated guidelines. Players will need to wear a face covering, disinfected the board and pieces before and after each game. As well as having 2 metres between each playing board.*
- *Cross Country running will resume. Runners will be adhering to social distance regulations while running.*

All sports to follow their respective return to play protocols. Changing facilities will be allocated for each sport on a daily basis.

Other sports and activities will be introduced on a phased basis.

21. Have you a system in place for year groups to gather in separate areas at break times.

*Yes. First Years: area on South Side. Second Years: area in front of Cregan Glass Doors:
Third Year: Outside Reception East Fourth Year: Outside Reception West
Fifth Year: Outside Gym Sixth Year: to be decided*

22. Will lockers be available?

Lockers will not be in use initially. Boys should bring essential items only with them on a daily basis. A school bag should have capacity for storing a lunchbox and jumper. No items of clothing will be stored anywhere other than a boy's own school bag. NAMING OF ALL ITEMS OF CLOTHING AND BAGS IS EVEN MORE IMPORTANT DURING THIS PERIOD

23. Have you a policy for Well-being of students?

The usual structures remain in place. Year Heads should be informed if any special concerns are raised. The Year Head support structure has been enhanced with the appointment of a second Deputy Principal. Mr Townsend will work with YHs in the Senior School; Ms Wall will work with YHs in the Junior School. Additionally, two Assistant Principals will be available initially to assist the Deputies with issues of attendance, distance learning, additional needs, etc.

The Student Support Team will meet at least once a week in their capacity to intervene where required.

An Assistant Principal has been assigned to the role of Well-being co-ordinator. Mr McGauley will continue in this role to oversee curriculum provision of the Well-being programme, as well as arranging guest speakers and workshops.

24. Have you a system in place for breaktime queues?

Yes. Different options are being considered.

25. Will microwaves be available for boys?

At the start of term, microwaves ovens will not be available. This will be closely monitored and reintroduced on a phased basis.

26. Will boys be required to declare their "fitness to return to school"?

No. However, we will require parents to inform the College if there is any reason why their son is not able to attend.

27. Will students be required to install the tracking App.

We will be encouraging all staff and students to engage in any nationwide effort to reduce the spread of the virus, including the tracking App.

28. What type of face covering is required?

A plain, cloth mask is recommended, to be stored in a zip-lock plastic bag when not in use (eg. lunchtime). We ask that everyone has at least one spare mask in their bag at all times. Bandanas and scarves are not recommended. Boys will be allowed to wear a visor if supported by a medical certificate.

29. Is there anything extra a student should bring to school?

Boys are asked to bring the following: one mask (worn) and a second spare; small bottle of hand sanitiser for personal use; packet of tissues; small packet of disinfectant wipes as a standby; set of earphones suitable for a laptop

14 August 2020