



Luttrellstown Community College

Covid-19 School Response Plan

2020-2021

Updated September 28th BOM adopted

Proposed : James Ryan

Seconded : Svetlana Hensman



Introduction:

This Covid-19 Response Plan is designed to support the staff, Board of Management (BOM) and DDLETB in putting measures in place that will prevent the spread of Covid-19 in Luttrellstown Community College*.

The Covid-19 Response Plan details the policies and practices necessary for LCC to meet the Government's '[Return to Work Safely Protocol](#)', the Department of Education and Skills [Roadmap for school re-opening](#) and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE). It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff, and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in Luttrellstown CC.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of Management, staff, pupils and parents. This document aims to provide details of:

- 1. COVID-19 School Policy**
- 2. Planning and Preparing for Return to School**
- 3. Return to work safely and Lead Worker Representative(s)**
- 4. Safety Statement and Risk Assessment**
- 5. General advice to prevent the spread of the virus**
- 6. Control Measures**
- 7. Dealing with a suspected case of Covid-19**
- 8. Staff Duties**
- 9. Covid-19 related absence management**
- 10. Employee Assistance and Wellbeing Programme**

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.



Luttrellstown Community College COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

1. COVID 19 Policy Statement:

Luttrellstown Community College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure this, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. In this regard, 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 pupils 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, work representatives who are easily identifiable to carry out the role outlined in this plan in relation to summer provision.
- Inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills.
- Keep a staff contact log and monitor student attendance and locations to help with contact tracing.
- Ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills.
- 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 pupils to follow if they develop signs and symptoms of COVID-19 during school time
- Implement cleaning in line with Department of Education and Skills 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 Representatives: **Oide Laura Tobin and Oide Cormac Brazil.**

Signed: _____

Príomhoide

Date: _____

Chairperson of the Board

Date: _____



2. Planning and Preparing for Return to School:

LCC, supported by our Board of Management and Patron DDLETB, aims to facilitate the resumption of school-based teaching and learning and the full return to the workplace of all students and staff. This return to school must be managed safely and in strict adherence to the advice and instructions of public health authorities and the Department of Education and Skills (DES).

Details for the reopening of the school facility and the associated control measures that will be in place are outlined in this document.

DES checklists regarding safety and hygiene measures in school buildings and enhanced cleaning practices are being fully adhered to and completed in advance of re-opening.

Signage:

A range of Covid-19 safety signage will be displayed at each entrance to the college and around the building, reminding all members of our school community of the key health messages (hand washing, sneeze & cough etiquette, social distancing etc.).

The student journal also contains notes and visuals on handwashing and correct cough etiquette. Posters supplied by the Health Protection and Surveillance Centre (HPSC) will be visible in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedure for Returning to Work (RTW)

All staff will participate in DDLETB online induction training before returning to work, ensuring that they are up to date on best Covid-19 health advice and guidance.

In order to return to the workplace, staff must also complete a **Return to Work (RTW) form**, which is available electronically or from Príomhoide.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace.

On returning to work all staff will be made aware of and briefed on changed procedures and practices, as a result of Covid-19 safety protocols. This will be in advance of student groups commencing school.

On their return, students will also be inducted on these procedures and practices as part of a sustained effort to minimize the risk of the virus entering and spreading in the school community. Students absent on their first day must complete the induction session on another date before they are permitted to resume classes.



3. Return to work safely and Lead Worker Representative(s)

To support the safe return to the workplace all schools may appoint **Covid-19 Aide(s)** and Lead Worker Representative(s) from their existing staff members.

The role of the Covid-19 Aides is to assist with the preparation of the school building and classroom layouts in line with DES Guidelines and Public Health Advice in advance of the full return to school.

In LCC, following consultation with staff – the following Staff Lead Worker Representatives and Covid-19 Aides have been appointed to support school management in the implementation of the required safety measures:

Covid-19 Aides: *Oide Cormac Brazil, Oide Niall Brogan and Oide Philip Brennan.*

Lead Worker Representatives: *Oide Laura Tobin and Oide Cormac Brazil.*

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace by fulfilling the following duties:

- Working collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promoting good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assisting with the implementation of measures to suppress COVID-19 in the workplace.
- Monitoring adherence to measures put in place to prevent the spread of COVID-19.
- Consulting with colleagues on matters relating to COVID-19 in the workplace.
- Making representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker who will engage with Príomhoide/ Secretary to the Board of Management.



