

ENNISMORE RETREAT CENTRE, MONTENOTTE, CORK T23CT95

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September 29th 2020

Dear Principal,

With this letter Ennismore Retreat Centre is happy to inform you that we are open to receive your students for school retreats. We have put in place the **DES COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools** August 2020.

Measures in Place for Students:

- Socially Distanced Seating Plan (students 1m apart; Retreat Team 2m from students);
- Hand Sanitiser Stations in every room.
- Where necessary, a disposable mask provided to students. **Students have been requested to arrive with a personal face mask.**
- **Covid 19 Declaration Form (MUST BE COMPLETED, SIGNED & PRESENTED ON THE DAY OF THE RETREAT) - see attached.**
Isolation Room Identified, if required
Database of Contacts will be kept for Contact Tracing
Professional Cleaning of Retreat Centre after each room is vacated
Each school, prior to arrival, is to provide Ennismore Retreat Centre with its 'Pod-groups' or sub-groups for the day's retreat.

The following will assist us all in the smooth, safe and enjoyable retreat:

- School Retreats normally commence at 9.30am and conclude at 2.30pm
- The school is to provide Ennismore Retreat Centre with a list of all students and adults attending the school retreat. This list will form the Covid-19 Tracing Log-in Registrar.
- Students to bring packed lunches per usual school day.
- Students to bring all-weather clothing.
- Please note the location of :
 - Outdoor Zone Areas 1 to 3
 - Isolation Room
 - Protocol for accompanying a person with suspected symptoms of COVID-19 to the Isolation Room
 - Toilets

Teacher(s) / SNO's are to remain in Ennismore Retreat Centre throughout the retreat, to be available to the School Retreat Team and to supervise all breaks.

1. All our School Retreat Team have completed the Return to Work (RTW);
2. Fathers Joe Kavanagh, Prior and Stephen Cummins, Bursar constitute the Lead Worker Representative and Deputy Lead Worker Representative.

Name(s) of Lead & Deputy Worker Representative:	Contact Details
Fr. Joe Kavanagh, OP	021.4557366
Fr. Stephen Cummins, OP	021.4502520

Both have completed COVID-19 Induction Training.

If a Teacher, SNO, School Retreat Team member, Housekeeping Staff or other has any concerns or observations in relation to our Covid-19 Response Plan, control measures or the adherence to measures by staff, pupils or others, s/he should contact one of the above-mentioned LWR's.

COVID-19 Policy Statement

Ennismore Retreat Centre, Montenotte, Cork is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our retreatants. To ensure that, we have developed the following COVID-19 Response Plan. The Retreat Centre and all staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff.
- Provide up to date information to our staff and retreatants on the Public Health advice issued by the HSE and DES.
- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- Agree with staff, a representative who is easily identifiable to carry out the role outlined in this plan.
- Inform all of essential hygiene and respiratory etiquette and physical distancing requirements.
- Adapt the Retreat Centre to facilitate physical distancing as appropriate in line with the guidance and direction of the DES.
- Keep a contact log to help with contact-tracing.
- Ensure staff engage with the induction / familiarisation briefing provided by the statutory authorities.
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school.
- Provide instructions for staff and retreatants to follow if they develop signs and symptoms of COVID-19 during school time.
- Implement cleaning in line with the HSE and Department of Education advice.

All staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s).

Signed: _____

Date: _____

Fr. Stephen, OP

School Retreat Coordinator

SCHOOL RETREAT BOOKING FORM 2020-2021

Dear Principal,

Greetings to you from Ennismore Retreat Centre, Montenotte, Cork.

With this letter and Booking Form we are happy to announce the re-opening of our School Retreats for this academic year. As with all centres of education, we have complied with all HSE, HSA and DES protocols for the re-opening of our Retreat Centre. We attach a copy of same.

Ennismore Retreat Centre accepts a Booking Form only from those schools who provide adult supervision for the school retreat. The latter is in keeping with Safeguarding and Covid-19 statutory guidelines.

We invite you to complete the Covid-19 Declaration Form and our School Retreat Booking Form prior to finalising a date for your school retreat with us.

SCHOOL RETREAT'S BOOKING FORM

Please return this Booking Form with your non-refundable deposit of €250.00 cheque/EBT to St. Dominic's Retreat House, Montenotte, Cork

Ideally we welcome a minimum of 15 students, however, we can on occasions, facilitate smaller groups:

Name of School:
School Address:
Contact Person:
Phone: email
Position/Office held:
Date(s) Required:

Class Year: **Total No. of Students:** () **Male** () **Female** ()

Is your school in a designated DEIS area? Yes () No ()

Please inform Ennismore of any issues which the Retreat Team need to be aware of during the retreat: pastoral issues, medical or special needs etc.

Does the adult/staff accompanying the children have current Garda Vetting? Yes () No ()

Have you completed the COVID-19 Declaration? Yes () No ()

I apply for School Retreat facilities for our pupils who will be volunteering and have received consent and will be supervised by at least one of our staff members/adult(s) representing the school.

Cost:

12 Euros per student attending School Retreat in Ennismore

10 Euros per student for school/parish-based retreat.

DEIS Schools are offered individual rates

Signed: _____ **Principal**

We advise officers (School Principal) of applicant groups that they should have appropriate insurance cover indemnifying them from any possible action claims by their members against the remote possibility of being sued for negligence in the events of accidents or damage for which the officers of the applicant group could be deemed liable from their activities in or use of our facilities.

Covid-19 Declaration

TO BE COMPLETED ON THE DAY PRIOR TO THE SCHOOL RETREAT

We declare that no person from our school community has in the past 24 hours shown signs or symptoms of COVID-19 nor has been in contact with a known infected person nor has resided in or arrived from a country on the Green List as given by the Irish government.

Furthermore, we undertake to contact Ennismore Retreat Centre on the day prior to our arrival confirming this Declaration to be true and current.

Signed:
Principal/ Head of Department

Date:

Name of School

In the past 24 hours, have any person from your school and attending Ennismore Retreat Centre experienced:

Please tick below

No

Yes

Fever

Cough

Sneezing

Aches and pains

Sore throat

Shortness of breath

Been in close contact with anyone who has exhibited any symptoms of COVID-19 within the last 14 days?

No

Yes

Been in contacted with anyone who has tested positive for COVID-19 within the last 14 days?

No

Yes

Been travelling outside the country within the last 14 days?

No

Yes

Signed:

Date:

Position: