

# Key Messages

## August 2020



## Student Booklet

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*Welcome back to a different start of year. It's hard to believe that when we closed our doors last March that it would be nearly six months before we returned to teach and learn together. Well done to all of you on getting through this difficult time. As I read recently 'we are all in the same storm, but not in the same boat'. We have all had different challenges to deal with. Remember to be kind to one another.*

*A special welcome to our first years. You left primary school abruptly and have now entered secondary school without your normal transition programme. We are here to support you, so don't be afraid to ask for help if you need it.*

*As a school our motto is 'Our Best, Always' and that is particularly relevant in these strange times. Our school is a caring, supportive environment in which we all try to help one another. In this booklet you will see how procedures and protocols have been put in place to keep all of us and our families safe. It is important that we all follow these new guidelines and remember that the choices and decisions we make affect all of those around us.*

*A lot of work has been done over the summer to ready the school for the return of students and staff in our 'new normal'. However, it is not until the school is fully operational that we will know that the physical changes, procedures and protocols put in place are working. Please be patient and speak to your tutor if you have any concerns.*

*The information contained in this booklet is valid on the 19th August 2020 - it is subject to change - we will notify you of any changes as needed.*

*The most up to date information can be found on the school website:*

<https://www.preswex.ie/coronavirus-covid-19/>

***Links to relevant documents:***

*Department of Education & Skills – Back to School*

<https://www.education.ie/covid19>

<https://www.gov.ie/en/publication/7acad-reopening-our-post-primary-schools/>

*If you are feeling worried or overwhelmed on your return to school and would like some support, please speak to your tutor or another member of staff that you get on well with.*

## COVID -19 Policy Statement

Presentation Secondary School, Wexford 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 BOM/ETB 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 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 Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, 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 direction of the Department of Education
- keep a contact log 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 in line with Department of Education advice

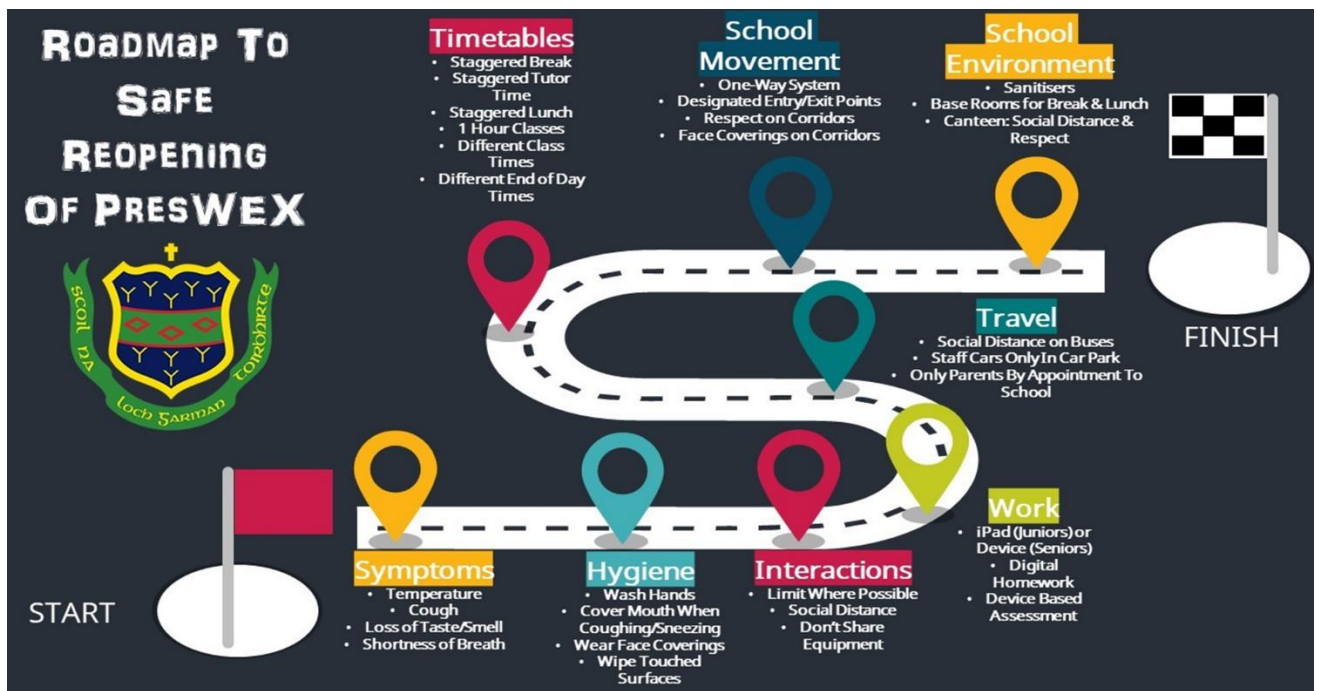
All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

