

ENNISKILLEN ROYAL GRAMMAR SCHOOL

RETURN TO SCHOOL COVID-19 PUPIL PROTOCOLS

The following COVID-19 protocols are based on current Public Health Agency (PHA) and Department of Education (DE) guidance to ensure the health and safety of our school and wider community. It is important that as a school community we respect and adhere to these protocols to ensure our individual and collective safety and well-being. We will keep these protocols under continuous review in light of our experience on the ground and changes in the relevant guidance.

In light of the Minister's statement on 6th August in which the 1m metre social distancing rule has been relaxed, all pupils will return to school in the new term. In the case of clinically vulnerable pupils the school will work specifically with them and their parents to ensure appropriate support measures are in place, including the necessary risk assessments.

Where a pupil is displaying symptoms of COVID-19 they should not be sent to school.

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice>

1. Promoting a safe school environment

It is essential that everyone continues to:

- ✓ Practise social distancing as much as is practicably possible;
- ✓ Wash their hands thoroughly and frequently throughout the day;
- ✓ Follow PHA guidance to 'catch it, bin it, kill it' when they sneeze or cough.

2. Safe social distancing in line with government guidance will be practised where possible

- ✓ Adult to adult: 2 metres
- ✓ Adult to pupil: 2 metres
- ✓ Pupil to pupil: social distancing between all pupils has been relaxed but will be maintained as far as possible.
- ✓ Pupils will be in Tutor Group (Years 8-10) or Year Group (Years 11-14) protective teaching bubbles as far as is possible.
- ✓ Where possible, a zonal system of movement will operate across both sites.
- ✓ Break and lunch times will see the use of staggered starts.
- ✓ School lockers will not be available.
- ✓ Sports activities will take place in line with guidance issued by the relevant governing body.

3. Maintaining good hand hygiene and preventing spread and infection

- ✓ Supervised hand washing with soap and water will take place in designated hygiene hubs prior to starting the school day and at the beginning of break and lunch.

- ✓ Pupils will use hand sanitiser upon entry to school, upon entry and exit of the protective bubble classroom and again prior to departure from school at the end of the day.
- ✓ Hand sanitisers are provided at all entrance and exit points.
- ✓ Wall mounted hand gel sanitisers have been installed at either end of each corridor.
- ✓ Hand sanitisers will be provided in the classrooms of each protective bubble.
- ✓ Pupils and staff may bring their own hand sanitiser/gel.
- ✓ Pupils and staff should avoid touching their faces as far as possible and use a tissue (or their elbow) to sneeze into and follow PHA advice to 'catch it, bin it, kill it' as exemplified in posters around the school.
- ✓ Pupils will be advised to maintain good handwashing protocols at home, including washing their hands before they come to school.
- ✓ Pupils and staff should familiarise themselves with good hand washing practises as exemplified in a video clip on the following web page <https://www.nidirect.gov.uk/articles/hand-hygiene>.
- ✓ Designated toilet facilities are in place for each Year Group.
- ✓ An enhanced cleaning programme will take place during the school day.

4. Face coverings

- ✓ From 10th July, it has been mandatory that a face covering is worn by all persons aged 13 years and over if they are travelling on public transport, unless they are exempt for medical reasons. On dedicated school transport it is strongly recommended that all pupils wear a face covering.

Since 10th August, face coverings have been mandatory in certain indoor settings such as shops: this is not the case within the school setting. However, on 25th August it became a requirement for all post-primary school pupils and teachers to wear a face covering in corridors and communal areas.

Please note the following:

- ✓ Pupils are required to wear a face covering each morning in their Year Group gathering hub prior to the start of the school day at 9.00am.
- ✓ Pupils are required to wear a face covering in corridors.
- ✓ While it is not mandatory, pupils are strongly encouraged to wear a face covering in classrooms, particularly during practical activities.

In light of hygiene considerations pupils should wear a reusable, washable face mask.

