

Coláiste Pobail Naomh Mhuire COVID-19 Response Plan for the safe and sustainable operation of Our School August 21

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This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie or agreements with education partners as appropriate for post primary schools.

Appendices

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1) **Introduction**

In accordance with the Work Safety Protocol each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work.

The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 in post primary schools. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which can be taken in post primary schools to minimise the risk of the introduction of the infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

That report is available [here](#).

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps schools can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to continue to operate safely and fully including guidance on learning, school programmes and wellbeing for the 2021/22 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at gov.ie/backtoschool

2) **What is a COVID-19 Response Plan?**

Our COVID-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that aim to prevent the spread of COVID-19 in the school environment

The COVID-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Work Safely Protocol*', to prevent the introduction and spread of COVID-19 in the school environment.

It is important that school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to students, staff and others. The response plan

supports the sustainable operation of schools where the overriding objective is to protect the health of staff and students while promoting the educational and development needs of the students in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for post primary schools.

In line with the Work Safely Protocol, the key to maintaining a safe school requires strong communication and a shared collaborative approach between the BOM/CETB, staff, students and parents.

The assistance and cooperation of all staff, students, parents, contractors and visitors is critical to the success of the plan.

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

3) School COVID-19 Policy

A COVID-19 policy outlines the ongoing commitment of the school to implementing the plan and help prevent the introduction and spread of the virus. The revised updated policy will be signed and dated by the chairperson and principal of the BOM/ETB and brought to the attention of the staff, students, parents and others. Our School COVID-19 policy can be found at **Appendix 1**.

4) Reviewing the safe operation of schools

The BOM/ETB aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of schools must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe operation of a school facility and the applicable controls are outlined in this document. Each school will need to review their current processes to ensure that they include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for living with COVID-19 and Department of Education updates;
- Arrangements to pass on this information in a timely manner to staff, students, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education (**details at Section 4.1**);
- Provided staff with access to the Return to Work (RTW) form (**details at Section 4.2**);
- Identified a Lead Worker representative(s) (**details at Section 4.3**);
- Displayed posters and other signage to prevent introduction and spread of COVID-19 (**details at Section 4.4**);

- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing (**details at Section 4.5**);
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment (**details at Section 4.6**);
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school (**details at 4.7**);
- Reviewed the school buildings to check the following after any period of closure:
 - Does the water system need flushing at outlets following low usage to prevent Legionella disease?
 - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again?
 - Have bin collections and other essential services resumed?

There are checklists in place to assist schools on the details of what is needed for these arrangements in the Appendices of this plan.

4.1) Induction Training (to be completed by new staff)

All new staff will undertake and complete COVID-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- COVID-19 symptoms
- What to do if a staff member or pupil develops symptoms of COVID-19 while at school
- Outline of the COVID-19 response plan

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of COVID-19 and will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal who is supported in this role by the BOM/ETB.

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal. The link to our online form and a hard copy is attached also at **Appendix 2**.

A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

The principal will also provide details of the **Induction Training** for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

4.3) Lead Worker Representative

The protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

This section sets out how the provisions will operate in our school. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.

Responsibility for the development, updating and implementation of the COVID-19 Response Plan and the associated control measures lies primarily with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Work Safely Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others he/she should contact the lead worker(s) who will engage with the principal/BOM.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;

- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with implementing infection prevention control measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.
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We have two Lead Worker Representatives:

Name(s) of lead worker representative:	Contact details:
Mr Tim Jones	087-7844371
Mr Anthony Buckley	087 - 7936129

All staff, students, parents, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated infection prevention control measures.

Full details of the arrangements which apply for the LWR in post primary schools is set out at **Appendix 3**.

4.4) Signage

We have to displayed significant signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

Please see link below to these posters. Any such supply can be sourced locally.

<https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html#1>

We have arranged to display the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

4.5) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key infection prevention control measures to minimize the risk of the introduction and spread of COVID-19. Further information on how physical distancing can be used in the school environment is found at **Section 5.4** below including a link to the suite of illustrative post primary classroom layouts.

