

**September 28<sup>th</sup> 2020**

Dear Principal/ Confirmation Class Teacher,

With this letter Ennismore Retreat Centre is happy to inform you that we are open to receive your **6<sup>th</sup> Class students for Confirmation Retreats**. We appreciate that for your Sixth Class/Confirmation students, this special year of their Confirmation and transition to second-level is being marked by uncertainty. The normal rites of passage have been affected by COVID-19 sanctions. For our part, we offer your students a relaxing day which includes group activities, meditation, celebration of creation and a day which bonds the class. 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 put 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 constitutes 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.

