

COVID-19 POLICY AND RESPONSE DOCUMENT FOR PARENTS, STUDENTS AND VISITORS

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CSM's COVID-19 Policy and Response Plan

Castleknock School of Music

This document has been formulated based on the 'Return to Work Safely Protocol' prepared by the Department of Health. The information contained in this booklet as of 24th August 2020 is subject to change in accordance with HSE/DES advice. This document will be reviewed and updated as per the ongoing advice from the HSE and the Dept. of Ed.

All official guidelines from the Government and the HSE must be followed – this document explains what these are.

The health and safety of all CSM students and staff are of paramount importance to us during the COVID-19 pandemic. The sections below list:

1. The adaptations we have made to ensure safe and comfortable conditions at CSM.
2. The safety requirements that all students, parents and visitors to CSM must observe.
3. A statement that all those enrolled for tuition must acknowledge and agree to.

If you have questions or concerns about our COVID-19 Safety Policy, please contact our admin team at info@castleknockschoolofmusic.com

- **School Adaptations to Create 'The New Normal'**

CSM are following the HSE and the Dept. of Education protocol and have implemented the following strategies for a safe environment:

A special COVID-19 Training Day for all teaching staff and admin staff

Teaching and admin staff provided with Visors and sanitising equipment

Ongoing regular cleaning of classrooms and public spaces.

A safety screen has been installed for admin staff at reception.

Safety signage on walls, seats and floors to indicate good sanitisation habits and safe distances between students in group classes and their teacher.

Group classes made smaller in line with Dept of Ed & HSE guidelines

Sanitising stations at the entrance to Ongar centre and in every studio and classroom at all centres.

Percussion Instruments Bag for every student in Mini Music so students do not need to share resources at any time.

- **COVID-19 Student Protocol**

- **Face Masks**

All students over 12 are required to wear face masks when entering and leaving the school and in all public spaces (stairs, landing, reception and waiting areas). And also at their music class where it is not possible to maintain a 2 metre distance from their teacher

This is in order to minimise the risk of spreading infection. Face masks may be removed for voice class.

[Advice on how to properly use face coverings can be found here.](#)

While it is not compulsory for children under 12 to wear face masks, it would be our preference that masks be worn. Students over 12 will not be admitted without face masks

- **Hand Sanitisers**

We have hand sanitising stations at the entrance to Ongar and in each studio and teaching room but we recommend that you bring your own bottle of hand sanitiser and tissues. Sanitise your hands regularly. Wash them regularly as well as use hand sanitising gel.

- **Hygiene**

You must wash / sanitise your hands before and after class, or before using the toilet facilities. Here is a reminder about how to correctly wash your hands:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

- **Short Nails** It is very difficult to wash hands properly with long nails. So your nails must be kept short.

- **Respiratory Hygiene**

Make sure that you follow proper respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin & wash your hands. Please have tissues with you for use in case of a cough or sneeze. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

- **Social-Distancing**

Students Over 12 are expected to maintain physical distance and follow recommendations carefully. This means where possible, you should keep two metres apart from other students. In classrooms, you must observe a 1 metre physical distance from other students around you.

- **Do Not Share Resources**

You must not share resources with another student. Bring your own pen, pencil and eraser to every class. In Mini Music, each child will have their own set of percussion instruments each week clearly marked with the students name on it.

- Do not share food, drinks, cups, or bottles with others.

- **Follow Safety Guidelines**

Students are expected to follow all CSM safety guidelines. Signage on protocol and social distancing when attending lessons/classes are on walls, floors and seats serving as a reminder.

- **Punctuality**

Students are expected to arrive as close as possible to their lesson/class time and to leave as soon as possible afterwards. No loitering in reception or the corridors.

- **School Diary**

You will be given your new school diary on the 1st day of term. For UNDER 10's, please leave your diary at home and your teacher will write your homework out during class and send a photo via what's app to your parents. Parents, can you please transfer the homework information into your child's school diary for ongoing records of progress. For OVER 10's, students are requested to write their own homework in the diary at every lesson.

- **Bring Your Own Instrument**

Except in the case of piano and drum kit, students are requested to bring their own instruments to the school for lessons, classes and practice. (All shared instruments will be cleaned with disinfectant wipes between lessons or classes.)

- **Observe Floor Markings**

Please queue on the floor markings if you are waiting to go to class.

- **Acknowledge COVID Directives Going Forward**

Students are expected to acknowledge that if the Irish government requires closure of all school facilities due to an increase in the COVID-19 infection rate, or if CSM decides that it is not safe to continue physical class tuition, parents will be given the option to a) move the class online, b) extend the semester to ensure the student receives their full semester of classes or c) be offered a full refund of classes not taken.

- **Students are Expected to Answer Truthfully the Following Checklist Before Each Class:**

1. Have you travelled outside of Ireland to a non-green list country in the last two weeks?
2. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or loss or change to your sense of smell or taste now or in the past 14 days?
3. Have you been diagnosed with a confirmed or suspected COVID-19 infection in the last 14 days?
4. Have you been in close contact with a person who has a confirmed or suspected case of COVID-19 in the past 14 days?
5. Have you been advised by a doctor to self-isolate at this time?

- **Students are expected Not to Attend a Physical Class If Feeling Unwell :**

6. If the student taking tuition or anyone he/she is living with is unwell, and there is any possibility that this is due to a COVID-19 infection
7. If the student has been in close contact with a confirmed case of COVID-19 and has been advised to self-isolate, or has been advised to self-isolate for another reason.

