

# **Covid-19 School Response Plan**

## **Tramore ETNS**

This plan is a working document and will be reviewed and amended in light of new and updated guidance.

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## 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 Tramore ETNS.

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 school reopening 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.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

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 Sanitiser**
  - 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. Impact of Covid
  10. Dealing with a suspected case of Covid-19
  11. Staff Duties
  12. Covid related absence management
  13. Employee Assistance and Wellbeing Programme

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);

## 1. Tramore ETNS COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

### COVID 19 Policy Statement

Tramore ETNS 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 and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- 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 and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s) \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Planning and Preparing for Return to School

The Board of Management 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 in the new school year schools are reminded to 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

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. 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. Irish versions are also available here

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/> Schools can download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

## 3.1 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 have full knowledge and understanding of the following:

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

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

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

## 3.2 Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (School) [RTW(s)]** form, which is available below (Appendix 9).

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

The Principal will 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.

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. This will be updated in line with public health advice.

#### **People at very high risk (extremely vulnerable):**

The list of people in very high risk groups include people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are 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 immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means they 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. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

## **4 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 representative) is 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.
- 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.

Name(s) of Lead Worker representative:	Contact details
Grace Dickenson Sandra Flavin Joey Miller	

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. IPPN has commissioned an independent Policy Statement and Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings. The completed Policy Statement Risk Assessment Template is included below Appendix.

It is important that schools review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures should be documented.

Schools should also review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments should also be documented.

## 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 (38 degrees Celsius or above)
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste
- Fatigue
- Aches and pains

Other uncommon symptoms of coronavirus include:

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

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

If you have any symptoms of COVID-19 (coronavirus), [self-isolate](#) (stay in your room) and phone your family doctor straight away to see if you need [a free COVID-19 test](#). Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.



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

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

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 sanitiser does not work on dirty hands.

### b. *Hand Hygiene and Hand Sanitisers*

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean). Hand sanitisers 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. Children will be advised to use hand sanitiser on the way into the school building and at regular intervals during the day e.g. before eating, after yard time.

2<sup>nd</sup> to 6<sup>th</sup> class will have hand sanitisers installed at the doors of the classroom.

Teachers/SNAs in the Junior Infant and Senior Infant & First Class rooms will provide the children with hand sanitiser at regular intervals during the day e.g. before eating, after yard time.

**NB: Alcohol-based sanitiser must not be stored or used near heat or naked flame.**

### *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.

### c. *Physical Distancing*

Physical distancing is recommended to reduce the spread of infection in the workplace.

### d. **Ventilation**

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*' The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

### e. *Practice respiratory hygiene*

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

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.

## 8 A. 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:

- **Return to Work Form (Appendix below)**

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility. 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.

- **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 have full knowledge and understanding of the following:

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and 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.

- **Induction Training for Return to School**

The Department has prepared updated short induction training for schools to cover all aspects of the return to school safely protocols.

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

- **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 entrances and classrooms 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.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school buildings - each classroom, toilets and staffroom.

- **Use of Personal Protective Equipment (PPE)**

- Staff, including teachers, who cannot maintain a 2m distance from students or other staff will be required to wear face coverings.
- All SNAs will be required to wear face coverings, or in certain situations clear visors, in the classroom.

PPE will not be required to be worn within the school facility according to current occupational and public health guidance. However, for a limited number of staff, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not 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 (Medical grade masks EN 16483) 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.

### **Masks**

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- Has trouble breathing;
- Is unconscious or incapacitated;
- Is unable to remove it without help;
- Has special needs to who may feel upset or very uncomfortable wearing the face covering.

For staff, face coverings should not be required if physical distancing is possible and practiced appropriately. Wearing a face covering will conceal facial expression and make communication difficult. The use of a visor as an alternative may be considered where there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets. Advice on how to properly use face coverings can be found here.

- **Wearing of Gloves:**

The use of disposable gloves 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.

- **Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made, Catherine will clean the school buildings on a daily basis.