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:



Date: 13<sup>th</sup> August 2020



## Coronavirus COVID-19

# When at school continue to:

**Wash**  
your hands well and often to avoid contamination.

**Cover**  
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue safely

**Distance**  
yourself away from other people, especially those who might be unwell

**Avoid**  
crowds and crowded places

**Know**  
the symptoms. If you have them self isolate and contact your GP immediately

**COVID-19 symptoms include**

- high temperature
- cough
- breathing difficulty
- sudden loss of sense of smell or taste
- flu-like symptoms

**#holdfirm**  
[www.gov.ie/health-covid-19](http://www.gov.ie/health-covid-19)  
[www.hse.ie](http://www.hse.ie)

Ireland's public health advice is guided by WHO and ECDC advice

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Government of Ireland

# Coronavirus COVID-19



Coronavirus  
**COVID-19**  
Public Health  
Advice

## Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.



Wash



Cover



Avoid



Clean



Stop



Distance

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.

Protection from coronavirus.  
It's in our hands.



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## Protocols and measures in place to prevent spread of Covid-19

*Please note you must stay at home and contact your GP if you have any symptoms of coronavirus*

### Physical Distancing

Where possible students should maintain a minimum of 1 metre distance and where possible 2 metres. Also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- increasing separation
- decreasing interaction

### Items to bring to school

You will be carrying all your things with you for at least the first few weeks. The use of the lockers will be reviewed after that. There will be no access to the bag room.

- iPad – Junior Students, iPad or other similar electronic device – Senior Students
- E-books should be downloaded – no hardcopy books in school
- Coat – to be carried in your bag
- Lunch – to be carried in your bag
- Water bottle, filled with water. There will be no access to water fountains.
- Face-covering: mask or visor. (If you forget this, please see Ms Dooley or Ms C Ryan when you come into school).
- Small tube of sanitiser
- Tissues (dispose of properly in a bin when used)
- Your own supply of pens, pencils, calculator, etc. These must not be shared.
- Label all your belongings

### One-way system and new room numbering

A one-way system is in place around the school and for stairways. Please familiarise yourself with this and the new numbering system for rooms. (A map is at the end of this booklet). All staff and students must adhere to this (except SLT and ancillary staff).

*You will need to plan your route from class to class to spend as little time as possible on the corridors. This will sometimes mean using the nearest exit to walk outside and enter through the door closest to your next classroom (still remembering the one-way system).*

Teaching will finish 5 minutes before the end of class time to allow you time to pack up, sanitise your desk and plan your route to your next class or location for break.

Please remember physical distance guidelines when on the corridor.

### **Entering & exiting the school at the beginning and end of the day**

Students will enter the school via the door nearest to their first class of the day. They should go directly to this room, not to their base room or any other location. You should sit in your pod if you have been assigned one.

If you are timetabled for a specialist room for your first class, you will be given another room to go to until it is time to go to class.

When leaving the school at the end of the day, you should leave via the nearest exit, taking into account the one-way system.

