

Teacher Guidelines

Teachers need to look out for and support each other as things have changed and everyone will find this year a challenge

If you have symptoms consistent with Covid -19 you must stay at home (applicable to all teachers and students)

Students will take the lead from their teachers. Crucial that all teachers set a good example:

- ✓ Wearing **Face Coverings**
- ✓ Follow **good hygiene practices**-sanitizing, physical distancing when speaking to a colleague, respiratory etiquette, reminding students to do the same
- ✓ Follow protocols if a student reports that they are unwell
- ✓ **Teacher based classrooms**



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Hand outs you will need

- Power Point of this presentation
- Covid-19-Returning to School Student Guidelines
- Cleaning Schedule
- Addendum to Code of Behaviour
- Compare Symptoms of Covid/Flu/Cold



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Teacher Guidelines

- ✓ **Staff room** will still be in limited use but will have reduced capacity. Teachers with base classrooms are asked to go straight to their classroom in the morning (thus avoiding the staffroom- congestion). Split lunches will reduce congestion and use of the staff room.
- ✓ Teachers with **no base classroom** will need to use the staff room.
- ✓ **Corridor Presence:** We are asking all teachers to step out onto the corridor at the end of each class. This will create a presence on the corridor and it is envisaged that teachers will consistently remind students to follow the arrow and walk in single file. Moving teachers....



Student Guidelines

- On **returning** to school students are required to:
- Undertake **induction around new procedures in Health & Safety**
- Take **responsibility for their behaviour** (addendum to Code of Behaviour)/ Discipline procedures remain the same –detention etc.
- **Inform a teacher** if they experience symptoms of Covid -19
- Follow signage, any instructions given by their teachers
- Inform the school of any trips abroad



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Students arriving to school:

Students must **sanitize** on arrival and go straight to their destination

✓ Students must be wearing their mask on entry into the school

Multiple entrance points:

- ✓ Student entrance
- ✓ Side entrance beside A Biology Lab
- ✓ Back door through yard
- ✓ The canteen will be available until 8:30am to early arrivals, at this point students should be making their way to their tutor rooms, sanitizing their work stations before taking their assigned seat/ supervision of class rooms is important at this point



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Lockers

- ✓ 1st & 2nd years will not have lockers
- ✓ 9 soft back copies for each subject (workbooks in some cases are essential so students will be asked to bring them for some subjects in place of copies)-mindful of weight in bags
- ✓ e book can be used by teacher in class/ textbooks used by student to complete homework
- ✓ Envisaged that homework will be assigned & submitted through Teams from early on (phones necessary, addendum to phone policy)
- ✓ Existing lockers distributed to 3rd, 5th & 6th years-no sharing of books



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Uniforms

- Uniform policy remains the same. Students presenting at tutor time who are not in full uniform need to be sent to the DP's office
- As a school we cannot police washing of uniforms etc. however parents have been advised that if their child's uniform is visibly soiled it needs to be washed
- Many parents have bought steamers to steam their child's uniform daily (steaming on a clean uniform is fine but will not work on a soiled/ dirty uniform)



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Classroom Arrangements

- Teacher Based Classrooms (students will move every 40 minutes)
- Two way system will be in operation on the corridors
- Students need to use stair well that is closest to them. 1st years will be directed to use Blue/Red stairs initially to avoid confusion and them getting lost.
- Students will be asked to move swiftly from class to class. No stopping for chats etc. with their friends as this will interfere with the flow of traffic along corridors and stairwells. Students will move along the corridor in single file. (Teachers presence on the corridor is essential to reinforce these measures).



Procedure in place for all students in all Classrooms (poster displays)

Once they arrive at their designated class room, the teacher will remind students to carry out the following:

- ✓ Take a wipe from the teacher's desk (these are large, industrial sized, anti - bacterial wipes)
- ✓ Use the wipe to clean and sanitize their work station (i.e. their desk, chair)
- ✓ Place the used wipe in the bin
- ✓ Sanitize their hands
- ✓ Take their seat (Teachers can take class registration while above is going on to save time)

Once class has finished, students will sanitize when leaving the classroom and move along the corridor to the next class. The above cleaning and sanitizing of their desks and chairs **will be performed in every class** that students go into.



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Protocols to follow in the event that a student presents with symptoms consistent with Covid- 19

- **No Student presenting with Covid 19 symptoms should be sent to school**
- In the event that a teacher suspects (we do realise that no teacher/member of mgt is a doctor or nurse) a student as having symptoms, the teacher will send the student to the Principal/ Deputy Principal's office only, not to the admin office.
- The Principal/ Deputy Principal will then accompany the student to the designated Covid room.
- Contact will be made immediately with parents to inform them that their child is unwell and that he has to be collected. The P/DP will ask parent to contact their GP by phone and get back to us before the student returns to school.
- Once the parent has arrived the student will be brought to the main reception area and signed out by the parent collecting him.
- The person accompanying the suspected case is advised to wear a mask, visor, gloves and ensure to remain 2 metres apart from the student
- The student must wear a visor and mask
- The area will be fully cleaned and sanitized (in line with HPSC Guidelines) once the student has vacated the area



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common



School Cleaning

- A **Deep Clean** has taken place in addition to antibacterial fogging
- A comprehensive **cleaning scheduled** has been formulated a copy of same is in your pack. This schedule covers daily, evening and weekend schedules.
- In short, during the day our aim is sanitization with evening/weekend schedules intended to clean and sanitize.



