

ICE –School Covid-19 Guidelines for Students

Information and guidance which will assist you with a safe return to school during the COVID-19 pandemic. You should take some time to read the information below, self-monitor for signs and symptoms of COVID-19 and then you must complete and return the attached 'return to school' form to us prior to your return. It is important to inform us privately if you fall into any of the higher risk groups as detailed on the following link;
<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

Wearing masks in the school building is mandatory. Masks can be purchased from reception if required.

On return to school, it is vital that you co-operate in maintaining the control measures put in place to prevent the spread of the virus. You can report any issues or concerns you may have to the office by calling 01 845 3744 or emailing info@iceireland.com. The COVID-19 representatives will be Susan McElhinney, Deirdre Rochford and Fiona O'Brien is the Lead Covid Worker Representative.

You can keep up to date with the latest advice from the Government and the HSE on the following link:
<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/?referrer=/health-covid-19>.

If you are experiencing any of the signs or symptoms of COVID-19, you must stay at home, self-isolate and phone your GP straight away to get a test.

If a student develops symptoms of COVID-19 while at school, they should follow the following isolation procedure:

- Advise their teacher that they need to be excused from class.
- Be sure to wear a mask and keep at least a 2-metre distance from others and avoid touching people, surfaces and objects
- Make their way to the reception area to alert an office staff member who will then alert a Covid-19 representative.
- Make their way to the isolation area (room 3), and wait for the Covid-19 representative.
- Individuals should cover their nose and mouth with a disposable tissue and when they cough or sneeze to put the tissue in the waste bag provided.
- The Covid-19 Representative will take their temperature and depending on the results and other symptoms decide whether they should go home immediately or call a doctor (**Individuals should not go to their GP's surgery or any pharmacy or hospital**).
- The Covid-19 representative will arrange transport for the student to return home.
- At this stage the Covid-19 representative will follow the HSE checklist on dealing with a suspected case of COVID-19.

Signs and Symptoms of COVID-19

Common symptoms include:

- A fever (high temperature – 38 degrees Celsius or above)
- A cough
- Shortness of breath or breathing difficulties
- Loss or change to your sense of smell or taste

You can find more information on signs and symptoms on the following link:
<https://www2.hse.ie/conditions/coronavirus/symptoms.html>.

How the virus is spread

You can get the virus if you come into close contact with someone who has the virus. It is spread through droplets that come from your nose and mouth. For example, from someone who is talking loudly, singing, shouting, coughing or sneezing.

You can also get the virus from surfaces, for example, when someone who has the virus sneezes. Droplets containing the virus can fall onto surfaces around them. If you touch that surface and then touch your eyes, nose or mouth, you could become infected too.

Wearing a face covering can protect you. But you should still do the important things necessary to prevent the spread of the virus.

Self -Isolation Guidelines

When to Self -Isolate

- If you have symptoms of COVID 19
- While you wait for a test appointment and your test results, if you have symptoms of COVID -19
- If you have a positive test result for COVID 19

How to self-isolate

Do

- Stay at home, in a room with a window you can open.
- Keep away from other people – especially older people or anyone with a long term medical condition.
- Phone your GP to see if you need a test for COVID 19.
- Use a different bathroom to others in your household, if possible.
- Cover your coughs and sneezes using a tissue – clean your hands properly after.
- Ask friends, family or delivery drivers to drop off food or supplies – if they stand back from the door, you can speak them.
- Wash your hands properly and often
- Use your own towel – do not share towel with others
- Clean your room everyday with a household cleaner or disinfectant

Don't

- Do not go outside unless you have your own outdoor space where you can get some fresh air away from other people
- Do not go to work, school, religious services or public areas
- Do not share your things. For example, food, dishes, drinking glasses or other household items
- Do not use public transport or taxis
- Do not have any visitors to your home

The following control measures will be implemented to prevent or minimise the spread of COVID-19 at The Irish College of English and in our communities:

Ensuring good hand hygiene / frequent Hand sanitising

You should regularly and thoroughly clean your hands by washing them with soap and water for at least 20 seconds or by using alcohol-based hand sanitizer.

There are hand sanitizer stations within the school in the following locations;

- At the front door
- At the reception
- At wash basins at toilets
- In each classroom
- At student sanitiser station
- In the office
- In the staff room

Please take a moment to read this advice from the HSE on proper handwashing: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>.

