



St. Nicholas' National School, Adare.

## Covid-19 Response Plan

### Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in St. Nicholas' National School

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for the safe and sustainable school reopening of Primary and Special Schools and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

The assistance and cooperation of all staff, pupils, parents/guardians, 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.

**Note:** The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.gov.ie](http://www.gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie);

This document aims to provide details of:

1. COVID-19 School Policy
2. Planning and Preparing for Return to School
  - a. School Building
  - b. Signage
3. Procedure for Returning to Work (RTW)
4. Return to work safely and Lead Worker Representative(s)
5. Safety Statement and Risk Assessment
6. General advice to prevent the spread of the virus
  - a. Wash your Hands Frequently
  - b. Hand Hygiene and Hand Sanitizer
  - c. Avoid Touching your Eyes, Nose and Mouth
  - d. Physical Distancing
  - e. Practice Respiratory Hygiene
  - f. Do
  - g. Do Not

- h. People at Very High Risk (Extremely Vulnerable)
7. Managing the Risk of Spread of Covid-19
8. Control Measures
  - a. Return to Work Form
  - b. Induction Training
  - c. Induction Training – On-line Video
  - d. Hygiene and Respiratory Etiquette
  - e. Personal Protective Equipment (PPE)
  - f. Wearing of Gloves
  - g. Cleaning
  - h. Access to the School Building / Contact Log
  - i. First Aid / Emergency Procedure
9. Dealing with a suspected case of Covid-19
10. Staff Duties
11. Covid related absence management
12. Ventilation
13. Employee Assistance and Wellbeing Programme

## 1. Covid-19 Policy Statement

### COVID-19 Policy Statement

St. Nicholas' National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 pupils 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 pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff 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 pupils 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 Representatives, who will be supported in line with the agreement between the Department and education partners.

Signed: *Margaret Brickenden*

Date: 7/08/2020

## DES Roadmaps

<https://www.gov.ie/en/publication/b264b-roadmap-for-the-full-return-to-school/>

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/>

This Policy Document notes local arrangements. The full DES documents linked above can be read in full.

## 2. Planning and Preparing for Return to School

The Board of Management of St. Nicholas' National School aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

### a. School Buildings

- Before re-opening schools, the school will check the following:
- 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

### b. Signage

Signage, as made available by the DES, will be displayed reminding the school community about Covid-19 prevention etiquette. Signage, including posters and floor stickers, outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene will be displayed; in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

## 3. 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 electronically or as a hard copy from the Principal.

A RTW form should only be completed at least 3 days prior to any proposed date of return to the workplace. On receipt of the completed form the Principal will provide: details of the Induction Training for completion by staff prior to the return to the workplace 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.

## 4. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker

Representative to carry out a specific role. The role of the worker representatives to ensure that Covid-19 measures are adhered to in the workplace as follows

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- 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.
- To ensure Staff, including teachers are wearing face coverings.
- To ensure all SNA's are wearing face coverings.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

**Lead Worker Representative:** (LWR) Tanya Brown

**Deputy Lead Worker Representative:** (DLWR) Caroline Keane

All staff, parents/guardians, 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 control measures.

## 5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is available as a separate document.

## 6. Infection Prevention Control Measures – To Prevent Introduction and Spread of Covid-19 in Schools

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms.

They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and pupils 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 pupils not to return to or attend school in the event of the following.
  - If they are identified by the HSE as a close contact of a confirmed case of covid-19
  - If they live with someone who has symptoms of the virus
  - 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.
- Advise 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.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Staff, including teachers who cannot maintain a 2 metre distance from students or other staff to be required to wear face coverings.
- All SNAs to be required to wear face coverings.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitizer.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point. (main entrance)

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. St. Nicholas' National School will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

## 7. Managing the risk of spread of COVID-19

### (a) Wash your Hands Frequently

Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on hand washing:

For advice from HSE on how to wash your hands the following link will be helpful: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

#### In St. Nicholas' National School:

All bathrooms have been fitted with soap dispensers, paper towel dispensers and pedal bins. The bins will be emptied daily.

All classrooms and public areas have been fitted with wall mounted hand sanitizers and bottles of sanitizer will be available in every room.

Pupils 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

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitizer does not work on dirty hands.

#### **(b) Hand Hygiene and Hand Sanitizers**

Hand hygiene can also be achieved by the use of hand sanitizers (when hands are clean). Hand sanitizers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

Alcohol-based sanitizer must not be stored or used near heat or a naked flame.

