



Deele College
Return to School
Covid-19 Response Plan
Students

Measures/protocols put in place to re-open Deelee College

Dates for Reopening

- Monday, August 31st – Staff
- Tuesday, September 1st and Wednesday 2nd – 1st Year Students
- Thursday, September 3rd, 1st Year and 6th Year Students
- Friday, September 4th, 1st Year, 3rd Year and 6th Year Students
- Monday, September 7th - 1st Year, 3rd Year, 5th Year and 6th Year Students
- Tuesday, September 8th – 2nd Year, 3rd Year, 5th Year and 6th Year Students – 1st Year students are off
- Wednesday, September 9th - 1st Year, 2nd Year, 3rd Year, 5th Year and 6th Year Students
- Thursday, September 10th - 1st Year, 2nd Year, 3rd Year, Transition Year, 5th Year and 6th Year Students

Before you leave home

- Please be aware of your health, if you have any symptoms of Covid- 19 do NOT come to school. Please contact the Deelee College Covid -19 Hotline by text on 086 0364165 between 4.30pm and 8.30am to indicate that your child is displaying Covid - 19 Symptoms.
- Ensure you have all your equipment as you will not be permitted to share pens, pencils, books etc.
- Make sure you have a packed lunch if you do not plan to use the canteen.
- Make sure you have your face mask/s with you.
- If for medical reasons you cannot wear a mask, please provide us with a letter from your doctor. You will be required to wear a visor.

On the bus

- Please follow all instructions and protocols outlined by the bus companies

Morning – On arrival to school

- Maintain social distance from others as you walk between the bus and the school
- Students must come directly from the bus to the school each morning
- You will be required to put on your face mask entering the building and sanitise your hands on entering.
- Students should enter through the main student door up until 8.30am after this time you must enter through the assigned entrance door.

Entry Points	Main Door	RA3	Link Corridor	Art Door Entry
	2nd Years	3rd Years	6th Years	1st Years
	5th Years	LCA 1	TY's	
		LCA 2		

- Students must sanitise their hands at each point of entry to the school.
- Students should not congregate in groups close to one another.
- Students will be asked to adhere to queue management protocols in the mornings when entering the school building.
- Physical distancing signage will be used to indicate 2m distancing in corridors.
- When students arrive at school, they should proceed directly to their classroom/designated area which will be assigned to them in their timetable which is available in VShare and will be printed for them on their first day in school.
- Students should adhere to social distancing when entering the classroom, they must sanitise their hands upon entering the classroom.

- Students should sit at their allocated seats assigned to them by their teacher. There is no need to clean your table or chair before sitting at it in the morning as the school will be cleaned each evening.

Before/After each class

- Wipe down your table and chair with a wipe provided by your teacher and dispose of it in the bin provided

Between each class

- Should you need to move class, continue to wear your mask and walk on the left-hand side of the corridor as quickly as you can to the next class.

Evening: (Staggered finish to the school day) – 3.50pm/4.00pm

- In order to maintain physical distancing as the students get on their buses after school, there will be two bells, one to signal the end of school for Juniors 3.50 pm and a second for seniors 4 pm on alternate days. We will advise students about this protocol when they arrive at school on their first day.
- Students will leave the school through their assigned exit point each day.

- Monday 1st, 2nd and 3rd Year
- Tuesday TY, 5th, LCA 1, 6th Year & LCA 2
- Wednesday 1st, 2nd and 3rd Year
- Thursday TY, 5th, LCA 1, 6th Year & LCA 2
- Friday 1st, 2nd and 3rd Year

Lunchtime – Down Town

- During the initial Student Induction period, students will not be allowed to leave the school during the school day. We advise students to bring their own packed lunch or avail of our canteen service. This will be reviewed once we have all our students inducted back into school.

Face Coverings

❖ As outlined by the Department of Education all members of the school community must wear a face covering.

The following has been taking the Government document on reopening

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore **a requirement** that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations, the use of clear visors should be considered, for example staff interacting with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

All staff and students wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

COVID-19 Response Plan for the safe and sustainable reopening of post primary schools Information should be provided on the proper use, removal, and washing of cloth face coverings <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All teachers and students should be aware that they should wash or sanitise hands (using a hand sanitiser) before and after helping a student put on or adjust a face covering. Face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags). Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled. Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe. Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

- ❖ If for medical reasons a student cannot wear a mask, they should submit a doctor's letter to the school outlining the reasons why they cannot wear a mask. A visor should be worn.
- ❖ Students must provide their own masks and these masks.

Suspected Symptoms of Covid-10

What happens if I am not feeling well?