We have reconfigured classrooms and other areas as necessary to support physical distancing in line with the guidance in advance of school reopening.

4.6) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. We have carried out an extensive Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in our school setting. These areas of risk assessments are outlined at **Appendix 4**. The full risk assessment is available from the school office.

We have also reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. No changes to these procedures were deemed necessary.

We have also reviewed our existing risk assessments to consider any new risks that have arisen due to the school's COVID-19 Response Plan. No such changes were identified.

First Aid/emergency procedure

The standard First Aid/emergency procedure shall continue to apply in schools. In an emergency or in case of a serious incident, schools should call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

4.7) Access to School and Contact Log

Access to the school building will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained. CETB sample contact log is available at **Appendix 5**. Timetables and seating plans will form the basis for contact logs for both staff and students. This

information is all available on VS Ware. Individual teachers will forward their seating plans to one of our LWR's, Mr Tim Jones who will keep a record of same.

In the staffroom, Staff have also been separated into pods and seating plans have been put in place. We will also maintain a log of staff and students contact details.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/sites/default/files/uploads/2020-07/Data%20Protection%20implications%20of%20the%20Return%20to%20Work%20Safely%20Protocol.pdf>

We will ensure all school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts.

5) Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student - student, teacher - teacher and teacher- student, and must be managed in all settings.

A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, students, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

Staff, should note that they have a legal obligation under Section 13 of the Safety, Health and Welfare at Work Act 2005 to comply with health and safety requirements and to take reasonable care for the health and safety of themselves, their colleagues and other parties within the workplace.

How to Minimise the Risk of Introduction of COVID-19 into schools:

Promote awareness of COVID-19 symptoms (***details at Section 5.1***);

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test

- Advise staff and students, to follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19
- If they have travelled outside of Ireland; in such instance staff and students are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and students that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school (**details at Section 8**);
- Advise staff and students to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

5.1) **Know the Symptoms of COVID-19**

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

If you have any common symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a COVID-19 test.

Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE Website. Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a COVID-19 walk-in test centre.

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will.

- alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store. We encourage all staff to download this application.

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on close contacts, casual contacts and testing is available from the HSE website.

5.2) Respiratory Hygiene

Make sure you, and the people around you, follow good 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.

By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

5.3) Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands.

We promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

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

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of students and staff waiting to use wash hand basins and hand sanitisers.

Access is available to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

We have hand sanitiser dispensers deployed at exit and entry points of the school and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing and is available from all basins throughout the day, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly to encourage everyone to use them.

Hot air dryers are also an acceptable alternative for hand drying and are available in all toilet areas. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

Posters displaying hand washing techniques and promoting hand washing are placed on walls adjacent to washing facilities.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too. Both are readily available.

When hand rubs/gels are being used care should be taken to ensure that students do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

Choosing a Hand Sanitiser

Hand sanitising gels are biocides and fall under the Biocidal Products Regulation (BPR) – Regulation (EU) 528/2012. The Pesticide Registration and Control Division (PRCD) of the Department of Agriculture, Food and the Marine (DAFM) is the competent authority for biocides in Ireland. Only biocidal products listed on the DAFM biocide product register are legal to market and use in Ireland. Schools should ensure that all sanitisers and disinfectants they have carry a PCS 9xxxx, PCS 1xxxxx, IE/BPA 7xxxx or an EU-000xxx-xx registration number on the label. Each product registered by DAFM will carry a unique registration

number specific to that particular product. If the product label does not contain any of these number formats, Schools should not purchase or use the product. To confirm the biocide can be used on the Irish market, Schools can check the registers of products online at [Biocidal Product Registers](#). Further information from DAFM on Sanitisers and Disinfectants is available by contacting them at biocide-enforcement@agriculture.gov.ie or at the [Department of Agriculture, Food and the Marine](#) website.