##### In St. Nicholas' National School;

A foot pump sanitizer will be placed at the front door of the school and this will be used by everyone entering and leaving the school. Wall mounted sanitizers will be placed in every classroom, outside the office/staffroom and at the entrance to the school hall. Bottles of sanitizers will also be available inside the front door at sign-in location and generally around the school.

Parents may wish to supply a small bottle of sanitizer to their child/children for personal use. This may also be appropriate for children who are sensitive to certain sanitizers. This should be labelled with the child's name and kept on their desk and packed into their box at the end of the day.

Any staff member moving between rooms or between children must sanitise between each transition

#### **(c) Avoid Touching Eyes, Nose and Mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

#### **(d) Physical Distancing**

Physical distancing is recommended to reduce the spread of infection.

The DES Guidelines recognise that a common sense approach is needed in our primary schools. To that end, every effort will be made to limit interaction within classrooms (bubbles), to limit contact between class groups (pods) and to limit the sharing of common facilities.

In primary and special schools, a distance of 1 metre should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools is not a pre-requisite to reopening a primary or special school for all pupils.

Therefore, in Junior Infants-2<sup>nd</sup> class, children will be separated from each other as far as possible through the use of 'pods'. It is recommended to limit the sharing of classroom resources and materials between pods where possible. Sanitising before and after using shared resources will be required in some situations.

In 3<sup>rd</sup>-6<sup>th</sup>, children are placed 1m apart to maintain social distancing. See full guides to physical distancing here: <https://www.gov.ie/en/publication/dd364-control-measures-covid-19-response-plan-for-safe-re-opening-of-primary-schools/>

Physical distancing will be achieved in two ways;

##### Increasing Separation

Each classroom will be referred to as a 'bubble' and we will ensure that there is as little contact as possible between children in different bubbles. Within the bubbles, children will be organised into 'pods'. A 'pod' is a

group of children ( about 5) who may work together and who will stay in their 'pod' while in the bubble or classroom. Pods may be changed each term as the school is closed for 14 days during Christmas and Easter breaks. In classroom 1 each class is a pod.

### Decreasing Interaction

This will be achieved by decreasing the potential for children from different bubbles to interact. In our school we will have two 'Little breaks' and two 'lunch breaks' daily.

### **Break Times**

The DES Guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. Each classroom will be considered a bubble and will not be mixing with any other classrooms in the playground.

Classroom 1 = Infant and 1<sup>st</sup> class pupils

Classroom 2 = 2<sup>nd</sup> 3<sup>rd</sup> and 4<sup>th</sup> class pupils

Classroom 3 = 5<sup>th</sup> and 6<sup>th</sup> class pupils

Break 1 – 10.50-11.00 – Classroom 1 (front play area) and Classroom 2 ( rear play area)

Break 2 – 11.00-11.10 – Classroom 3

Lunch 1 – 12.15 – 12.45 – Classroom 1 (front play area) and Classroom 2 (rear play area)

Lunch 2 – 12.45 – 13.15 – Classroom 3

These breaks will be supervised by school staff as usual.

### **Wet Days**

Pupils will remain in their classrooms and will be supervised by class teachers and SETs.

### **Corridors**

Briefly passing someone in a hall is unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions. We will observe the practice of keeping to the right when walking in the corridor. Signage will be provided on the corridor ( arrows on floor) to ensure the safe movement of classroom bubbles.

### **(e) Practice respiratory hygiene**

All members of the school community will practise respiratory hygiene. Teachers will make children aware of the proper hygiene procedures regarding hand-washing and etiquette related to sneezing and coughing.

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

#### **(f) Do**

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

#### **(g) Do Not**

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

Staff and pupils should avoid sharing personal property.

### **(h) People at Very High Risk (Extremely Vulnerable)**

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people, who: The lists of people in very high risk groups include people who:

- Are over 70 years of age - even if you're fit and well
- Have had an organ transplant
- Are undergoing active chemotherapy for cancer
- Is having radical radiotherapy for lung cancer
- Have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma that are at any stage of treatment
- Is having immunotherapy or other continuing antibody treatments for cancer
- Are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- Have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressant drugs
- Severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- Have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- Are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- Have a serious heart condition and are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff falls into the very high-risk category, advice will be sought from the Occupational Health Service.

### **(i) Face Coverings**

- Staff, including teachers who cannot maintain a 2 metre distance from students or other staff will be required to wear face coverings. Visors and masks have been purchased for all staff members.
- All SNAs to be required to wear face coverings.