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

1. Minimising the risk of introduction of COVID-19 into the school 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 school community, it is critical that people stay at home if unwell. Nobody should go to school if they are unwell or any members of their household are unwell, with symptoms consistent with COVID-19.

Know the Symptoms

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.

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.

Wash
Cover
Avoid
Clean
Stop
Distance

Protection from coronavirus.
It's in our hands.

  **Riadas na hÉireann**
Government of Ireland

Preventing the spread of Illness

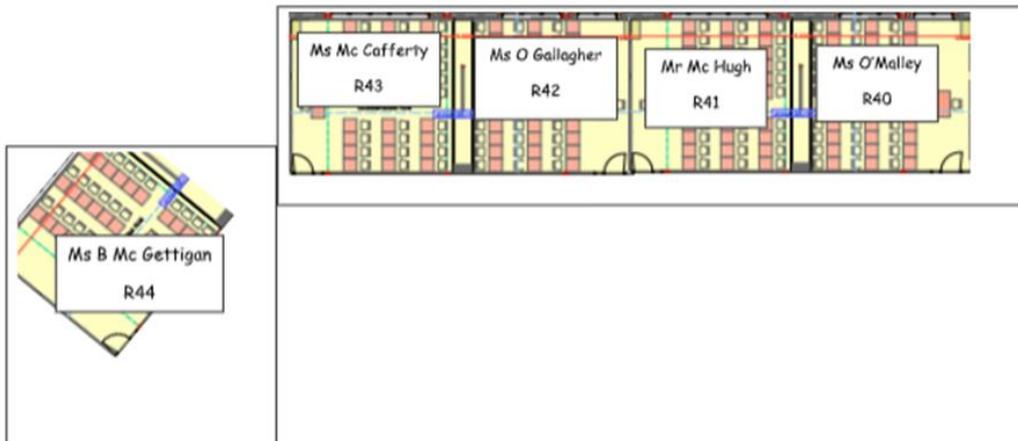
Preventing the spread of illness

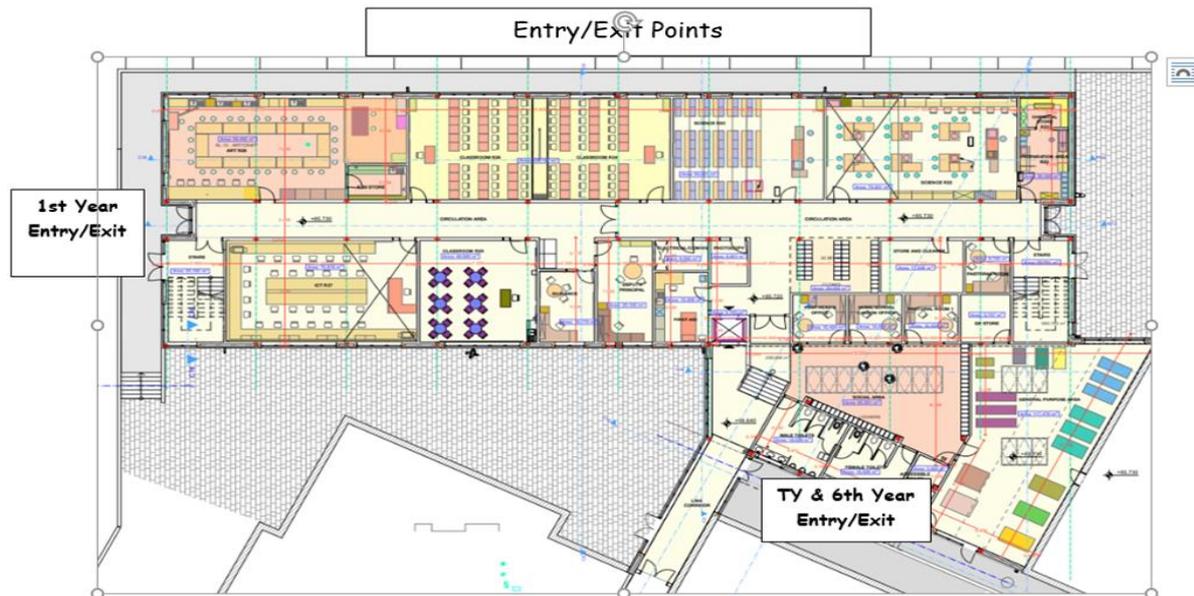
Help children to understand and to follow this advice:

-  Wash their hands regularly
-  Use tissues or elbows to cover their coughs and sneezes
-  Keep their distance from people who are sneezing or coughing
-  Don't share toys
-  Don't share food at lunch or other times



