



COVID-19: RETURN TO GRINDS POLICY



Kilmartin Educational Services

KILMARTIN EDUCATIONAL SERVICES LTD

Kilmartin Educational Services are delighted to re-open both our Ennis and Limerick Colleges.

All our team will be provided with an awareness of COVID-19 and preventative measures of the spread of the virus through certified training under the guidance of the safety experts, Peninsula.

Link: <https://www.peninsulagrouplimited.com/ie/>

A COVID Officer has been assigned to both our colleges and will ensure the implementation of the relevant procedures and safety measure that need to be followed and adhered to.

As always Kilmartin Educational Services will continue to implement their highly thorough safety precautions, as well as the following measures to ensure the continued safety of all members of our team and students:

- All tables in the classroom are the required distance apart, as per government guidelines.
- All our classrooms are bright and spacious with the relevant ventilation.
- All students must sanitise their hands when entering and exiting our premises. These sanitation stations are conveniently located throughout the building at entry and exit points to the colleges.
- We have implemented a one-way system (where possible) throughout our colleges.
- Only one student/guardian will be permitted into our reception area or any of our offices at any given time.
- Cashless payments where possible should be made. QR codes will be provided in classrooms so students can scan the QR code and make payments on their phones for grinds or study. For payments over €50, students/guardians will be provided with a booking reference where they can make a payment on our website.
- Our lifts are reserved for Mobility Restricted Individuals only.
- Where possible and feasible, doors to classrooms will remain open to avoid contact with door handles.
- Our building will be cleaned thoroughly, as usual, but we will increase the frequency of such, especially at all touch points throughout the building.
- All students will be required to disinfect and wipe down their tables and chairs at the end of each study session/class, with wipes provided by students.
- It is advised that students sanitise hands prior and after opening the toilet doors.

- Face coverings are required when moving throughout the building, but not mandatory when seated in class/study as the required social distancing will be in place. Use of face coverings should be in line with government guidelines: Gov.ie/NPHET.
- All members of staff and students are advised to wash and sanitise their hands frequently and follow hygiene advice when coughing/sneezing.
Link: (<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>).
- Relevant health and safety information will be displayed throughout the building.
Link: (<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partnerresources/hand-hygiene-poster-english.pdf>).
- During the Lockdown, the necessary precautions have been taken to prevent the potential for Legionnaires Disease
- It is prohibited to borrow pens or any objects when signing in/out of study/classes or attending study/classes. Please use your own belongings.
- Students should not travel in groups to study/class so as to maintain the required social distancing and help prevent the spread of COVID-19.
- Students must maintain the required social distance during study breaks and take personal responsibility for themselves and others. Gatherings are not permitted.
- Physical contact of any kind is prohibited.
- Any student or member of staff who show any signs of Covid-19 must inform Kilmartin Educational Services immediately and self-isolate at home. Students will be escorted to an isolation room, where parent/family are contacted. In the event of a student feeling unwell or an accident, Kilmartin Educational Services has a designated First Aid Room.
- Isolation rooms will be equipped with the relevant equipment, as per government guidelines.
- Any student/member of staff who has been in close contact with a confirmed case or displays any of the symptoms of COVID 19 must **not** enter our premises for 14 days.
- Every night, all classrooms that are used, will be sanitised in accordance with the guidelines of the health and safety department.
- In the event of a confirmed case, Kilmartin Educational Services will have a log of students who were in the classroom with the confirmed case or of any contact an team member was in contact with in order to help with contact tracing.

- PPE will be used by our team, where appropriate.
- Classes and study breaks will be staggered to maintain and accommodate social distancing. Markings will be on the floor to help display the correct social distancing.
- Wellbeing and mental health awareness are vital. We encourage students to talk to any member of staff and see attached link for further information and guidelines on looking after your mental health:
<https://www.gov.ie/en/campaigns/together/?referrer=/together/>
- A health questionnaire may have to be completed, as per guidelines set out by the Department of Education and Skills.
- Due to our reduced class sizes, students will have to pay if they are present and if they are absent from a grind to retain their place.
- Fees do not apply during holiday periods if a student cannot attend a class. Please note, certain classes will be an exception to this rule.
- Online pre-recorded grinds will expire 3 days after purchase, and there is no extension under any circumstances.
- While every effort is made to ensure quality service, technical issues may occur that are outside of our control.
- In order to access these online classes, a sufficient broadband speed is required.
- All live classes will be recorded, and should they be shared to a student who was absent from class, these will expire after 24 hours. These cannot be shared from student to student.
- We recommend that cameras are switched off and please note that all voices will appear on the recording for educational purposes.
- Pre-recorded classes are not downloadable, they can only be streamed.
- Please note, not all live classes will be recorded or be made available to be shared. It is at the discretion of the class teacher.
- Prior to attendance of these live online classes, parents/guardians must sign a permission slip for students.
- Revision courses will also expire after a set period, as outlined on our website.
- We reserve the right to amend access and expiration times on each individual product.

- When using Google Classroom and the G-suite Apps, students will use approved email accounts.
- Students will not send or receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- In circumstances where teaching cannot be conducted or where students have chosen not to attend classes on the school premises, teachers may use Google Classroom, Google Meet, Microsoft Teams, Zoom, SeeSaw, Study Ladder, Skype, Padlet or 3cx to assist with remote teaching where necessary.
- Any notes associated with online grinds, will be available electronically only and is copyrighted to the author of the notes.
- While every effort is made to ensure the content of material covered is accurate, errors may occur.
- In the case of students under the age of 18, parents/guardians must agree to monitor their child's participation in any such lessons conducted on the Online Platforms.
- Discussion forums on Google Classroom or Microsoft Teams will only be used for educational purposes and will always be supervised.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet and this is forbidden.
- Students may not use any personal device with recording or image taking capability during an online class of teachers or other students. Any such breach of this will be sanctioned accordingly.
- Any recordings of a class provided to a student cannot be transferred to any other student.
- Teachers, students, and parents/guardians should familiarise themselves where appropriate with:
 - EU General Data Protection Regulations 2018
 - Anti-Bullying Guidelines for Secondary Schools 2013
- The school reserves the right to report any illegal activities to the relevant authorities.

Please note that Kilmartin Educational Services work in conjunction with Peninsula and are following the Covid-19 Guidance on getting back to work throughout all functions of their business. The guidelines are available here if required

https://kes.ie/shared_media/kilmartin/media/docs/Covid-19_Policy_-_ROI.pdf

This is a working document and will be altered and updated in accordance with new guidelines that will be released from the Department of Education and Skills, the HSE and the Government of Ireland.

Updated on: 11/06/2021