To be effective face masks:

- MUST cover both nose and mouth;
- MUST be changed when they become moist or damaged;
- MUST NOT be allowed to dangle around the neck;
- And MUST NOT be touched once put on.

- Pupils should not remove their masks until the teacher directs him/her that it is safe to do so.
- Pupils need to sanitise their hands prior to putting on and after removing their face mask.
- Pupils should bring a small bottle of hand sanitiser for personal use when donning or doffing their face mask.
- Pupils should bring a small, named, re-sealable plastic food bag to safely store their mask when not being worn.

Specific protocols for face coverings:

Face covering procedures for entry and exit from classrooms:

- All pupils are required to wear a face covering in the corridor.
- Pupils should enter the classroom wearing a face covering.
- Pupils should keep face covering on until AFTER desk and hands are sanitised.
- Remove face covering and place it in plastic food bag for storage.
- Sanitise hands again prior to putting the face covering back on before leaving the classroom.

On entering/leaving the building or re-entering the building after an outdoor activity:

- Pupils should sanitise hands before putting face covering on.

After eating and drinking:

- Pupils should sanitise hands prior to putting face covering back on after eating.
- Once food has been consumed, the pupil should put their face covering back on if sitting in a communal area.

End of school day:

Sanitise hands prior to exit from rooms in order to put masks on for travel on link buses.

Leaving classroom during lesson for any other reason (e.g., visit to bathroom, etc):

Sanitise hands before putting mask back on.

5. Classrooms and equipment

- ✓ Pupils will, as far as is possible, remain in the same room/set of rooms for all lessons.
- ✓ Floor markings will be put in place in classrooms to indicate a 2-metre distance between staff and pupils.
- ✓ Perspex screens will be installed in smaller classrooms where it is not possible to establish a 2-metre distance between staff and pupils.
- ✓ Where possible, all pupil desks should be organised to be forward facing.
- ✓ Each classroom will have a sanitising kit for pupils and teacher to sanitise their desk prior to each use.
- ✓ Natural ventilation will be encouraged where possible.
- ✓ Pupils will wear their school uniform. On the days when pupils have PE and Games they should wear their correct school PE kit to and from school as changing facilities will not be available. The red South African rugby tour top is NOT to be worn to school.
- ✓ Pupils participating in after school sports training may wear non-school regulation clothing under the school regulation *Kukri* bottoms and school hoodie/quarter-zip blast fleece.

- ✓ Pupils are expected to have their own equipment (pens, pencils, ruler, eraser etc) and should not share items with each other.
- ✓ Where material/equipment has to be shared it must be cleaned before use by other pupils.
- ✓ Pupils are permitted to bring one school bag and water bottle which are both named and which can be wiped down each day. In the case of KS4 and KS5 pupils, a lever arch file or large plastic folder may be preferable to a school bag.
- ✓ KS3 pupils will leave their bag in the designated classroom during the school day. KS4 and KS5 pupils will be permitted to carry their bag between classrooms.
- ✓ Pupils will not have access to lockers and multiple bags should not be brought to school.
- ✓ Additional enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been in to minimise risk of the spread of the virus.