Prefabs Plan





Classrooms

- You must wear your mask in the classroom.
- All classrooms have been measured and desks positioned to allow for 1-metre social distancing.
- Sharing of pens, copies, books between students is no longer permitted; all students will need to have all equipment needed for each class.
- A protective screen will be placed at each teacher's desk.
- All staff will be wearing a face mask or face shield where a 2-metre social distancing cannot be kept.
- Your teacher will let you know where your assigned seat is. This is the seat that you will stay in for that class.
- If you need to change rooms, please use the sanitising wipes available in each room to ensure that your desk is clean before using it. You will each have your own desk, with a 1 metre distance between each desk.
- Each practical department will set out their own list of guidelines and sanitising processes to allow for practical classes.

Isolation room/First Aid

- If you see the First Aid/ isolation room in operation or hear that someone has gone home sick – it is important that you do not engage in speculation, there are many reasons not covid related as to why someone might be using the First Aid/ Isolation Room and speculation will only heighten fear as well as invading someone's right to privacy.
- If we do have a suspected case, we will be following HSE guidelines and if a case is confirmed, you will be contacted as a close contact if necessary.

Google Classroom

- Teachers and students will continue to use Google Classroom this academic year. All students will continue to use their Donegal ETB email account and access Google Classroom.

Absence/Late/Permission to leave Notes

- Due to the Covid 19 guidelines, The notes in the student journal will no longer be used for the above.
- Parents/Guardians should email the school office deelecollege@donegaletb.ie explaining why their child was absent from school. This will then be marked as an explained absence.
- **Students who need to be collected early from school, parents should email the school office the day before to give their child permission to leave, explain the reason and time.** It is very important that you inform your child in the morning before they leave for school. Parents/Guardians will remain outside and should ring the school office to inform the office staff that they are outside. It's only then that the student will be allowed to leave the school.

Access to the Building

- Prior appointment is essential for all visitors to the building.
- Any Parent/Guardian who needs to collect a child must telephone in advance and wait outside for the child to exit.

Corridors

- Face masks/shields will be worn on the corridor.
- All corridors are marked with arrows to allow for everyone to walk safely and quickly.
- Students and teachers will walk on the left side of the corridors, in single file. There will be a small number of one-way systems in place at certain locations in the school. This will be explained and outlined during the students' induction programme.
- Base classrooms have been introduced to reduce movement in the corridor and staggered breaks and lunch practises in order to comply with the guidance to increase separation and decrease interaction.

Code of Behaviour

❖ All students, staff and parents will be encouraged to appreciate that everyone's safety is a shared responsibility among everyone in the school and that they have an important role to play.

❖ A new section will be included in the Code of Behaviour (COB) which will aim to discourage students from deliberately putting themselves or others in the school at risk of contracting the Covid-19 virus.

❖ Sanctions will be included in the COB that may include a student being sent home or refused permission to attend school.

Parents/Guardians collecting you from school

If you have to be collected from school, your parent/guardian must telephone the school on their arrival and may wait outside the school door for you to go out so that we can authenticate that the call is genuine and from a parent or guardian.

Signage

- Deelee College will display signage, as required, outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. These will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Guidelines: How to keep yourself and others safe

AVOID THE THREE C'S:

Crowds | Close Contacts | Confined Spaces

- Avoid the 3 Cs – avoid loitering or congregating on the corridors or at lockers.
 - Conversations with friends should be held outside.
- Observe respiratory hygiene – coughing and sneezing into your elbow.
- You should regularly wash your hands and sanitise.
- You should bring sanitiser and tissues to school in your schoolbag. We will provide sanitisers at all entrances and exits and in all classrooms. We will provide a supply of wipes in all rooms in order that you may clean your working area however it is recommended that you also have your own with you also.
- We aim to keep teaching spaces well-ventilated. This may mean they are cooler than you are used to.
- Your teachers will assign specific seats in each class. You must not move from these.
- Please avoid physical contact with other students.

Personal Hygiene

- Students will be encouraged and expected to follow health advice regarding hand sanitation, respiratory etiquette, etc. Requirements in this regard will be clearly communicated to all students from the beginning of the year.
- Hand sanitiser dispensers will be deployed in every teaching space, assembly areas and entry points of the school campus. All students will be required to use hand sanitiser when entering the campus in the morning and when entering every teaching space throughout the school day.

- Wash hand basins, hot running water, liquid soap and hand drying facilities are provided in all toilets.
- It would be advisable for all students where possible to shower on your return from school to support the minimisation of risk to your family unit.