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. Under no circumstances should these cleaning materials be removed from the building.

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

There will be regular (daily) collections of used waste disposal bags from offices, classrooms and other areas within the school facility.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.). Please keep your own equipment in your classroom (base room).

- **Access to the school building /contact log**

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

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. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts.

- **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in Tramore ETNS. 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.

## **8.b. Impact of COVID-19 on certain school activities**

### *Choir/Music Performance*

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

### *Sport Activities*

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

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

### *Shared Equipment*

#### Toys

All toys should be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.

When purchasing toys choose ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.

Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

### Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

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

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

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

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

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

## 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 Tramore ETNS will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school building (Building 3: Office Area to exit through the office door, Building 2: Entrance hallway to exit through the main door, Building 1: bottom of the corridor to exit through the emergency exit at the side of the 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. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in Tramore ETNS 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 through the office or the Principal.
- 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
- 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.

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

## 10. Special Educational Needs

### **Additional considerations for those with Special Educational Needs**

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

#### *Hand hygiene*

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

#### *Equipment*

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where

cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions.

The following points can guide the development of such cleaning schedule:

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
  - First clean thoroughly with detergent and water;
  - Then disinfect by wiping with a freshly prepared solution of disinfectant;
  - Rinse with water and dry.

## 11. 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:

- 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 and contact their GP promptly for further advice if they display any symptoms of Covid-19
  - 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.
  - Must not to return to or attend school in the event of the following:
    - if they are identified 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.
12. 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

## 13. Covid related absence management

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

## 14. 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.

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

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

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

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



## **Appendix 1: Updated Procedures**

### **Drop Off and Collection Times**

*To help with reducing the amount of traffic around the school gates, children are asked to walk/cycle/scoot to school if it is at all possible.*

All children in Junior Infants will enter and leave classrooms through the corridor doors.

All children in ASD classroom will enter and leave classrooms through the main green doors.

All the children in Senior Infants & First Class will enter and leave the HSE building through the Front Door.

All children in Second, Third and Fourth Class will enter and leave using the playground doors in the Glór na Mara building.

All children in Fifth & Sixth Class will enter the classroom using the ramp & walkway to the prefab.

Unfortunately, it will not be possible for parents/guardians to come onto the school grounds before school. To minimise the risks, and to help us to maintain social distancing, **the children may not come onto the school grounds before the school doors open at 8.40a.m.**

### **Morning drop off:**

All class teachers and SNAs will be in their classrooms or at the access doors by 8.40a.m.

Parents are asked to 'drop and go' anytime between **8.40 a.m. and 9.00am.**

Children will go directly to their classrooms on arrival. Other staff members (including Special Education Teachers, SNAs and the secretary) will be available outside and inside the building to receive the children and to help them to their classrooms.

### **Afternoon pick up:**

#### **Junior Infants:**

1.30pm Junior Infants (12 o'clock pick up for the first two weeks)

Parents will enter the school grounds through the **large double gates** and wait for their child inside the double gates. The class teacher will walk the children out for collection, children will wait until the teacher calls their name. Mams/Dads are asked to maintain social distance and 'pick up and go'.

#### ***Senior Infants and First Class:***

Parents will enter the playground through the **large double gates** and wait for their child in the playground. Class teachers will walk the children out to the yard for collection, children will wait until the teacher calls their name. Mams/Dads are asked to maintain social distance and 'pick up and go'.

Pick up times

1.30pm Senior Infants

2.30pm First class children

#### **Second, Third and Fourth Classes**

Parents will enter the old Glór na Mara playground using the **steps** and wait for their child in the playground. The class teachers will walk the children out to the yard for collection, children will wait

until the teacher calls their name. Mams/Dads are asked to be asked to maintain social distance and 'pick up and go'. There will be a one way system in place, use the side gate to exit the playground.

2.25pm Children who are walking/ scooting will be dismissed first.

2.30pm Class teachers will bring Second, Third and Fourth Classes to the playground. Mams/Dads are asked to 'pick up and go'.