Hand sanitisers for use against COVID-19 must contain a minimum of 60% alcohol. Non-alcohol based hand sanitiser may also be used. However, in choosing a hand sanitiser, it is important to ensure that it is effective against Coronavirus.

Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- On arrival at school;
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze.

A drawdown framework which was established for the 2020/21 school year will continue to remain in place for the 2021/22 school year to enable schools to purchase necessary supplies of hand-sanitisers and PPE requirements. The Department will provide funding for the costs associated with the hand sanitising and PPE requirements in schools.

5.4) Physical Distancing

Physical distancing can be usefully applied in a post primary school setting allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student i.e. if a student sustains an injury and requires first aid.

However where possible staff should maintain a minimum of 1 m distance and where possible 2m. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

we have implemented a suite of measures to ensure the greatest level of separation possible in our school context. These include:

1. Reconfiguring class spaces to maximise physical distancing – single desks placed at 1 m + apart.
2. We have installed clear screens on teacher desks at top of classrooms;
3. All Classrooms are equipped with visualisers to ensure teachers can give demonstrations from the top of the classroom;
4. Utilising and reconfiguring all available space in the school in order to maximise physical distancing – Fitness suite reconfigured and additional temporary classrooms arriving in September;
5. Staggered breaks and lunchtimes (reducing queues & footfall in social areas);
6. Reconfiguring Class groups to ensure base classes of no greater than 24 students;
7. Double Class periods have been scheduled where possible to reduce footfall on the corridors.

A link to the “Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all Students for the 2020/21 School Year” is available at gov.ie.

Decreasing interaction

A common-sense approach is being implemented and the limits to which decreased interaction can be achieved between students in a post primary setting must be recognised.

Upon arrival we have created an additional entrance for 4th, 5th & 6th Yrs (these groups enter via the Gym door) to reduce congestion.

Each year group will also be given a separate designated supervised area to go to until classes begin.

Walking/cycling to school should be encouraged as much as possible.

For classes where it is possible to do so, students will remain in the classroom and teachers will move between rooms.

Where possible and practical double classes have been scheduled to minimise movement during the day.

Where students have an elective/option subject they will move quickly into the specialist classroom and will be seated with members of their base class cohort to minimise mixing.

Hand washing and/or sanitising will be required when moving between classes by teachers and students.

Physical distancing between the teacher and class will be observed where possible. Teachers & students will wear cloth face masks and teachers will also have the option to teach from behind a screen with the mask on.

Where teaching and learning involves use of keyboards or other shared resources, the contact surface will be cleaned regularly and hand hygiene encouraged.

Students will not have access to lockers for the foreseeable future in order to minimise crowding and reduce commonly touched areas.

Physical Distancing outside of the classroom and within the school

School drop off/collection

Walking/cycling to school is encouraged as much as possible and parents are encouraged not to mingle at drop off or collection.

The aim is to avoid congregation of people at the school gates where physical distancing requirements may not be respected.

Additional access points have been opened for students entering and exiting the school to reduce congestion. Junior cycle students will continue to use the traditional entrance/exit while senior cycle student will use the entrance adjacent to the Gym on the west side of the school.

Students should wear masks as they enter the school grounds head straight to their designated gathering area.

1st & 2nd Years = Main Social Area

3rd Years = Social Space outside DP Office

4th & 5th Years = Main Gym

6th Years = Fitness Suite and Social Space outside Fitness Suite

Staff

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

If 2m cannot be maintained in staff groups, as much as distance as is possible and face coverings must be worn.

Staggered break will help with physical distancing between staff members within the staff room.

Staff “pods” or teams have also been formed to take breaks together and sit at the same tables in the staffroom.

Staff meetings are held remotely or in small groups or in large spaces to facilitate physical distancing.

Canteen

We have ensure physical distancing is applied in canteen facilities in so far as possible.

Lunch times and break times have been staggered and extended serving times implemented.

A queue management system is also implemented.