Hand Hygiene

How often should teachers and students wash their hands/use hand sanitiser in school?

- On arrival at school
- When moving between classes
- Before eating or drinking
- After using the toilet
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze

Social Distancing

- ◆ A distance of 1 metre will be maintained between desks or between individual pupils and classrooms have been laid out accordingly to ensure everyone's safety.
- ◆ We have created many additional areas for classroom use in the school where it is necessary to take larger numbers in any classes eg Room 9/13/45/46/47, Canteen area, GPA.
- ◆ You will be assigned a base class and a base room. You will go to this class each day on arrival and at break time and at lunchtime.
- ◆ As much as is possible, we will aim to reduce inter-class grouping. However, you will of course still be in your mixed choice/level subjects and not remaining in your base class for the entire day.
- ◆ The learning environment and school ethos will not be left to the wayward or cause detriment to your studies whilst we enforce social distancing

Assigned Student Toilets

- There will be limited access to toilets and only small number of students can be in the toilet area at any one time, this will be monitored closely
- All toilets have hot running water and soap
- Our toilets will be cleaned regularly for your safety

Area	Year Group
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Social Area	1 st , 6 th & TY
RA1/RA2	2 nd & 5 th Year
RA3	3 rd & LCA

Uniform

- No non-uniform Jackets, only Deelee College coat/jacket.
- Non-uniform jackets will be confiscated.
- No white soled shoes.
- Students not in full uniform for any reason, even if accompanied by a note, will not be allowed out at break time or down town at lunch time.

School Uniform @ Deelee College



Navy Jumper/
School Crest
Grey Shirt
Grey Trousers
Black Shoes
Deelee College
School Jacket



Sample Student Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00					
09:05	Science (JC - Revised Syllabus) R38 Ms Creagh	Woodwork R2 Mr McGarvey	English R21 Ms B McGettigan	Business Studies R39 Mr Gallagher	Environmental & Soc. Studies R18 Ms Henderson
09:40	Science (JC - Revised Syllabus) R38 Ms Creagh	Woodwork R2 Mr McGarvey	Physical Education (JC - Revised Syllabus) R2 GYM Ms Gordon	Business Studies R39 Mr Gallagher	English R21 Ms B McGettigan
10:20	C.S.P.E. R7 Ms Ward	Mathematics R20 Ms M O'Donnell	Physical Education (JC - Revised Syllabus) R2 GYM Ms Gordon	Special Tuition R21 Ms B McGettigan	Religious Education R38 Ms Creagh
11:00					
11:15	L&N R26 Ms T. Friel	Science (JC - Revised Syllabus) R38 Ms Creagh	Social, Personal and Health Education R5 Mr Gibson	Environmental & Soc. Studies R18 Ms Henderson	Mathematics R20 Ms M O'Donnell
11:55	Business Studies R39 Mr Gallagher	Environmental & Soc. Studies R18 Ms Henderson	Environmental & Soc. Studies R18 Ms Henderson	Metalwork R1 Mr Gillespie	L&N R8 Mr McGarvey
12:35	Business Studies R39 Mr Gallagher	L&N R10 Ms McGettigan	Mathematics R20 Ms M O'Donnell	Metalwork R1 Mr Gillespie	Science (JC - Revised Syllabus) R38 Ms Creagh
13:15					
14:00	Mathematics R20 Ms M O'Donnell	English R21 Ms B McGettigan	L&N R10 Ms McGettigan	English R21 Ms B McGettigan	
14:40	Environmental & Soc. Studies R18 Ms Henderson	Metalwork R1 Mr Gillespie	Woodwork R2 Mr McGarvey	Mathematics R20 Ms M O'Donnell	
15:20	English R21 Ms B McGettigan	Metalwork R1 Mr Gillespie	Woodwork R2 Mr McGarvey	L&N R8 Mr McGarvey	

Mobile Phones

- All mobile phones are to be switched off and out of sight on the Deele College campus during school hours.
- Urgent phone calls to or from a student will be accommodated through the school's office.
- Photographs or recordings cannot be made without permission.

PE (Physical Education)

- Students will be allowed to wear their PE gear on the day they have PE. This gets rid of crowded changing rooms and allows for the washing of uniforms.

Lockers

- Students will not be allocated lockers in the initial few weeks of the term and we will keep this under review subject to the advice of the Public Health guidelines. We hope to introduce the student lockers as soon as it is practically possible. The reason for this is to ensure that we allow for safe social distancing of all our students.