4. Safety Statement and Risk Assessment:

COVID-19 represents a hazard in the context of health and safety in the school environment. An updated school risk assessment to identify the control measures required to mitigate the risk of COVID-19 in LCC is ongoing in advance of a full re-opening to staff and students.

This includes a review of emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences which considers any new risks that may arise due to the school's COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented and communicated to staff and students, as appropriate.

LCC's existing risk assessment documents will be reviewed to consider any new risks that arise due to the school's COVID-19 Response Plan and the necessary changes will be documented.

5. General Advice for Preventing the Spread of the Virus:

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste

We ask every member of the LCC community to practice the essentials of:

Good hand Hygiene – use hand sanitiser on entering the building and each classroom and wash hand regularly.

Avoid Touching Eyes, Nose & Mouth - Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Cough/Sneeze Etiquette - This means covering your mouth and nose with a tissue or your bent elbow **when you cough or sneeze. Then dispose of the used tissue immediately.**

Physical Distancing – to remain at least 2 metres apart wherever possible.

Face Masks – required whenever possible; Visors can be worn where a person has breathing difficulties. Príomhoide to be notified. Disciplinary Sanctions will apply if Masks are deliberately taken off in class without reason.

Face Masks can be removed outside when a person is 2 metres physical distance from others.



The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents, and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills continues to ensure updated advice is circulated to schools. LCC will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner. The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support schools in planning for reopening. The link to the [Interim Public Health recommendations for the reopening of schools](#) can be found by clicking [here](#).



Managing the risk of spread of COVID-19:

Wash your hands frequently:

Regular hand washing with soap and water is effective for the removal of COVID-19. The HSE advice have provided guidelines on handwashing at the following link:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand Hygiene and Hand Sanitisers:

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean). Hand sanitisers are deployed throughout the school to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

Avoid touching eyes, nose and mouth:

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

Do not share objects where possible, especially those that touch your mouth – for example, bottles, cups, cutlery, etc. It is recommended to clean and disinfect common areas and surfaces before use.

Physical distancing:

Physical distancing is recommended to reduce the spread of infection in the school environment. Guidance on physical distancing requirements is informed [by public health advice for schools](#).

Practice respiratory hygiene:

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff and students adhere to this advice and adopt the practices listed above as strictly as possible.



People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups which are listed at the link below.

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

[Advice for extremely vulnerable/high risk](#) members of the school community is also available from the HSE.

Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. An online risk assessment questionnaire is available from the Occupational Health Service. Details of applicable leave arrangements that may apply in such cases has been provided by the Department of Education and Skills ([Circular Letter 0049/2020](#)).

6. Control Measures:

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school. These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff, in particular, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

The following control measures have been put in place:

i. Return to Work Form:

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.



ii. Induction Training:

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms
- What to do if a staff member or pupil develops symptoms of Covid-19 at school.
- Outline of the Covid-19 response plan.

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal.

Note: Induction Training for reopening schools in the new school year has been developed by the Department in consultation with stakeholders and made available to all schools and staff.

iii. Hygiene and Respiratory Etiquette:

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and sanitiser spray will be available in each classroom.



iv. *Use of Personal Protective Equipment (PPE)*

- Staff and students are **required to wear face masks***, similar to those worn in shops or on public transport –i.e. corridors, classrooms, and other common areas. Best hygiene practice will be outlined in this regard to students on induction and signage will be placed as reminders throughout the college. * Visors allowed when medically necessary.
- PPE will also need to be used due to the nature of certain work activities or work areas. Such include roles where:
 - Attending to a student who is unwell. Where a suspected case of Covid-19 is identified while the school is in operation appropriate PPE will be required for first aid.
 - Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.
 - The use of a face mask will conceal facial expression and can make communication difficult and as such may not be practical at times in a school setting. Face masks are the preferred form of face covering except in cases of an underlying medical condition. ***The wearing of a visor*** may be considered by teachers and can be worn where there is a medical concern or where physical distancing cannot be maintained.
- Wearing of Gloves: The use of disposable gloves in the school setting by pupils or staff is not appropriate expect where necessary in a practical class. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.
- Cleaning Arrangements for more regular and thorough cleaning of areas and surfaces within the school are in place. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.
- All staff and students will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.
- Shower facilities shall not be available for use due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).



v. Access to the school building /contact log:

Access to the school facility will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians are restricted to essential purposes and limited to those who have obtained prior approval.