### **Uniform**

- Following Mid term Break Full PE uniform will be worn only on the days you have PE, there will be no changing facilities available.
- Full school uniform will be worn on all other days. .
- Please wash uniform items regularly.

### **If you arrive late or need to leave the school during the day**

Students arriving late:

- Enter through the main door beside reception.
- Sanitise your hands
- Sign in, in the relevant year book, using your own pen
- Sanitise your hands
- Make your way to your classroom

Students leaving during the day:

- Have your note with permission to leave signed by your tutor at tutor time
- Sanitise your hands
- Sign out, in the relevant year book, using your own pen
- Sanitise your hands
- Your parent/guardian should wait for you just outside reception door

### **ICT/ iPad/ email issues**

Since all notes, handouts and homework will be sent electronically it is important that any problems with your iPad, e-books, learning apps or school email be fixed.



Please see the relevant teacher if you have any problems with this.

### **Break & Lunchtime**

Break times and lunch times will be staggered. There will be different times for Junior and Senior students.

Classes will be assigned areas and rooms in which they can have their break and lunch. It is essential that you go to your assigned area only. Base rooms may not be free at break or lunch times due to the staggered timetables.

It is important that you take fresh air at break times if possible. This will give you a chance to take off your mask. Remember you must follow physical distancing guidelines when outside also.

Oven Door will continue to operate from the Concert Hall. There will be a one-way system in operation, indicated by arrows on the floor.

Vending machines have been removed.

### **Travelling to and from school**

Coming to school by bus:

- Do not go on the bus if you are feeling unwell
- Maintain physical distancing while waiting for the bus
- Follow the instructions of the bus driver
- Wear face-mask on the bus, unless you are unable to
- Use hand sanitiser when boarding the bus
- Sit in your pre-assigned seat
- Observe respiratory etiquette at all times
- Board and disembark the bus in an orderly fashion
- Tell the bus driver if you begin to feel unwell and do not come into school

Coming to school by car:

If you are travelling with people from other households, you should wear a face covering. Sanitise your hands before and after the journey. Practise good respiratory etiquette. Do not travel in the car if you are feeling unwell. If you begin to feel unwell during the journey, tell the driver and do not come to school.

Do not gather in groups outside of school either before or after school time.

## Miscellaneous

### *Contact phone numbers*

Please write the contact number of a person who the school can phone to collect you in the event that your parent or guardian is unable to, in the front of your journal.

### *Fire Alarm*

In the event of the fire alarm sounding, students should follow their teacher's instructions and make their way to the nearest exit in an orderly fashion. In this case, it is not necessary to follow the one-way system.