Structure of School Day

Structure of School Day										
Period	Monday	Tuesday	Wednesday	Thursday	Friday					
Yr Group	1, 2, & TY	3, 5, 5LCA, 6 & 6LCA	1, 2, & TY	3, 5, 5LCA, 6 & 6LCA	1, 2, & TY	3, 5, 5LCA, 6 & 6LCA	1, 2, & TY	3, 5, 5LCA, 6 & 6LCA	1, 2, & TY	3, 5, 5LCA, 6 & 6LCA
	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40
	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20
		10.20 - 11.00		10.20 - 11.00		10.20 - 11.00		10.20 - 11.00		10.20 - 11.00
Break	10.20 - 10.35	11.00 - 11.15	10.20 - 10.35	11.00 - 11.15	10.20 - 10.35	11.00 - 11.15	10.20 - 10.35	11.00 - 11.15	10.20 - 10.35	11.00 - 11.15
	10.35 - 11.15	11.15 - 11.55	10.35 - 11.15	11.15 - 11.55	10.35 - 11.15	11.15 - 11.55	10.35 - 11.15	11.15 - 11.55	10.35 - 11.15	11.15 - 11.55
	11.15 - 11.55	11.55 - 12.35	11.15 - 11.55	11.55 - 12.35	11.15 - 11.55	11.55 - 12.35	11.15 - 11.55	11.55 - 12.35	11.15 - 11.55	11.55 - 12.35
	11.55 - 12.35	12.35 - 1.15	11.55 - 12.35	12.35 - 1.15	11.55 - 12.35	12.35 - 1.15	11.55 - 12.35	12.35 - 1.15	11.55 - 12.35	12.35 - 1.15
Lunch	12.35 - 1.15	1.15 - 2.00	12.35 - 1.15	1.15 - 2.00	12.35 - 1.15	1.15 - 2.00	12.35 - 1.15	1.15 - 2.00	12.35 - 1.15	
	1.15 - 2.00		1.15 - 2.00		1.15 - 2.00		1.15 - 2.00		1.15 - 2.00	
	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	2.00 - 2.40	
	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	2.40 - 3.20	
	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	3.20 - 4.00	
Staggered Release	All Junior Students 15.50		All Senior Students 15.50		All Junior Students 15.50		All Senior Students 15.50		All Junior Students 13.05	

School Day @ Deelee College

- Monday to Thursday - 09:00 to 04:00
- Friday – 09:00 to 01:15
- 9 lessons – Monday to Thursday
- 6 lessons – Friday
- Lessons – 40 minutes
- Morning Break – 15 minutes
- Lunch Time – 40 minutes

Late for School?

- 3 LATES = 1 Evening Detention.

Pre Warning –Morning/After break/After Lunch

On hearing the pre-warning bell students must move to their respective class.

You should not be late for any class during the school day.

This will be recorded on Vsware.

Lanyards

- Students out of class must have a lanyard, given to them by their teacher, to show they have teacher's permission. It must be visibly worn around the neck.
- If a student is found without a lanyard, they will be sent back to class.

Book Rental

- Any textbooks you receive from Book Rental must be kept in good condition as you do not own them.
- These books will be used for future students in Deelee College

Revised Morning Break and Lunch-times

- 1st years, 2nd years and Transition Years will have their morning break from 10.20am to 10.35am and their lunch-time will be from 12.35pm to 1.15pm. They will have 2 classes – break – 3 classes – lunch and 4 classes on Monday to Thursday and the normal Friday finish at 1.15pm.
- 3rd years, 5th years and 6th years will have the normal school day where they will have their morning break from 11.00am to 11.15am and their lunch-time will be from 1.20pm to 2.00pm. They will have 3 classes – break – 3 classes – lunch and 3 classes on Monday to Thursday and the normal Friday finish at 1.15pm.

Visiting the School / Appointments

- School personnel will not be in a position to meet parents on a one to one basis during this Academic year (As per Guideline, July 2020) unless it is essential and by prior appointment. All such requests and appointments must be made through the school office 074 91 45493 or email deelecollege@donegaletb.ie
- Any Parent/Guardian who needs to collect a child must telephone in advance for the student to exit.
- All invited visitors to the school will be asked to wear face coverings and complete contact tracing recording sheets at the main office.

Canteen

- The Canteen facilities will be available to all students. Procedures and details will be explained on your child's first day back at school. We are evaluating systems where students will be able to pre order food. Staggered breaks and lunch periods will be introduced for all Year Groups to minimise queuing and maximise access to canteen. Canteen facilities will be clearly marked with physical distancing signage. All students will be required to cooperate with all the safety measures implemented.