### **Fifth & Sixth Class**

2.25pm Children who are walking/ scooting will be dismissed first.

2.30pm The Class teacher will bring Fifth & Sixth Class outside to the school wall. Mams/Dads are asked to wait outside the school at the wall and 'pick up and go'.

As many of our older children walk home by themselves, there should not be as many cars arriving for pickups at this time. Mams and Dads who walk to the school are asked to maintain a social distance to collect children **outside the school gate**.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

### **Breaktimes**

The DES guidelines state that the risk of transmission from contact with outside surfaces or play areas is low. Breaktimes in the yard will remain the same 10.45- 11.00 and 12.35-12.55.

Children will have designated playing areas in the yard and will remain in their class bubble for yard time. Children will walk with their class bubble to and from the yard. This will be supervised by the teachers and SNAs.

### **Yard Supervision** for teachers

A weekly rota will be organised based on Class Bubbles and the SETs allocated to those classes.

Class teachers - Infants and First Class and SET allocated to those classes to work together

Class teachers – Junior Infants, ASD Classroom, Second, Third, Fourth, Fifth and Sixth Classes and SET allocated to those classes to work together.

### **Changes to Classroom and School Layout and to School Routines**

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, to limit contact between class groups and to limit the sharing of common facilities.

The children and their teachers will work in Class Bubbles. A Class Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class

groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

### **Team Teaching/Special Education Teachers/Special Needs Assistants**

Staff members (particularly Learning Support Teachers and SNAs) can rotate between areas/classes but this will be minimised where possible. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

- Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.
- The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

### **Junior Infants to Second Class**

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from Junior Infants to Second Class to maintain a physical distance within their Class Bubble.

### **Third Class to Sixth Class**

Children from Third Class to Sixth Class will be arranged in Pods within their Class Bubbles, pod sizes should be kept as small as is likely to be reasonably practical in the specific classroom context. The Pods within those Class Bubbles is an additional measures, to limit the extent of close contact within the Class Bubble.

As far as possible, each Pod will be at least 1 metre distance from the next Pod. All unnecessary furniture will be removed from these classrooms to create as much space as possible. Sharing educational material between Pods should be avoided/minimised where possible.

### **Assemblies**

Weekly school Assemblies will be held via Google meet/ outdoors when possible.

### **Corridors and Stairwells**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

We will observe the practice of keeping to the left when in the corridors.

### **Additional Measures to Limit Interactions**

Children will go straight to their classrooms from the yard and will not congregate in the corridors or hallways. Children will hang up/get their coats promptly in their pod as instructed by the teacher.

While we will all be delighted to see each other again, hand shaking and hugging will not be allowed.

### **Doors and Windows**

Where practical, all internal doors will be left open to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

Windows should be opened when children are singing as a group, or when they are playing musical instruments. Tinwhistles should not be shared between pupils and should be taught outside if possible?

### **Lunches**

Children will sanitise/wash hands before eating lunch. Desks will be sanitised before eating. Children will be given time to eat their lunches at their desks before both breaktimes, as per our usual practice. Please remind your children not to share their food or drinks with other children.

### **Reading books**

Children will be receive reading material for the week each Monday (e.g. 3 Oxford Reading Tree books), they will return these books on a Friday.

Children in the senior school should use their own books, colours, pens, pencils, etc. and as far as possible should not share with other pupils.

### **Office**

A contactless payment system has been set up to minimise the amount of cash that needs to be handled. Parents/Guardians are asked to co-operate in helping to keep school staff safe by arranging for contactless payments through Aladdin payments.

Staff members should maintain social distancing in the Office area when speaking with the Secretary.

### **Photocopying.**

Any staff member who uses the photocopier should clean it down after use with the wipes provided.

Use top of pencil/ for touch screen/

### **ICTs**

Devices should be cleaned after use (wipes provided) and before they are returned to the filing cabinet.