Protocols with regards access to office and all staff will be by email and appointment only. No unauthorised footfall will be permitted. All welfare forms can be posted to the office or scanned to LCC and they will be returned as soon as possible.

A visitor contact log of those entering the school facilities will be maintained - Appendix 3. **First Aid/emergency procedure:** The standard First Aid/Emergency procedure shall continue to apply in LCC.

vi. Lunch and Break Arrangements:

There has been no use of canteen, vending machines, or lockers for the month of September. Lockers will be made available to SEN students and students who do not use an iPad. We now believe that best practice is established with regards to social distancing and recommend reopening the canteen for Lunchtime under new safety protocols to be agreed with Glanmore Foods. We aim to trail this before mid-term. Mid -morning small break is supervised in base rooms, students will be encouraged to take an air break. No water fountains will be in operation; students should bring in their own drinking water.

vii. Letter issued to Parents/Guardians

LCC will issue **an updated letter to all parents/guardians** requesting the following:

- that children be kept at home if they or a family member are in any way Covid-19 symptomatic. This continues to be a problem.
- Please make sure students come to school ON TIME and with a FACE MASK
- That parents do not drop into school with equipment, snacks, water for their children. Please ensure your child has this before going to school. This is a problem as parents are not accepting that the office cannot accept goods from outside and cannot go to classes during the day. Parents are texting children and arranging to meet them at the main door, this is not acceptable.
- Please do not to congregate at the school premises and to stay two metres apart.
- Where possible, parents to encourage students to walk or cycle to school.
- To ensure that parent/contact details are up to date on the school system, along with a secondary contact for each student.
- to remind children to keep their uniform clean for daily use. Please ensure black jackets are worn with the school uniform and no hoodies.
- That children attend school and that parents do not decide that they will be remotely taught when they stay at home. TESS report will issue on students who are kept at home rather than being sent to be educated at school unless at high risk.



viii. *Limiting movement in the School Building:*

LCC's has implemented a new **one-way** system which must be observed at all times.

Entrances and exits for different year groups will be explained on induction and must be observed. All classes have been assigned **base rooms** and different year groups have been placed in separate parts of the building where possible.

Each Year has been designated a specific bathroom and yard area outdoors. (See appendix).

Late attendees must present at the main door and may not interrupt a class; they will wait until the next class begins in the GP area. Once seated in class, students are not permitted to circulate. **Friday Detention will be mandatory for students presenting late at the start of the day. Parents will be texted to let them know. Each breach of punctuality will increase the length of the detention.**

Home Times: Given the numbers in LCC leaving the building at one time despite a number of egress points there some concern. Moving forward we have BOM approved staggered finishing times as follows:

Staggered School Departure Times while Covid Pandemic is active:

Monday to Thursday

3.20 3rd Years and TYs

3.30 1st and 2nd Coláiste na Tulchann

3.40 5th and 6th

LCC Code of Positive Behaviour:

The new procedures in this response plan are protected by LCC's Student Code of Positive behaviour and associated policies.

It is essential that every effort is made to adhere to the control measures put in place in order to respect the health and safety of all members of the school community.

Cases of clear and/or consistent disregard for the new protocols, this will be viewed as a serious breach of LCC's Code of Behaviour and relevant sanctions will apply in line with sections:

8.3 Roles and Responsibilities of Students to

- **Follow Health and Safety procedures at all times.**
- **Act in a safe manner which considers the safety of others.**

and 7.3 Consistent breaches of college rules and regulations



- The student's continued presence in the school at this time constitutes a threat to safety.

Each student is responsible for his/her own behaviour and is expected to engage in responsible and positive behaviour by complying with the LCC Code and new safety protocols.