6. The School Day

- ✓ Routines for the 'New School Day' will be reinforced with pupils during their induction upon return to school on their first day.
- ✓ On CC site KS3 pupils will enter school only via Reception or Whiteboard Entrance. Year 14 will enter via Science/Art stairwell door: on LS entry to school is only via the Stone Hall and Cloisters entrances.
- ✓ All pupils should be in school by 9am.
- ✓ On arrival pupils in Years 8-13 will go directly to their gathering hubs where they will be supervised. Year 14 should go directly to their teaching hub. All pupils are required to wear a face covering for the short period that they are in their morning gathering hubs.
- ✓ Pupils will be taught in teaching hubs/protective bubbles. KS3 pupils will remain in the same rooms, as far as possible, and will remain at the same desk. For KS4 and KS5 classes, where individual subject choices necessitate more movement for pupils, this will be kept to a minimum.
- ✓ Year 14 will not be permitted to leave the school for lunch.
- ✓ Year 13 and Year 14 Common Rooms will be closed.
- ✓ Rooms will be configured to allow for the two metre separation between adults and pupils. In circumstances where it may not be possible for the two metre rule to apply to pupils who require additional support, bespoke arrangements will be determined in consultation with staff and parents with full regard to both the interests of the pupil and the staff member.
- ✓ At break and lunch time year bubbles will be maintained and supervised in the Dining Halls and outdoor social hubs.
- ✓ At the end of the school day the pupils will leave school on a staggered basis under supervision. On CC, Year 8 leave at 3.15 pm, Year 9 at 3.20 pm, Year 10 at 3.25 pm and Year 14 at 3.30 pm. On LS, Year 11 leave at 3.20 pm, Year 12 at 3.25 pm, and Year 13 at 3.30 pm.
- ✓ A zonal system of movement will be in operation for pupils on both sites. Movement within the school day will be on a structured and supervised basis.
- ✓ There will be no assemblies.

7. Visitors to school

We value our contact with our parents/guardians greatly and warmly welcome contact by telephone and e-mail. In order to reduce the number of visitors to school we ask that parents/guardians keep visits to school premises to a minimum unless for a pre-arranged appointment.

- ✓ Numbers of visitors on site will be kept to a minimum.
- ✓ Any visitor must report to Reception immediately upon arrival and provide contact details for test and trace purposes. Visitors should wear a face covering.

8. Pupil attendance

Where a pupil is displaying symptoms of COVID-19 they should not be sent to school.

Any pupil who has symptoms of coronavirus, or a positive test, will need to stay at home for at least 10 days but should be guided by PHA advice.

Where an individual has had a negative result, it is important to still apply caution.

If your son or daughter is clinically vulnerable, was shielding or lives with someone who is clinically vulnerable or with someone who was shielding, please make direct contact with the Principal in order to make the appropriate arrangements according to PHA guidelines.

9. Pupils who become symptomatic onsite

If anyone becomes unwell in school with:

- a new, continuous cough or
- a high temperature or
- anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste)

will be isolated in a sick bay area and a parent/guardian will be contacted to organise immediate collection. They will be advised to follow PHA guidance for households with a possible coronavirus infection.

The pupil awaiting collection will be moved to a sick bay area and isolated behind a closed door. Windows will be opened for ventilation. Appropriate adult supervision will be provided.

If the pupil needs to use the bathroom while waiting to be collected, they will use a separate bathroom which will be cleaned and disinfected before being used by anyone else.

PPE should be worn by staff caring for the pupil while they await collection if a 2-metre distance cannot be maintained.

The pupil can return to school when they have completed the necessary period of isolation as in line with the Test, Trace and Protect strategy.

PLEASE NOTE: In the current climate, the school cannot house pupils in sick bay who are unwell even though they are not displaying COVID-19 symptoms. Therefore, the parents of any pupil coming to sick bay will be contacted immediately so that they can be collected and taken home straightaway. However, in the case of pupils who have a known medical condition such as diabetes and where bespoke arrangements are already in place these bespoke arrangements will still be observed.

10. Test, Trace and Protect

Pupils who exhibit any symptoms associated with COVID-19 should not attend school. The N.I. Executive has rolled out a Test, Trace and Protect strategy designed to control the spread of COVID-19 and symptomatic pupils are expected to follow the PHA advice and obtain a test for COVID-19.

Anyone who tests positive will be contacted by the Contact Tracing Service in the Public Health Agency, and will need to share information about their recent interactions.

Pupils over 18 are encouraged to download the free StopCOVID NI Proximity App, released in July 2020.

The safety and well-being of our pupils and our school community is a matter of paramount importance to us all. Our mutual responsibility to keep each other and our families safe is a crucial one. In the event of a pupil wilfully refusing to adhere to these safety protocols or who deliberately puts a member of the school community at risk, we will view this as a very serious breach of our Positive Behaviour Policy and will respond accordingly with the level of sanction imposed.

3rd September 2020