For a limited number of staff, PPE will also be necessary due to the nature of certain work activities. These may include:

- assisting with intimate care needs,
- where a suspected case of covid 19 is identified during the school day,
- staff members who are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category.

#### **Medical Face Masks**

School must provide medical grade masks in the EN16483 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.



## 8. Control Measures

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, pupils, parents/guardians and visitors as far as possible within the school . These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. Staff, in particular, 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.

The following control measures have been put in place:

### **(a) Return to Work Form**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

### **(b) Induction Training**

All 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 has 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 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.

### **(c) Hygiene and Respiratory Etiquette**

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety. Hand washing facilities and/or hand sanitizers are available at multiple locations within the school facility and should be available in each classroom

### **(d) Use of Personal Protective Equipment (PPE)**

#### **Face Coverings**

- Staff, including teachers to be required to wear face coverings.
  - All SNAs to be required to wear face coverings.
- Visors and masks have been purchased for all staff members.

For a limited number of staff, PPE will also be necessary due to the nature of certain work activities. These may include:

- assisting with intimate care needs,
- where a suspected case of covid 19 is identified during the school day,
- staff members who are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre) Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

#### **(e) Wearing of Gloves:**

The use of disposable gloves generally in the school setting by pupils or staff is not appropriate. It 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.

#### **(f) Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty. All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. 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 all areas within the school. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

#### **Whole School Cleaning Schedule**

In accordance with the DES Guidelines, the school will be thoroughly cleaned once a day. The school cleaner has been given additional hours. He will clean either after school or before school starts each day. DES Cleaning Guidance has been issued to cleaners.

#### **Cleaning Equipment for Staff**

A box of cleaning equipment containing a visor, masks, gloves, antibacterial disinfectant, sanitizer and a packet of disinfectant wipes will be left at each staff member's work station to assist with disinfecting any item they need to clean during the day (this box is provided to staff for personal use in their classroom throughout the day)

#### **Disinfectant Wipes**

Disinfectant wipes will be left beside the photocopiers for staff members to wipe down the photocopier after use.

Staff should use the wipes provided to wipe down personal belongings e.g. phones, bags when they come to school.

#### **(g) Access to the school building /contact log**

Access to the school facility will be limited to school staff and students with the exception visitors for essential purposes. Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. 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.

Visitors must wear a face mask and sanitise upon entry to the school and maintain a 2m distance between staff. A contact tracing log must be filled in. Visitors are asked to use their own pens but a box of pens will be available if necessary

The school will maintain a log of staff and students contacts in the school.

All deliveries must be left at the main reception door. If deliveries have to come inside delivery operatives are asked to sign in giving contact details and packages are to be left in the hallway.

#### **(h) First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in St. Nicholas' National School. Staff members will wear a fresh pair of disposable gloves. Visor/face covering must be worn. Gloves must be changed afterwards as per normal procedures. First Aid boxes will be available in all classrooms and in the isolation area.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999  
Contact the principal or nearest first aider giving details of location and type of medical incident.

## **9. Dealing with a suspected case of Covid-19**

School staff should be encouraged to download the HSE Covid-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how St. Nicholas' National School will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place.

#### ***Designated Isolation Area while awaiting collection***

*The school has two isolation areas.*

- 1. The kitchen in the old building (classroom 6) is the main isolation room. It has been selected as it is away from the other classrooms and has a window facing the front of the school and driveway. It is situated beside two bathrooms*
- 2. The second isolation area is the principal's office. It will be used if a second area is required on the one day. The window should be opened and if necessary, the visitors' bathroom will be used by the child.*

If a staff member/pupil displays symptoms of Covid-19 while at work in St. Nicholas' National School the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, 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 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.
- The room will have two chairs, box of tissues, hand sanitizer, disinfectant wipes, gloves, masks, waste bags and a bin. The child will be supervised until the parent arrives. The member of staff accompanying the child

will wear a mask, gloves and an apron. Nobody else may enter this area while a child is awaiting collection. It will be sanitised by cleaning staff before the room may be used again.

- Provide a mask for the person presenting with symptoms if one is available. 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 and 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
- Arrange for appropriate cleaning of the isolation area and work areas involved. 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 confidentiality is essential at all times.

## 10. 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.

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

- Staff, including teachers who cannot maintain a 2 metre distance from students or other staff to be required to wear face coverings.
- All SNAs to be required to wear face coverings.
- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate 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 Covid19
- Not to return to or attend school in the event of the following:
  - If they live with someone who has symptoms of the virus
  - 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.
- 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 in their school as part of mass or serial testing as advised by Public Health.
- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- 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
- 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 practices
- Keep informed of the updated advice of the public health authorities and comply with same.

