



## De La Salle College, Churchtown, Dublin 14

Telephone: 01 298 1067 | Email: [office@delasallecollege.com](mailto:office@delasallecollege.com) | Web: [www.delasallecollege.com](http://www.delasallecollege.com)

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August 14th 2020

Dear Parent(s)/Guardian(s),

I hope that you and your family had a safe and restful summer. This has been a very challenging period for our whole society as we work in this 'new normal'. I am sure you will be heartened by the prospect of a full return to school at the end of this month.

This return to the school by staff and students must happen in a safe and as measured manner as possible and in strict adherence to the advice and instructions of public health authorities and the Government. We have a duty to ensure that as many of the public health regulations are adhered to as possible to prevent the spread of Covid 19 and to protect the health and welfare of all in DLSC.

We have been working hard to make arrangements for the opening of the school. I would like to bring several important points of information to your attention:

- If your son is unable to attend school due to an underlying health condition, of either himself or a member of your family, please let us know as soon as possible so that alternative arrangements can be put in place.
- As per the current public health guidelines a student should not attend school if he or a member of your household:
  - Are displaying any symptoms of COVID-19.
  - Have been advised by the HSE to isolate or quarantine.
  - Are awaiting the results of a COVID-19 test.
- If your son is absent it is essential that you contact the school office/ Year Head as soon as possible, by phone or email, to inform us of the nature of the absence.
- If a student displays symptoms of Covid-19 in school parents/guardians will be contacted immediately. Please see Appendix 1 attached for details of DLSC procedures.
- In order to facilitate compulsory COVID-19 staff training and student induction it is necessary to alter the school calendar, the schedule for the opening of the school period is as follows:



Tuesday, August 25th	Staff training day
Wednesday, August 26th	1st year Induction - Day 1*
Thursday, August 27th	1st year Induction - Day 2*
Friday, August 28th	1st year Induction - Day 3* 6th year Induction (9am - 10:45am) 3rd year Induction (11am - 12.45pm)
Monday, August 31st	2nd year Induction Day (9am - 10.45am) TY Induction (11am - 1pm) 5 <sup>th</sup> yr Induction Day (1.45pm-3.30pm)
Tuesday, September 1st	Classes for all year groups
Wednesday, September 2nd	Classes for all year groups
Thursday, September 3rd	Classes for all year groups
Friday, September 4th	Staff Training Day - No classes.

\* Times as per previously communicated schedule.

The changes are as follows:

- In order to adhere to social distance guidelines, a number of new protocols are necessary.
  - Face coverings must be worn by students when in the school building.
  - All classrooms will be set up to ensure one metre distance (shoulder to shoulder) between students.
  - Students will not be allowed to leave the school campus at any time including lunchtime. Food will be available from our school canteen.
  - Each year group will be designated an area for break and lunchtime. Students will be encouraged to spend their break time outside on the school grounds as much as is possible.
  - In order to restrict student movement classes will change from 40 minutes to 58 minutes, meaning that students will have six classes per day and five on a Wednesday. This will impact on the structure of the school day, classes will now finish at 3.28pm on Monday, Tuesday, Thursday and Friday and at 1.50pm on Wednesdays.
  - For this year we ask that students arrive at school between 8.30am and 8.45am, students will not be permitted to wander around the school building. Morning supervision will only be provided in designated areas from 8.15am when the school building will open to students.
  - Students will not be allocated a locker this year as it is not possible to ensure social distance when at lockers. Students will have less classes in the day and therefore will require less books.
  - There will be a new one way systems on the stairs and corridors which must be adhered to.

- There will be hand sanitising stations outside each classroom. Students will be required to sanitise their hands on entry into each classroom.
- There will be staggered exits from classes in order to reduce contact between students.
- All students will have Assemblies and Covid Induction to explain the new protocols and procedures.

### **Administration Day**

Our Administration Day will take place on Monday, August 24th from 9am to 6pm. Please note that it is only necessary to attend the Administration day if you have yet to pay your son's school costs, electronic payments can be made through the Easy Payments Plus link on our school website [www.delasallecollege.com](http://www.delasallecollege.com). We now have an additional payment option which allows you to pay via a payzone outlet (usually available in most Spar and Centra outlets) please email our administration to request a payment barcode on [office@delasallecollege.com](mailto:office@delasallecollege.com). Details of school cost amounts for each year group were communicated to all parents by letter in June.

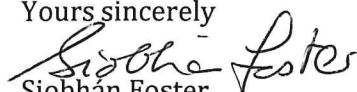
### **School Uniform**

If you have yet to purchase your son's uniform School Wear Ireland will be present in the school on the following dates:

Day	Time
Monday, August 24th	9am to 5pm
Tuesday, August 25th	1pm to 7pm
Wednesday, August 26th	9am to 2pm
Thursday, August 27th	5pm to 8pm

We will review our protocols on an ongoing basis and may need to adapt as the evolving circumstances require. We will of course keep in contact with you to keep you informed of any changes. Please ensure that we have up to date contact information at all times and contact our administration office if you need to update your contact details.

Yours sincerely

  
Siobhán Foster  
Principal

## 8) Dealing with a Suspected Case of COVID-19

**Staff or students should not attend De La Salle College school if displaying any symptoms of COVID-19.** The following outlines how a school should deal with a suspected case that may arise in a school setting.

A designated isolation area has been established in the (1) Oratory in Building A. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases will be put in place, should that situation arise. Additional designated isolation areas include the (2) Parents Room behind the Reception. The designated isolation areas are behind a closed door and away from other staff and students, in keeping with the guidelines.

If a staff member/student displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately;
- Isolate the person and follow the procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- Provide a mask for the person presenting with symptoms. A supply of PPE will be maintained in the designated isolation areas. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. 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 the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and

- inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
  - Arrange for appropriate cleaning of the isolation area and work areas involved – **(details at Section 7)**

The HSE 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 and student confidentiality is essential at all times.