The Board of Management August 26th adopted an additional disciplinary measure for breach of Covid Protocols. After one warning, on a second breach a student will be required to learn remotely the next day or asap if they breach Covid protocols. **This is an official suspension and will be noted as such.**

Teaching and Learning: (notes on T&L will be added to updated letter to parents)

Providing and maintaining high standards of teaching and learning remains the core business of Luttrellstown Community and College.

LCC's programme of Technology Enhanced Learning using one to one iPad devices, LCC Gmail and G-Suite domain facilitates the continued provision of interactive lessons and the sharing of materials, student work and teacher feedback in a digital format.

In the absence of student lockers to store textbooks, teachers will maximise the use of digital resources for school-based lessons and may set work from textbooks to be completed at home.

[LCC's Remote Learning Guidelines and Protocols](#) will support blended learning when required.

LCC does not offer live streaming of classes. In some cases, teachers will offer some online live support, this is at the teachers' discretion.

7. Dealing with a suspected case of Covid-19:

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how LCC will deal with a suspected case that may arise during the course of work.

The designated isolation area identified within the school building is the

- *Former meditation suite at the end of Guidance corridor (Upstairs);*

In the case that a staff member/student displays symptom of Covid-19 while at work/attending school in LCC, the following procedures will be implemented:

- The person should be accompanied to the designated isolation area via the isolation route (follow admin corridor and rear staircase for access and leave by emergency exit door; From upstairs; use middle staircase and follow admin corridor), with the responder keeping at least



2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres at all times

- Face Masks should be worn by all – first aid responder and the symptomatic person - whilst moving to and attending the isolation area and when exiting the premises
- In the case of a student, the parents/guardians will be contacted immediately. It will need to be assessed whether the individual who is displaying symptoms can immediately be directed to go home (in case of staff)/be brought home by parents (students) before calling their GP and continuing self-isolation at home.
- The person presenting with symptoms should remain in isolation if they cannot immediately go home. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a waste bag provided.
- If the person is well enough to go home/ transported home by a family member as soon as possible – they should be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- In the case where the symptomatic person is too unwell to go home or further advice is required, emergency services should be contacted (999 or 112) to inform them that the sick person is a Covid-19 suspect.
- A Digital Incident Report Form should be filled following the school response - which will form part of determining follow-up actions and recovery.
- Appropriate cleaning of the isolation area and work areas involved will take place following the incident.

PLEASE NOTE: It is the HSE that will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

8. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.



- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If staff develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before returning to work.
- viii. Staff must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. All staff must complete the required DDLETB Covid-19 Induction Training and attend LCC staff COVID-19 briefings prior to/on their return to school.
- x. It is essential that all members of LCC staff are aware of, and adhere to, good hygiene and respiratory etiquette practices; and remain informed of the updated advice of the public health authorities and comply with same.

9. Covid-19 related absence management:

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. Please refer to [DES Circular Letter 0049/2020](#) for full details on these arrangements.

Staff absences will be covered from LCC's DES substitution allocation. It is rare that a school can provide subject equivalent teacher to cover a class, where possible this will be provided. Where not students will be guided on how to progress in their subject. All students should have a school email account and each student is responsible to use the platform LCC advises e.g. Google Classroom. Schemes of Work and class exercises are available online and the SEC exams bank is also a useful way for a student to continue their studies when a teacher is absent. Work done by students will be corrected by teachers after their return to work and within an acceptable timeframe.



Parents are asked to give this advice to their children and monitor their progress in the above circumstances.

Students who are officially on remote learning due to being in a High-Risk category (none currently in LCC) will be supported by their Caomhnóir.

Should absence rates reach an unsustainable level on a particular day. LCC will shorten the school day to manage T&L in the best way possible. If students are asked to leave early or start late parents will be informed as soon as possible. Notification will be made by text.

10. Employee Assistance and Wellbeing Programme:

Luttrellstown Community College, under the patronage of DDLETB, aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. Remaining mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

LCC aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

Student welfare is supported by the delivery of Wellbeing and SPHE classes. LCC will deliver age-appropriate resources specific to supporting our students/your children in these anxious times.

Additional Information:

LCC will hold a **virtual Open Night** that will replace the open house of previous years. This will take place on October 6th 2020.