## **11. Covid related absence management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

## **12. 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 the 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 the school day) and partially open when the classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

## **13. Employee Assistance and Wellbeing Programme**

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work.

The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

Ratified by the Board of Management on 24<sup>th</sup> August 2020

Updated in accordance with Appendix 1 – Framework Plan for Phased Return of Primary School Education – February 2021

Signed: **James Clarke**

James Clarke - Chairperson of the Board of Management

## **Appendix 1**

## **COVID-19 Policy Statement**

St. Nicholas' National School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM 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 pupils 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 pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff 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 pupils 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 Representatives, who will be supported in line with the agreement between the Department and education partners.

Signed: *Margaret Brickenden*

Date: 7/08/2020

## Appendix 2

# Return to Work Form

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: \_\_\_\_\_

The Work Safely Protocol is designed to support employers and workers to put infection control 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 Primary and Special 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 pupils. 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, 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
- 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. Lead Worker Representative***

Every school will appoint one Lead Worker Representative.

### **5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative**

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

### ***6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR***

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents 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, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

## **7. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR**

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- Receive information and training in respect of their role;
- 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;

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant 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.

## **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 may 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. Staff should be informed of the outcome.

## ***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 Primary and Special 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 Safely 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 for St. Nicholas' National School**

Please see separate document with the details of the school's risk assessment for Covid-19.

A copy of the school's Health and Safety Statement is available in the school and on the school's website.

**Appendix 5**

**Contact Tracing Log**

<b>Name of School</b>	<b>St. Nicholas' National School</b>		<b>School Contact Person</b>	
<b>Address of School</b>	<b>Adare Co Limerick V94 D1W2</b>		<b>For Queries only: Phone No</b>	
			<b>Email</b>	<b>stnicholasadare@gmail.com</b>
<b>Name of Visitor</b>				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	___ / ___ / _____	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>	<b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
<b>Contact details of visitor</b>	Company Name <small>(if applicable)</small>			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
<b>Who the visitor met (separate line required for each person the visitor met)</b>				
<b>Name of Person visited</b>				<b>Length of time spent with each person in the school</b>

COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

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## **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 pupils, 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 Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils?  
**Department guidance and templates provided**
3. Have you a system in place to provide staff and pupils 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?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (**Contact log template attached**).
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?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? (**Risk template attached**)
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

### **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? (**See Return to work form – Appendix 2**)
11. Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
13. Have you advised staff and pupils they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
14. Have you advised staff and pupils not to return to or attend school 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.
15. Have you advised staff and pupils not to return or attend school 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.
16. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
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;
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

## COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

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?

### **Training and Induction**

20. Have you advised staff to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate?

### **Buildings / Equipment**

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day

### **Infection Prevention Control Measures in place**

#### **Hand / respiratory hygiene**

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
33. Have you informed staff about the importance of hand washing?
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?
35. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations?
37. Have you told staff and pupils 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



## COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

- before and after being on public transport
- before leaving home
- when arriving/leaving the school /other sites
- when entering and exiting vehicles
- when entering and exiting school buildings
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

38. Has you told staff and pupils 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

### Physical Distancing:

39. Have you identified all available school space to be used to maximise physical distancing?
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?
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
42. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
43. Have you arranged in each room that pupils would be at least 1m away from each other?
44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
45. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
46. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
47. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
48. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
49. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
50. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
52. Have you encouraged walking or cycling to school as much as possible?
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
54. Can you provide a one system for entering and exiting the school, where practical?
55. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
56. Have you a system to regularly remind staff and pupils to maintain physical distancing
57. Have you advised staff not to shake hands and to avoid any physical contact?
58. Have you advised staff of the Department's guidance to achieve good ventilation
59. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used

## COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

### Visitors to Schools

60. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
61. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
62. 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?

## **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?
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.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

### **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?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times?
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

### **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. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil 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 been 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?

### **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?

## COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools

### 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?).

## **Appendix 8 Checklist Lead Worker Representative**

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*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?
4. Are you aware of the [signs and symptoms of COVID-19](#)?
5. Do you know [how the virus is spread](#)?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
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*)
11. Did your school consult with you when putting control measures in place? *Control measures will be 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*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
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?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
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*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

## **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?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene?**
3. Have you explained the need for the enhanced cleaning regime to staff?
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?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
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?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?
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**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
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?
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.*
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?
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?

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