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Mobile Phone usage among Students

Our school Mobile Phone Policy remains the same with an addendum:

- ✓ Therefore, students will have full permission to use their phones in class, **only when the teacher is present and instructs them to do so.** Students must follow their teacher's instructions carefully, in relation to the use of the phone. Should any student be found to be using their phone for any other purpose (texting, social media, inappropriate use of the camera facility) then confiscation of the phone will occur.
- ✓ ***Our policy of Not Seen, Not Heard, Not Confiscated remains as normal, in all areas outside of the classroom including the school yard.***



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Students Toilets

- Advice is to make all available toilet facilities available during breaks to avoid congestion
- Full daily cleaning regime has been put in place/Less time spent in toilet areas the better
- All students will have access to all toilets (no differentiation between junior and senior)
- If student(s) ask for permission to go to the toilet the teacher is asked to grant permission without signing a journal. Students should not be taking any journal etc. to the toilet
- Supervision around toilet areas at break times will be crucial
- To relieve congestion 1st and 2nd years ONLY will have a toilet break from 10:45am to 10:55am



Revised Small Break Time Arrangements

- ✓ Vending Machines have been removed. That area is now used for students who are sent to P or DP for serious discipline issues
- ✓ No canteen facilities available
- ✓ Automated/ No Touch water fountains are available
- ✓ Small Break 10:45am to 10:55am- teachers of 1st & 2nd years will give all students a toilet break. These students need to be back in that room (3rd class room) by 10:55am as all 3rd, TY, 5th & 6th years will be released.
- ✓ On return to their classroom 1st/2nd years sanitize and eat their lunch at their assigned seat. It is hoped that their will teacher remain with them through small break (accounts for 15 minutes of extra supervision)
- ✓ At 11:05am 1st/2nd year teachers & students need to start moving to their next class.



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Break Time Arrangements

- At 10:55am, 3rd to 6th years are released. They will have an opportunity to go to their lockers, toilet and eat their lunch in the yard, canteen, assembly hall (all students can use all areas available)
- At 11:05 the above cohorts need to start moving to their next class and all classes need to have begun by 11:10 am. Teachers need to ensure that they are on time for all classes and if moving around that materials that you need are brought with you to avoid delay.



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Revised Big Break Arrangements

- Staggered big break-1st, 2nd & 3rd years at 12:25 (teachers who have these groups are also on lunch and will teach that class at 1:05pm)
- The above groups can use, canteen, assembly hall or yard to have their lunch.
- It is important to have the above groups in class (as much as is possible by 1:05pm) as there will be a large volume of traffic moving at 1:05pm.
- TY, 5th & 6th years will be on break at 1:05pm
- At 1:35pm the above groups need to move to their next class, take their seats and follow the usual classroom sanitizing regime



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



Exit Procedures

- 1st years will finish 10 minutes earlier than the rest of the school at the end of each school day
- Students / Parents have been asked to encourage walking to school where possible
- Rest of school can exit through student exit, back door beside Abiol Lab and back door into yard.
- Students need to be moved along the corridor to exit points, no stopping for chats etc.



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



After School Study

- After school study will go ahead. 6th & 3rd years will be given priority
- Junior Study (canteen)
- Senior Study (assembly)
- Night Study Assembly Hall (student enter & exit through back door of assembly and use toilet facilities in assembly as rest of school building will have been cleaned and sanitized at this point)
- Cleaning personnel will clean & sanitize Assembly Hall at 9:30pm to have it ready for the morning



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport



MENTAL HEALTH AND WELLBEING

The College is aware that some employees may be suffering from anxiety or stress during COVID 19 or may have gone through traumatic events such as serious illness or death of a relative or friend or be experiencing financial difficulties or personal relationship problems.

Should any teacher feel that they need to speak to the Principal in relation to any of the above issues, that teacher is free to e mail the Principal or indeed phone the Principal to discuss any difficulties that they may currently be experiencing.

In addition, **EAP Consultants** (branded as **Inspire Wellbeing**) are the current providers of the Employee Assistance and Wellbeing Services from the DES. This service includes a **free confidential service** accessible by means of a free phone telephone helpline available 24 hours a day, 365 days a year, providing counselling on a range of personal health and wellbeing issues given by qualified clinicians. Up to 6 face-to-face counselling sessions are available to provide supportive and solution-focused care based on an individual's needs. Please see link below for further information.

<https://www.education.ie/en/Education-Staff/Services/Employee-Assistance-Wellbeing-Programme/Employee-Assistance-Wellbeing-Programme.html>



www.facebook.com/stmunchins



www.stmunchinscollege.com



St. Munchin's College
Corbally
Limerick
V94 HXW5



@StMunchins
@StMunchinsSport