### **Visiting Teachers/Coaches**

The possibility of facilitating extra-curricular activities such as Basketball, Coaching for games, Artstorm, etc. will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

### **Substitute Teachers and SNAs**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

### **Physical Education and P.E. Equipment**

Physical Education lessons will take place outside when the weather allows.

Staff members and pupils may take additional breaks outside during the school day. All classes are encouraged to participate in 'The Daily Mile'/outside breaks.

### **Staffroom**

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the staff room and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held remotely or in small groups, outside or in large spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible.

### **Supporting the Learning of Children who Cannot Attend School**

If a child is not able to attend school for an extended period of time, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians. Please ensure the office have your up-to-date details.

## Appendix 2: Back to School Safely – Checklist No. 1 Planning and Preparation

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No	Control	Yes/No	Action needed
1.	Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice? <a href="https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/">https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/</a>		
2.	Have you a system in place to provide your staff with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them?		
3.	Have you consulted with your staff on these measures, provided a system for them to raise issues or concerns and to have them responded to?		
4.	Have you identified the control measures you will need to put in place to minimise the risk of staff being exposed to COVID-19? (See Checklist No. 2)		
5.	Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19?		
6.	Has each staff member a completed Back to School Questionnaire for Staff Members and returned it to the Principal?		
7.	Has each staff member received information on the <a href="#">HSE guidance on people most at-risk</a> and asked them to tell you if they fall into any of these categories?		
8.	Have you told staff members they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?		
9.	Have you appointed and trained a Staff Representative to help staff members monitor compliance with COVID-19 control measures in the school?		
10.	Have you agreed with staff members about any adjustment of class allocation, organising of teams, breaks, wet day supervision, etc. required to implement COVID 19 measures?		
11.	Have you updated your school induction / familiarisation training to include all information relating to COVID-19? (See Checklist No. 3)		
12.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		
13.	Have you identified the activities that involve interacting with visitors and put in place measures to prevent physical contact, as far as possible?		
14.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
15.	Have you advised staff members to clean their hands before and after using public transport before arriving to work?		
16.	Have you set up workstations, desks and tables to help with physical distancing?		

## Personal Protective Equipment (PPE)

17.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?		
18.	Have you arranged to train your staff members in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
19.	Have your staff members been given updated training on infection prevention and control re hand hygiene and use of face masks?		
20.	Does your hot water system need flushing at outlets e.g. showers, taps, toilets etc. following low usage to prevent Legionnaire's Disease?		
21.	Has the touched surfaces points, been thoroughly cleaned?		

## Additional Information


## Appendix 3: Back to School Safely – Checklist No. 2 Control Measures

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

### Hand Hygiene Facilities

No	Topic	Yes/No	Action Required
1.	Are there enough hand washing and hand sanitising stations in place to accommodate staff members, visitors adhering to hand hygiene measures?		
2.	Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered: <ul style="list-style-type: none"> <li>• all entry/exit points</li> <li>• high traffic areas</li> <li>• the need for staff members to wash their hands before, during or after a work task</li> <li>• the distance staff members are from hand washing /hand sanitising facilities including wash/bathrooms</li> <li>• the number of staff members</li> </ul>		
3.	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser?		

### Hand Sanitising

4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
5.	Are there stations at entry/exit points to the school ?		
6.	Are there stations in areas that have high touchpoints or high footfall?		

### Staff members awareness around hand hygiene in the workplace

7.	Have you informed staff members about the importance of hand washing?		
8.	Have you trained/shown staff members <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)		
9.	Have you shown staff members how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?		
11.	Have you told staff members when they need to wash their hands? This includes: <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> </ul>		