## Summary of other protocols

Face coverings	<p>All students will be required to wear face coverings where social distancing of 2m is not possible. Students are required to bring their own face mask or visor. Disposable face masks, if needed, will be stored in the staff corridor. Please ask a teacher if you need one.</p> <p>Students will wear masks or visors where social distancing of 1m is not possible.</p> <p>Face masks should be washed at 60 C with soap at the end of each day and allowed to dry.</p>
Sanitiser	<p>A unit containing alcohol sanitiser has been fitted outside each classroom and around the school. Anyone entering the classroom should firstly sanitise their hands.</p> <p>Students should perform hand hygiene:</p> <ul style="list-style-type: none"> <li>• on arrival at school</li> <li>• before eating or drinking</li> <li>• after using the toilet</li> <li>• after petting animals</li> <li>• after playing outdoors</li> <li>• when their hands are physically dirty</li> <li>• when they cough or sneeze</li> </ul>
Gloves	<p>The use of disposable gloves for staff and students is not generally appropriate but may be necessary at certain times. Please ask a teacher if you need some.</p>
HSE Information Posters & Signage	<p>HSE information posters have been put up in all classrooms and around the school to remind students and staff of important protocols</p> <p>Signage has been erected to remind everyone of social distancing and one-way system</p>
Teachers' desks	<p>Perspex screens have been fitted around teachers' desks.</p> <p>Please stay behind the screen when speaking to the teacher.</p>
Students' desks	<p>Bottles of spray disinfectant and blue paper towel will be present in each classroom for use by students to clean their own desk prior to and after use.</p>
Roll call / student pods	<p>In order to facilitate contact tracing if needed:</p> <ul style="list-style-type: none"> <li>• Please answer clearly when the teacher calls your class roll.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students must remain in the pods in which they are assigned.</li> <li>• Student should travel from one class to another in their pod.</li> </ul>
General Office	<p>A Perspex screen has been fitted at the window of the office. Please only go to the office if absolutely necessary. In most cases your tutor can answer most of your questions.</p>
Student work / tests / etc	<p>Teachers will not collect student copies or work in hard copy form. All work must be in electronic form. This applies to handouts or notes to be distributed to students. Students will not bring hardcopy books to school, all books to be used in class will be e-books.</p>
Cleaning	<p>In addition to the normal cleaning regime, there will be enhance sanitising of the school, including:</p> <ul style="list-style-type: none"> <li>• The school has been deep cleaned prior to the return of staff and students</li> <li>• Heavy use areas / items will be regularly sanitised, e.g. door handles</li> <li>• A fogging machine has been purchased which will be used at the end of each day</li> <li>• Cleaning will happen as necessary during the day</li> </ul>
Communication	<p>Refrain from paper communication, please use email in place of paper.</p>
After school	<p><b>Waiting Space</b> - for students who are waiting on buses on the following days <b>Wed – Fri 3.00pm – 4.00pm only</b>– this will be supervised Students should not congregate in groups outside of the school.</p>

# Protect yourself and others from getting sick

## Wash your hands



- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty



[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)



# How to use Face Coverings



Coronavirus  
COVID-19  
Public Health  
Advice

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

## Correct Covering

Medical masks should be reserved for health workers or patients in treatment.

If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.



## Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.



Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.



**DO NOT:**  
Wear the face covering below your nose.



**DO NOT:**  
Leave your chin exposed.



**DO NOT:**  
Wear it loosely with gaps on the sides.



**DO NOT:**  
Wear it so it covers just the tip of your nose.



**DO NOT:**  
Push it under your chin to rest on your neck.



## FOLLOW THESE TIPS TO STAY SAFE:

**ALWAYS**  
wash your hands before and after handling your face covering.

**ALWAYS**  
change your face covering if it is dirty, wet or damaged.

Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.

Carry a second similar type bag, to put used face coverings in.

**CHILDREN UNDER 13**  
should not wear face coverings.

**ALWAYS** wash cloth face coverings on the highest temperature for cloth.

## Safe Removal



Use the ties or ear loops to take the face covering off.

Do not touch the front when you take it off.



## Disposing Of Single-Use Mask



Always dispose of single-use masks properly in a bin.

Don't forget to clean your hands and keep social distance.



Stay safe. Protect each other.



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## What to do if you become ill with coronavirus symptoms

- Do not come to school if you do not feel well
- If you begin to feel unwell when in school, tell your teacher or another member of staff immediately
- Maintain a 2m distance from those around you
- You will be brought to the isolation room
- Your parent/guardian of will be contacted to collect you
- The classroom will be sanitised
- The HSE will be notified and the school will follow the guidelines

## Still to be decided:

Decisions still need to be taken on the following

- After School Study
- Extra curricular activities
- Choir
- Homework club

We will keep you updated on any developments.



# COVER YOUR COUGH AND SNEEZE

STOP THE SPREAD OF GERMS THAT MAKE PEOPLE SICK



When you cough or sneeze **cover** your nose and mouth with a tissue

**OR** Cough or sneeze into your elbow, **not** your hands.

**Throw away**  
**your tissue!**



**Clean your hands**  
**after coughing**  
**or sneezing.**

## THANKS!



Building a  
Safer Health  
Service

Services, Systems  
New Front  
a Future



RESIST

Main School

