



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, www.dbe.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; 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
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 - h. People at Very High Risk (Extremely Vulnerable)
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 8. Control Measures
 - a. Return to Work Form
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 - 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. 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 who cannot maintain a 2 metre distance from students or other staff 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) Eleanor Walker

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 attached.(see Appendix 1)

6. General advice to prevent the spread of the virus

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 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

(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.

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-2nd 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 3rd-6th, 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 1st class pupils

Classroom 2 = 2nd 3rd and 4th class pupils

Classroom 3 = 5th and 6th 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.

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 who cannot maintain a 2 distance from students or other staff 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 of 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

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 return or attend school if they have symptoms of Covid-19 under any circumstances.
- 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.

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 24th August 2020

Signed: *James Clarke*

James Clarke - Chairperson of the Board of Management