	<ul style="list-style-type: none"> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when entering and exiting vehicles</li> <li>• when arriving/leaving school buildings</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
12.	Have you provided facilities for outdoor staff members to frequently practice hand hygiene?		
<b>Respiratory hygiene</b>			
13.	<p>Have you told staff members of good respiratory measures to limit the spread of the virus:</p> <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin</li> </ul>		
14.	Have you made tissues available to staff members and covered bins or bin bags for their safe disposal?		
15.	Is there a system in place to regularly empty bins so they don't over fill?		
<b>Physical Distancing – staying 2 metres apart</b>			
16.	Have you looked at how you can change the layout of your school to allow for physical distancing?		
17.	Have you a system / visuals to regularly remind staff members to stay 2 metres apart?		
18.	Have you identified the activities that involve interacting with visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible?		
19.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)		
20.	Can you organise staff members into teams who consistently work and take breaks together?		
21.	If it's not possible to maintain physical distancing in the staffroom, have you considered making alternative arrangements?		
22.	Can you provide a one way system for entering and exiting the school, where practical?		
23.	Have you implemented physical distancing for outdoor classes and work activities?		
24.	Where staff members are sharing collective accommodation are you following the guidance as laid out in the <a href="#">Return to Work Safely Protocol (Pg.18)</a> ?		
25.	<p>Have you reduced the number of people working in enclosed spaces by:</p> <ul style="list-style-type: none"> <li>• facilitating working from home</li> <li>• reducing the number of work tasks</li> </ul>		

	<ul style="list-style-type: none"> <li>postponing non-essential work</li> <li>modifying work tasks?</li> <li>using on-line platforms for meetings</li> </ul>		
26.	Have you put floor / wall markings in place to remind everyone in the school of the 2 metre physical distance required?		
27a	Have you staggered entry into the school? Are you using all suitable school entrances?		
27b	Have you advised staff of the Department's guidance to achieve good ventilation? Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?		
<b>Minimising Contact</b>			
28.	If staff members have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible?		
29.	Have you told staff members to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
<b>Personal Protective Equipment (PPE) [Guidance open to change]</b>			
30.	Note: PPE use cannot take the place of other preventative measures. For COVID-19, BoMs should check public health advice. Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene		
31.	Has the correct PPE been identified based on the hazard and staff members activity?		
32.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?		
33.	Have you trained staff members in the correct fitting, use, removal, cleaning, storing and disposal of PPE?		
34.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?		
<b>At Risk Groups</b>			
35.	Have you determined which, if any of your staff members are at higher risk from COVID-19? Check out <a href="#">HSE At Risk groups</a>		
36.	Have you enabled at risk or vulnerable staff members to work from home where possible?		
37.	Have you enabled at risk staff members to maintain a physical distance of 2 metres?		
<b>Changes to Work Practices</b>			
38.	Have you considered other changes to work practices to minimise the spread of COVID-19?		
39.	Have you arranged for safe delivery of goods to the school?		

### Visiting Contractors / Workers

40.	Are there arrangements in place to inform other workers, contractors or visitors of the school measures to help prevent the spread of infection?		
41.	Is there a system for recording visits to the school by workers and others? (COVID-19 Contact log)		

### Additional Information


## Appendix 4: Back to School Safely – Checklist No. 3

### Induction / Familiarisation

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19.

The usual induction, for new staff members will have to be revised to include measures to help prevent the spread of the virus. All staff members must be brought through this COVID induction before returning to school.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Yes	No	Action needed
1.	Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to staff members?			
2.	Have you a completed the Back to School Questionnaire for Staff Members for each staff member at the induction?			
3.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?			
4.	Have you explained to staff members <a href="#">how the virus is spread</a> ?			
5.	Have you covered the control measures you have put in place to minimise the risk of staff members being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to staff members?			
7.	Have you given staff members information on <a href="#">At Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told staff members they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told staff members what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4) Have you outlined communication protocols i.e. with other staff members, with class, with parents, etc.?			
10.	Have you told staff members of the purpose of the COVID-19 contact log in the workplace?			
11.	Have you covered any relevant changes in your school COVID-19 response plan? (See template COVID-19 Response Plan)			
12.	Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?			
13.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
14.	Have you identified the Staff Representative(s) to all staff members and explained what their purpose is?			
15.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks, wet day supervision, etc ?			
16.	Have you told staff members to wash their hands before leaving home and on arrival in the workplace, and at <a href="#">regular intervals throughout the day</a> ?			