Teacher will ensure students sanitise their hands before leaving classrooms before breaks.

Corridors and Stairwells

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. There will be much less traffic on the corridors as a result of timetabling changes and staggered break times.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘*Practical Steps for the Deployment of Good Ventilation Practices in Schools*’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. Links to all aforementioned guidance can be accessed [here](#).

5.5) Use of PPE in Schools

The Department has published “Guidance to Post Primary Schools on PPE consumables and equipment” on gov.ie/backtoschool. This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

In our school face coverings must be worn by staff members at all times except when eating or drinking.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category;
- Administering first aid
- Parent Teacher meetings

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Reception Areas

We have installed Perspex screens in the main reception area and also in the canteen reception.

Masks/Face Coverings

The wearing of face masks in general is not a substitute for other measures outlined below (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they are to be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

Face masks act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Face masks are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending our school.

In certain situations the use of clear visors may be considered, for example staff interacting with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme must wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

Further advice from the HPSC on the use of face masks in educational settings was received on the 6th August 2020. This advice is available [here](#).

All staff and students wearing face coverings are reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on and after taking off the face covering.

Information will be provided on the proper use, removal, and washing of cloth face coverings <https://www.youtube.com/watch?v=T6ZqdpLfSqw>

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings should be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labelled containers or bags).

Face Masks should be washed after every day of use and/or before being used again, or if visibly soiled.

Face masks should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

We have additional disposable face coverings available for students, teachers, and staff at numerous stations throughout the school in case a back-up face covering is needed during the day.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, we have available a stock of additional disposable high quality face coverings. We will also distribute one face visor to every staff member in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

We also have a stock of medical face masks for specific circumstances where EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

Wearing a face covering or mask does not negate the need to stay at home if symptomatic.

Medical Grade Masks

Schools must provide medical grade masks in the EN14683 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs including School Bus Escorts.

Wearing a face mask does not negate the need to stay at home if symptomatic.

Gloves

The use of disposable gloves in the school by students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings or when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present and we have them in stock.

6) Impact of COVID-19 on certain school activities

The Department will work with stakeholders to provide more detailed advice on certain school activities in advance of school reopening.

Choir/Music Performance

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration should be given to how they are held ensuring that the room is well-ventilated and the distance between performers is maintained.

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Shared Equipment

Art – Where possible students should be encouraged to have their own individual art and equipment supplies.

Electronics – Shared electronic devices such as tablets, touch screens, keyboards should be cleaned between use and consideration could be given to the use of wipeable covers for electronics to facilitate cleaning.

Musical Equipment/Instruments – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be

Library Policy – Where practical students should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Students should be encouraged to perform hand hygiene after using any shared item.

Shared Sports Equipment – Minimise equipment sharing and clean shared equipment between uses by different people.

7) **Hygiene and Cleaning in Schools**

The Department of Education has provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Cleaning staff are carefully applying this cleaning advice to all areas of the school as appropriate.

Cleaning staff will take particular care of the hygiene arrangements for hand washing and toilet facilities.

In summary, each school setting will be cleaned at **least once per day**. Additional cleaning hours will focus on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

We are asking parents to ensure each student has a personal supply of wipes to wipe down their desk, chair and surface when entering and before leaving a room. Spray disinfectants will also be available in each room.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Shower facilities shall not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

Cleaning/Disinfecting rooms where a student/staff member with suspected COVID-19 was present

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room should not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. When disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

If a student or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

8) Dealing with a Suspected Case of COVID-19

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

A designated isolation area has been put in place. This is the office next to the metal work room.