Further information on this will be on our website in due course.

LCC's 2021 Admissions Policy and applications will issue to primary schools early in the Next few weeks. Requests for application packs can be by post or email only. Return of forms can be scanned and emailed to the office. Please keep in mind that footfall to the site is strictly curtailed in order to limit the spread of Covid-19.



Appendices available at LCC (GDPR privacy conditions apply):

Appendix 1 Designated Areas of LCC Year Groups

Appendix 2 Pre-Return to Work Questionnaire COVID-19

Appendix 3 Lead Worker Representative

Appendix 4 Risk Assessment

Appendix 5 School Contact Tracing Log

Appendix 6 Checklist for School Managers

Appendix 7 Checklist for Managing a Suspected Case of COVID-19

Appendix 8 Checklist for Lead Worker Representative

Appendix 9 Checklist for Cleaning



**Appendix 1: Designated Areas of Year Groups –
Entrance-Exit/ Base Classes/ / Lunch Break/ Assigned Bathroom Facilities:**

YEAR GROUP	BASE ROOMS	ENTRY POINT	EXIT POINT	INDOOR – LUNCH (15 mins)	OUTDOOR LOCATION – LUNCH BREAK	TOILET ACCESS	BREAK OUT ROOMS/ ADDITIONAL ROOMS
FIRST YEARS	PHASE 1 ROOMS 2 ,3, 4, 17, 18, GEOSOC	MAIN ENTRANCE	MAIN ENTRANCE	GP and ROOMS 2,3,4	FRONT OF BUILDING (Junior Break)	UPSTAIRS – OPPOSITE ROOMS 17 & 18.	RESOURCE R30 (UPSTAIRS) DRESS DESIGN
SECOND YEARS	PHASE 1 ROOMS 11,12,13,14,15,16	DOOR AT STAFF ROOM (FACING PREFAB SITE)	STAIRWELL TO LEFT OF STAFF ROOM	BASE ROOMS	BASKETBALL COURTS (Junior Break)	UPSTAIRS – OPPOSITE BASE ROOMS 11-16	ROOM 10
THIRD YEARS	PHASE 1 6,7,8 PHASE 2 LS Room, SOC Room, Rm8	BASKETBALL COURTS- STAIRWELL -GP AREA)	LOCKER BAY – GP AREA (BASKETBALL COURTS)	BASE ROOMS	FOOTBALL COURTS (Junior Break)	DOWNSTAIRS – OPPOSITE ART ROOM 1	ROOM 9
TRANSITION YEARS	PHASE 1 – Room 19 PHASE 2 – Rooms 6,7	DOOR TO RIGHT OF STAFF ROOM	MAIN ENTRANCE (SIDE DOOR – FORMER CNT ENTRANCE)	GP AREA	FRONT OF BUILDING (Senior Break)	CGC CORRIDOR	TBC
FIFTH YEARS	DEMO, L1/L2, MUSIC, ROOM 5 (Ph1), ROOM 1,2	MAIN ENTRANCE	PHASE 2 - EXIT NEXT TO SPORTS HALL	BASE ROOMS	BASKETBALL COURTS (Senior Break)	PHASE 1 – DOWNSTAIRS – FACING T4 ROOMS	TBC
SIXTH YEARS	PHASE 2 – HALL1 & HALL 2, ROOM 3,4,5 & ART ROOM (Ph2)	MAIN ENTRANCE	PHASE 2 - EXIT NEXT TO SPORTS HALL	BASE ROOMS/ HALL	FOOTBALL COURTS (Senior Break)	PHASE 2- DOWNSTAIRS	TBC
COLÁISTE NA TULCHANN	RE 1 & 2, CGC	SIDE ENTRANCE – ADMIN CORRIDOR	SIDE ENTRANCE – ADMIN CORRIDOR	BASE ROOMS	LE NA BLIANTA CUÍ	CGC CORRIDOR	OFFICE ON CGC CORRIDOR

Staggered School Departure Times while Covid Pandemic is active:

Monday to Thursday

3.20 3rd Years and TYs

3.30 1st and 2nd Coláiste na Tulchann

3.40 5th and 6th