17.	Have you explained the importance of staff members avoiding touching their faces?			
18.	Have you explained the need for staff members to avoid physical contact with colleagues, customers or visitors?			
19.	Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.?			
20.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
21.	Have you provided each staff member with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
22.	Have you advised staff members of the public health recommendation to use a face covering on public transport?			
23.	Have you told staff members about the supports available to them if they are feeling anxious or stressed?			
24.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
25.	Have you a system that allows your staff members to raise issues or concerns and have these responded to?			

### Additional Information

	Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays.			
	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?			
	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?			
	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?			

## Appendix 5: Back to School Safely –Checklist No. 4 Dealing with a Suspected Case of COVID 19

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

### Procedures and Information

No	Control	Yes/No	Action needed
1.	Have you a system in place to identify and isolate staff members or others who start to display symptoms of COVID-19 in the school?		
2.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?		
3.	Have you informed staff members of the purpose of the log?		
4.	Have you consulted with staff members on the purpose of the isolation procedure and when it should be used?		
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the <a href="#">signs and symptoms of COVID-19</a> ?		

### Instructions if a person(s) develops signs and symptoms of COVID-19 at work

6.	Have you instructed your staff members about what they need to do if they develop signs and symptoms at work?		
7.	Have you provided your staff members with up to date public health information on COVID-19 issued by the <a href="#">HSE</a> , <a href="#">HPSC</a> and <a href="#">GOV.ie</a> ?		

### Reporting

8.	Have you made your staff members aware of that they must notify the Principal if they develop signs and symptoms at work for COVID-19?		
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### Response team

9.	Have you appointed a staff member to deal with any suspected case of COVID-19?		
10.	Have you allocated staff member as a response person or a response team(s) to deal with a suspected case of COVID-19 in the school and rehearsed them in what actions to take?		

### Isolation area(s)

11.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19?		
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12.	Is this isolation area accessible, including to staff members with disabilities?		
13.	Is the route to the isolation area accessible?		
14.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas?		
15.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation/ability to open a window</li> <li>• tissues</li> <li>• hand sanitiser</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>		

### Isolating a person(s) displaying COVID-19 symptoms

16.	Are procedures in place for the staff members of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them?		
17.	Is the response team familiar with this procedure?		
18.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?		
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?		

### Arranging for the person to leave workplace/Exit Strategy

20.	Have you established, by asking them, if the affected person feels well enough to travel home?		
21.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?		
22.	If the affected person feels unable to go home, has the response team let them remain in isolation, and enabled them to call their GP?		
23.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
24.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?		
25.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
26.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		

27.	Has the affected person been advised they must not use public transport?		
28.	Has the affected person been advised to continue wearing the face mask until they reach home?		
<b>Follow-up</b>			
29.	Have you carried out an assessment of the incident to identify any follow-up actions needed?		
30.	Are you available to provide advice and assistance if contacted by the HSE?		
<b>Disinfection</b>			
31.	Have you taken the isolation area and any areas where the person was involved out-of-use until cleaned and disinfected?		
32.	Have you arranged for cleaning and disinfection of the isolation area and any areas involved, at least one hour after the affected person has left the building?		
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?		
<b>Additional Information</b>			

A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to:  
Grace/Eilish



## Appendix 6: Back to School Safely –Checklist No. 5 Cleaning and Disinfection

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. It is advised that a meeting takes place with school cleaner(s) to go through the relevant parts of this checklist to create a Cleaning Plan for the school.

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No.	Topic	Yes/No	Action Required
1.	Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops, work tops and desks</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls and all IT equipment</li> <li>• school teaching resources</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>		
5.	Are frequently touched surfaces visibly clean at all times and cleaned <b>at least twice</b> a day?		
6.	Are washrooms and surfaces in communal areas being <b>cleaned at least twice a day and whenever visibly dirty?</b>		
7.	Have you provided <b>staff members with cleaning materials such as disinfectant or wipes</b> to keep their own workspace clean?		
8.	Have you told staff members what they need to do to keep their own workspace clean?		
9.	Staff members are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told staff members to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?		
10.	Have no-touch bins been provided, where practical?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have cleaning staff been trained in the new cleaning arrangements?		