Although we cannot guarantee this, CSM will attempt to make up through online lessons any lessons missed due to a suspected COVID-19 infection or self-isolation requirement. A doctor's certificate is required for this.

- **Experiencing Symptoms of COVID-19**

If you are experiencing any symptoms of COVID-19 you must let your teacher know and do not come to music class. This link will show you all of the symptoms:

<https://www2.hse.ie/conditions/coronavirus/symptoms.html> .

Instead, phone your doctor and follow the HSE guidelines on self-isolation, found below:

[HSE guidance on self-isolation](#)

If you experience any symptoms of COVID-19 while at CSM, you must let your teacher know immediately. The teacher will direct you to a special waiting area where you can remain apart from others while waiting to go home. This will keep everyone safe.

If you experience symptoms of COVID-19 while at CSM, there is a plan already in place and we will follow the steps carefully. It is important that you know these steps as well so that you understand what is happening, so you must read this document before returning to CSM:

<https://www.gov.ie/en/publication/48037-dealing-with-a-suspected-case-of-covid-19-covid19-response-plan-for-safe-reopening-of-schools/>

If you have been in contact with someone who has been confirmed with a COVID-19 diagnosis, you should not return to CSM for two weeks. Instead, follow the HSE guidelines below:

[HSE advice on restriction of movement](#)

Notify your teacher(s) and it may be possible to organise classes online for you until it is safe for you to return.

- **Physical Distancing Outside of School**

It is essential that you practice physical distancing outside of CSM. Any action outside of school which is not in keeping with HSE guidelines on Covid prevention has the potential to put everyone in our school community at risk

COVID-19 Parent Protocol Parents

are required to:

- **Face Masks**
Wear face masks when entering and leaving the school and in all public spaces (stairs, landing, reception and waiting areas). Parents will not be admitted to the premises without a face mask or visor.
- **Read and understand student protocol** for all students entering the premises
- **Follow all CSM safety guidelines**
Signage on protocol and social distancing when attending lessons/classes are on walls, floors and seats.
- **Punctuality**
Arrive as close as possible to the student's lesson/class time and to leave as soon as possible afterwards. Please note at our Ongar Centre, we now have a buzzer system in operation. You can buzz Reception from outside the door on the ground floor to see if your child is finished the lesson and ready to meet you downstairs.
- **School Diary**
Your child will be given their new school diary on the 1st day of term. For UNDER 10's, students must leave their diary at home and teacher will write their homework out during class and send a photo via what's app to you. Can you please transfer the homework information into your child's school diary for ongoing records of work and progress. For OVER 10's, students are requested to write their own homework in the diary at every lesson.
- **Not to Sit In on Classes**
While our philosophy and ethos is to encourage parents to sit in on classes, for the foreseeable future this will not be possible. Instead, communicate with your child's teacher regularly via email, phone, text or the CSM diary.
- **Communicate in Advance If Your Child Is Unwell**
If a child is sick and is unable to physically attend class, please let your child's teacher know IN ADVANCE. If the teacher is informed early enough, it may be possible to organise a class online.
- **Do Not Enter the school** unless it is **ABSOLUTELY ESSENTIAL**. Drop off and collect.
- **Do Not Congregate** in corridors, at reception or in the vicinity of the school.
- **Use Remote Communication**
Pay fees remotely at www.easypaymentsplus.ie or by bank transfer rather than at reception. Email / phone admin for queries rather than physically wait at reception. Message us on Facebook (see our CSM page and MMA page) info@castleknockschoolofmusic.com
01 826 1100

- **Social Distance in Reception**

For parents who have ESSENTIAL business in reception, a safety screen has been installed at reception. Parents and students are kindly asked to stand behind the screen and social distance to speak with admin staff. (see floor markings)

- **Contact Tracing**

If another adult is entering our centre on your behalf, you must write the full name, contact details and date of visit in your child's CSM's school diary.

- **Acknowledge COVID Directives Going Forward**

Acknowledge that if the Irish government requires closure of all school facilities due to an increase in the COVID-19 infection rate, or if CSM decides that it is not safe to continue physical class tuition, parents will be given the option to a) move the class online, b) extend the semester to ensure the student receives their full semester of classes or c) be offered a full refund of classes not taken.

ACKNOWLEDGEMENT

By enrolling for tuition or booking a practice room, students, parents and visitors acknowledge:

- That CSM has put in place a range of protective and preventative measures to reduce the spread of COVID-19, according to government directives as well as current best practice.
- That CSM cannot guarantee protection from COVID-19 infection, but if all students, visitors and staff observe our COVID-19 safety requirements and procedures, the risk of contracting COVID-19 will be minimal.
- That enrolling for tuition at our centres may be increasing risk to exposure to COVID-19.
- That the COVID-19 virus has a long incubation period, during which carriers of the virus may not display symptoms and still be contagious.
- That CSM & MMA students and parents of students, must comply with all NEW SCHOOL COVID-19 safety requirements and procedures to minimise the risk of spreading COVID-19 while in the school.

Thank you for observing our COVID-19 Safety Policy.

Let's all work together as a team to keep our school safe in these unprecedented times. The ever-evolving situation will require constant review and we ask for your support and understanding as we adapt to the new normal. Thank you for observing our COVID-19 Safety Policy

Updated 24th August 2021

COVID COMPLIANCE OFFICER – Eileen Brogan