In particular be sure to clean your hands at the following times:

- Before leaving your house
- Before and after using public transport
- On arrival to the school building
- After coughing or sneezing
- Before, during and after you prepare food
- Before eating
- After toilet use
- After shared surface contact
- Before smoking or vaping
- When hands are visibly dirty

Exercising Respiratory hygiene

Good respiratory measure can limit the spread of the virus. Be sure to:

- Avoid touching the face, eyes, nose and mouth.
- Cover coughs and sneezes with an elbow or a tissue.
- Dispose of tissues in a covered bin.

Correct Use of Face Masks

Instruction on the correct use of face masks, frequency of replacement, and responsible disposal

Do

- Clean your hands properly before you put it on
- Practice using it so you are comfortable putting it on and taking it off
- Make sure it's made from a fabric you are comfortable wearing
- Cover your mouth and nose with it and make sure there are no gaps between your face covering
- Tie it securely
- Carry unused face coverings in a sealable clean waterproof bag such as a ziplock

Don't

- Do not touch a face covering while wearing it – if you do, clean your hands properly
- Do not use wet or soiled face covering
- Do not share face coverings
- Do not lower your face coverings to speak, eat and smoke or vape. If you need to uncover your nose or mouth, take the face covering off and put it in a bag for face coverings
- Do not throw face coverings in public places. These could be contaminated and you risk others

Cleaning and Disinfection

We have put in place a cleaning and disinfection system which will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances, handrails etc. to be cleaned regularly during the day.

Welfare facilities and communal areas will be cleaned after class each day. If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning. **It is the responsibility of each student to:**

- Clean personal items that have been brought to school.
- Avoid leaving personal items down on communal surfaces.
- If you need to put personal items down on shared surface, ensure that you clean the surface you have used after the personal item has been removed.

Ensuring physical distancing at all times.

Currently the school is operating with less than 30% occupancy.

This makes keeping a safe social distance easier along with the following measures.

Class Groups or 'pods':

A class pod is a class grouping which stays apart from other classes as much as possible. The objective is to limit the contact and sharing of common facilities between people as much as possible. The aim of the system within the school is that the pods mix only with their own class from arrival at school in the morning until departure at the end of the school day. Each pod will have separate start and finish times, break times. Sharing educational material between pods should be avoided or minimised.

Students should sit in the same seat each day.

Entering/exiting the building

- There is a 'look – wait – go' system in place for entering/exiting the building with priority to be given to persons entering.
- Staff/students should queue outside the front door (keeping a distance of 2m apart), and wait to enter the building one at a time.
- Staggered start and finish class times will be in operation.

Reception Area

There should be only one person at reception at any given time. If you require assistance and there is someone already at reception, you should return to your pod and wait for reception to become free again or send an email to the office to organise a meeting.

As far as possible, communication with office should be via phone or email.

Toilet Areas

There should not be any queue at toilet. If the toilet is in use you should return to the pod and wait for it to become free again.

Social Areas

There will be limited seating in the corridors. Students should leave the building for breaks or remain with their pod.

Class Rooms

Students will sit 1 metre apart in classrooms and wearing face coverings during class is compulsory for both students and teachers. Teachers should avoid moving around the room during the class and teachers allocated to a class level will remain with that level for the term.

The max occupancy for each classroom will be displayed on each classroom door.

Students should sit in the same seat each day. A seating arrangement will be confirmed at the start of each term.

Doors and windows will be kept open during class times.

Travelling to school

- Walk or cycle to the school if possible.
- Wherever possible, you should use your own private vehicle and should not offer/accept a lift from others.
- In the case where vehicles must be shared, please sit as far as possible away from others, wear face coverings and clean frequently touched surfaces in the vehicle as a minimum at the start and end of each journey.
- Public transport should be avoided. Where it must be used, strict adherence to physical distancing, good hand and respiratory hygiene must be maintained and you should wear face coverings.

No Hand- shaking policy is in place and communicated to students and staff.

Minimal Personal Belonging Policy – staff and students are asked not to bring unnecessary personal items to school.

COVID-19 Contact Log

The class register will serve as a contact log.

Minding your mental health

Infectious disease pandemics like coronavirus (COVID-19), can be worrying. This can affect your mental health, but there are many things you can do to mind your mental health during times like this. Some of which can be found of the following link: <https://www2.hse.ie/wellbeing/mental-health/covid-19/minding-your-mental-health-during-the-coronavirus-outbreak.html>.