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 should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area (Office next to Metal Work Room) 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;
- Ensure the student keeps their mask on at all times. Gloves should not be used as the virus does not pass through skin;
- Should they not have one provide a mask for the person presenting with symptoms 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 who 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;
- If more than one person presents with COVID 19 symptoms at the same time, the second person should be isolated in an area at least 2m from anyone else in the school. Ideally, this would be a separate room but this is not essential if one cannot be arranged.
- Arrange for appropriate cleaning of the isolation area and work areas involved – **(details at Section 7)**

NB: If a child is displaying symptoms in class you should not send that student out into a corridor where they may meet other people. If there is another adult in the room such as a team teacher or SNA that person should accompany the student directly to the isolation area maintaining a distance of 2m. The child will be wearing a mask and ensure they sanitise their hands leaving the classroom. Where a teacher is on their own another student should be sent to get the principal or Deputy Principal who will come to escort the student. While waiting for assistance ensure the student is kept 2m from others.

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. School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting (see section 5.1).

9) Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties.

The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- New staff must complete COVID-19 Induction Training and any other training

required prior to their return to school.

- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Follow the HSE guidance if they are identified as a close contact.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
- Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

10) COVID-19 related absence management

The management of a COVID-19 related absence will be managed in line with agreed procedures with Cork ETB.

11) Employee Assistance Service

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

The EAS is a self-referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life, a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. Spectrum.Life also provides a series of webinars and presentations to promote wellbeing in schools.

APPENDIX 1



COVID -19 Policy Statement

Coláiste Mhuire is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school 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 students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school 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), who will be supported in line with the agreement between the Department and education partners.

Signed: Alan Edwards

Date: 22/3/21

Appendix 2 Return to Work Form (Our school version of this form is available for completion online at

<https://forms.office.com/Pages/ResponsePage.aspx?id=5dxZqSWTaE6FLpbAo2Za1gNxjU-gWAIHp5t8-Ac4pZxUNE81Nk4xREpVSEIUM0YySERTNEdON1hGTy4u>)

This form must be completed by staff in advance of returning to work.
If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3	Are you awaiting the results of a COVID-19 test?		
4	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5	Have you been advised by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____

Appendix 3 Lead Worker Representative – Post primary Schools

The Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- The Work Safely Protocol;
- the Guidance and FAQs for Public Service Employers during COVID-19;
- COVID-19 Response Plan for Post primary Schools – (available on the Department of Education website).

1. Collaborative Approach

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated infection prevention control measures lies primarily with the Board of Management/ Education and Training Board and school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Work Safety Protocol will only be achieved if everyone has a shared obligation in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;

- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

The LWR may consult with, and make representations to, school management on any issue of concern in relation to COVID-19. These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible

All staff are entitled to volunteer for the LWR role and have their name put forward for election where necessary. The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff members will have an equal vote to select the LWR(s)."

7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

- Be provided with information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;
- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved,

management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the “72 hours” will be utilised by the LWR to carry out their duties in that role.

Where the LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role within the scope of their normal contracted hours.

8. Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson of the BoM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting infection prevention control measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Work Safely Protocol, Department of Education and public health guidance to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post primary Schools are available on the Department’s website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Work Safety Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

Appendix 4 Risk Assessment

Please Refer to Coláiste Pobail Naomh Mhuire COVID Risk Assessment documents 1 - 9 which are published separately. They cover the follow areas:

- **Risk Assessment 1 Occupational H&S**
- **Risk Assessment 2 Physical Distancing**
- **Risk Assessment 3 Cleaning**
- **Risk Assessment 4 Building MGT**
- **Risk Assessment 5 Remote Working**
- **Risk Assessment 6 Case Management**
- **Risk Assessment 7 Mental Health and Wellbeing**
- **Risk Assessment 8 Training**
- **Risk Assessment 9 Business Travel_Work Vehicles**

Appendix 5

Contact Tracing Log

CORK EDUCATION AND TRAINING BOARD

SITE VISIT

Visitor Details

Forename	
Surname	
Company Name if applicable	
Person meeting in Building	
Date of Visit	

Declaration

Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No	
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No	
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No	
Have you been advised by a doctor to self-isolate at this time? Yes/No	
Have you been advised by a doctor to cocoon at this time? Yes/No	
If you have answered Yes to any of the above questions you are strongly advised to follow the medical advice you receive or seek medical advice BEFORE any site visits.	
Signature	
Date	

Data Protection

The data requested in this form will be used to process your visit to Cork ETB and will be retained for the appropriate period of time. CETB will treat all information and personal data you give according to the law.