14.	Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners?		
15.	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?		
16.	Is there is system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.		
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
18.	Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?		

**Additional Information**


## Appendix 7: Back to School Safely –Checklist No. 6 Informing Staff Members

This HSA checklist has been adapted to help School Leaders, In-school Management Teams and BoMs prepare for School Staff return to school in a way that will help prevent the spread of Covid-19. School leaders and staff must work together to protect everyone in the school

Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to school?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
4.	Do you know <a href="#">how the virus is spread</a> ?		
5.	Have you completed Back to School Questionnaire for Staff Members and given it to your Principal?		
6.	Have you told your Principal if you fall into any of the <a href="#">at-risk categories</a> ?		
7.	Have you been given an induction before returning to work and made aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) ?		
9.	Have you co-operated with the BoM to make sure these control measures are maintained?		
10.	Do you know who your Staff Representative is and how to contact him / her?		
11.	Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when entering and exiting vehicles</li> <li>• when entering and exiting school buildings</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
15.	Do you know where your nearest hand washing / hand sanitising stations are?		

16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times while at school, including in the staffroom or bathroom?		
18.	Do you know to avoid any physical contact with colleagues, parents or visitors?		
19.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks , wet-day supervision, etc?		
22.	Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19?		
23.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	Do you know when you have to wear PPE, where and how it is stored and how to fit, use, remove, clean, store and dispose of any required PPE?		
29.	Do you know what supports are available to you if you are feeling anxious or stressed?		

**Additional Information**


## Appendix 8: Back to School Safely –Checklist No. 7

### Staff Representative

This HSA checklist has been adapted to help those selected as a Staff Representative understand their role in helping to help prevent the spread of COVID-19 in the school and in the community  
Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

	<b>Control</b>	<b>Yes / No</b>	<b>Action needed</b>
1.	Have you agreed with your BoM to act as a Staff Representative for your school or school section?		
2.	Have you been provided with information and training in relation to the role of Staff Representative? Are you clear on your roles and responsibilities, having discussed them with the Principal?		
3.	Are you keeping up to date with the latest COVID-19 advice from Government?		
4.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
5.	Do you know <a href="#">how the virus is spread</a> ?		
6.	Do you know how to help prevent the spread of COVID-19?		
7.	Have you been brought through an induction before returning to school?		
8.	Are you helping in keeping your fellow staff members up to date with the latest COVID-19 advice from Government?		
9.	Have you completed the Back to School Questionnaire for Staff Members and given it to your principal?		
10.	Are you aware of the control measures the BoM has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures)		
11.	Did your BoM consult with you when putting control measures in place?		
12.	Have you a means of regular communication with your principal?		
13.	Are you co-operating with your BoM to make sure these control measures are maintained?		
14.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		

15.	Have you been asked to walk around your school / school section daily and check that the control measures are in place and are being maintained? (Using Checklist No.2)		
16.	Are you reporting immediately to your principal / BoM 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 work?		
19.	Are you co-operating with your BoM in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
20.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
21.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?		
22.	Are you helping in maintaining the staff member 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 members to listen to any COVID control concerns or suggestions they may have?		
25.	Are you raising those control concerns or suggestions with your principal / BoM and feeding back the response to the staff member who raised the issue?		
26.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow staff members?		

**Additional Information**


## Appendix 9:Return to Work Form

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

Name: \_\_\_\_\_ Name of School: Tramore ETNS

Name of Principal: Eilish Kelly

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), 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 to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g. returning from travel abroad.

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\* If your situation changes after you complete and submit this Return to Work Form, please inform your employer.

\*\* Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19

can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

\*\*\* Details of current arrangements for travel overseas can be found set out at <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

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