Appendix 6 Checklist for School Management

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?
Yes. School Social Media platforms and internal communication such as email and Microsoft Teams are utilised to ensure efficient communication.
2. Have you prepared a [school COVID-19 response plan](#) and made it available to staff and students?
Yes – Available on Website and circulated to staff
3. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
Yes – Available on Website and circulated to staff
4. Have you displayed the [COVID-19 posters](#) in suitable locations highlighting the signs and symptoms of COVID-19?
Yes
5. Have you told staff and students of the purpose of the COVID-19 contact log?
Yes
6. Have you a [COVID-19 contact log](#) in place to support HSE tracing efforts if required?
Yes. Staff Timetables and Student attendance records will form contact log for staff and students. All visitors will need to complete a contact log form and submit to the office.

7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?

Yes. Correspondence and induction training resources have been circulated. Additional staff induction time has been scheduled on return and Lead Worker Representatives (LWR) have been appointed.

8. Have you reviewed and updated [risk assessments](#) in line with Department advice to take account of any controls to help prevent the spread of COVID-19?

Yes

9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Yes

Staff

10. Have you made available to each staff member a [COVID-19 return-to-work form](#) to be completed and returned before they return to the workplace?

Yes – Mary Dunlea coordinating

11. Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.

Yes

12. Are you aware of staff members who are at [very high risk under the HSE guidance](#) on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?

Yes. Applies to just one pregnant member of staff

13. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?

YES

14. Have you advised staff and students to follow public health advice if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.

Yes

15. Have you advised staff and students to consult and follow latest Government advice in relation to foreign travel.

Yes

16. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?

Yes. Contained in our Response Plan which has been circulated. Contained in the info video developed which has been circulated and this information also forms part of the whole school induction.

17. Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

Yes

18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Yes. Circulated on a weekly basis via internal email system

19. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Yes. As we have over 40 staff members we have two LWR's appointed.

Training and Induction

20. Have you advised staff and students to [view the Department of Education's training materials](#) which are available online?

Yes. Circulated link to all training materials and these will be revisited as part of staff and student inductions.

21. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?

Yes

22. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate?

Yes. DES online training material viewed.

Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?

N/A

24. Does your water system need flushing at outlets following low usage to prevent [Legionnaire's Disease](#)?

Done

25. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?

Yes

26. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

Yes. Deep cleaning carried out over the January & February months and during Easter break.

Infection Prevention Control Measures in place

Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
Yes. Adequate supplies put in place. Every staff member and student receive 2 washable facemasks and pocket sized hand sanitiser. All classrooms and entry/exit points fitted with sanitiser dispensers. Additional soap dispensers and hand dryers fitted in toilets.
28. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
Yes
29. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
Yes
30. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
Yes
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
Yes
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
Yes
33. Have you informed staff about the importance of hand washing?
Yes
34. Have you arranged for staff to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
Yes
35. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
Yes
36. Have you displayed posters on how to wash hands correctly in appropriate locations?
Yes
37. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:

- before and after eating and preparing food
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport
- before leaving home
- when arriving/leaving the school /other sites
- when entering and exiting vehicles
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

Yes

38. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus?

- avoid touching the face, eyes, nose and mouth
- cover coughs and sneezes with an elbow or a tissue
- dispose of tissues in a covered bin

Yes. Special no touch bins have been placed in all classrooms for disposal of tissues/wipes etc

Physical Distancing:

39. Have you identified all available school space to be used to maximise physical distancing?

Yes

40. Have you reviewed the [templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?](#)

Yes

41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?

Yes

42. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?

Yes. And we have installed clear screens on teachers desks

43. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?

Yes

44. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?

Where possible, Yes

45. Have you arranged the timetable to facilitate double classes where possible and practicable?

Yes

46. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?

Yes. Seating plans forwarded to LWR

47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?

Yes

48. Have you encouraged walking or cycling to school as much as possible?

Yes

49. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?

Yes

50. Can you provide a one system for entering and exiting the school, where practical?

No. Walk on Left system in place

51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?

Yes. Large spaces utilised

52. Have you taken steps to minimise rotation of staff between classes where possible?

Yes, where possible

53. Have you a system to regularly remind staff and students to maintain physical distancing?

Yes, Signage on walls and Floors. Regular announcements. Supervising teachers in communal areas.

54. Have you advised staff and students not to shake hands and to avoid any physical contact?

Yes

55. Have you stopped all non-essential travel for school activities?

Yes

56. Have you advised staff of the Department's guidance to achieve good ventilation.

Yes

57. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used **N/A**

Visitors to Schools

58. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?

Yes

59. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?

Yes. Signage. Visitors will also be greeted at the reception door and escorted to the relevant area. All visitors must wear a face mask.

60. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the [contact tracing log?](#)

Yes

Appendix 7 Checklist for dealing with a suspected case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training.

A nominated member of the school management team will be nominated as the designated contact person for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
Yes. Office next to Metal work room
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
This rule will only be utilised when Isolation Room is occupied
3. Is the isolation area accessible, including to staff and students with disabilities?
Yes
4. Is the route to the isolation area accessible?
Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
Yes. Outlined in our response plan
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Yes

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?

Yes

8. Are staff familiar with this procedure?

Yes. Outlined as part of induction

9. Have others been advised to maintain a distance of at least 2m from the affected person at all times?

Yes

10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Yes

Arranging for the affected person to leave the School

11. Staff – have you established by asking them if the staff members feel well enough to travel home?

12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19.

13. The affected person should be advised to avoid touching other people, surfaces and objects.

14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.

15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?

16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?

17. Has the affected person been advised they must not use public transport?

18. Has the affected person been advised to continue wearing the face mask until they reach home?

All of the above steps will be take in the event of a suspected case

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?

20. Are you available to provide advice and assistance if contacted by the HSE?

All of the above steps will be take in the event of a suspected case

Cleaning

- 21.** Have you taken the isolation area out-of-use until cleaned and disinfected?
- 22.** Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
- 23.** Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
- 24.** Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? **Yes, DES online training provided.**

All of the above steps will be take in the event of a suspected case

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?
Yes
2. Have you been provided with information and training in relation to the role of lead worker representative? **Yes** (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
Yes
4. Are you aware of the signs and symptoms of COVID-19?
Yes
5. Do you know how the virus is spread?
Yes
6. Do you know how to help prevent the spread of COVID-19?
Yes
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
Yes
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
Yes
9. Have you completed the COVID-19 return-to-work form and given it to your school?
(*Department template Return-to-Work form available*)
Yes
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
Yes
11. Did your school consult with you when putting control measures in place? *Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
Yes
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
Yes
13. Are you co-operating with your school to make sure these control measures are maintained?
Yes

14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
Yes
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
Yes
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
Yes
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
Yes
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
Yes
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
Yes
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
Yes
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
Where necessary. School management usually take care of this.
22. Are you helping in maintaining the contact log?
No
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
N/A
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
Yes
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
Yes
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
Yes
27. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?

Yes

28. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?

Yes

29. If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Yes

Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
Yes
2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
Yes
3. Have you explained the need for the enhanced cleaning regime to staff?
Yes
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
Yes
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
Yes
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
Yes
7. Have you made arrangements for the regular and safe emptying of bins?
Yes
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
Yes
9. Are you aware that each school setting should be cleaned once per day?
Yes
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
Yes
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
Yes
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?
Yes

13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
- Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
 - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
Yes
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
Yes
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
Yes
17. Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
Yes
18. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
Yes
19. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?
Yes