



## **Scoil Mhuire gan Smál**

### **COVID-19 School 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 Scoil Mhuire gan Smál.

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 Statement**
- 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**
- 7. Managing the Risk of Spread of COVID-19**
- 8. Control Measures**
- 9. Dealing with a suspected case of COVID-19**
- 10. Staff Duties**
- 11. COVID-19 related absence management – See circular 0049/2020**
- 12. 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. Scoil Mhuire gan Smál COVID-19 Policy Statement**

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**

Scoil Mhuire gan Smál, 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 COVID19 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 in relation to summer provision
- 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)

LWR: Sophie Sheridan

(D)LWR: Carmel Costello

Signed: Peter Mc Callig

Date: 05/08/20

## **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 Building***

Before re-opening in the new school year the following will be checked:

- \* water system which needs flushing at outlets following low usage to prevent Legionella disease;
- \* school equipment for signs of deterioration or damage before being used again;
- \* bin collections and other essential services resumed
- \* School will be cleaned and sanitised.

### ***b. Signage***

Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene will be displayed in prominent areas throughout the school.

## **3. Procedure for Returning to Work (RTW)**

In order to return to the workplace, all staff must complete a **Return to Work (RTW) Form**, which will be given to each staff member by the Principal. A hard copy is attached also at *Appendix 1*.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

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 (LWR)** 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.

<b>Lead Worker Representative (LWR)</b>	Sophie Sheridan
<b>Deputy Lead Worker Representative (DLWR)</b>	Carmel Costello

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.

All visits to the school, by parents/guardians, contractors and visitors, will be by prior appointment with the Principal only.

## **5. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A revised Risk Assessment Statement highlighting the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 2**.

## **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, or taste or a 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 will be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their G.P to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:
  - If they are identified by the HSE as a close contact of a confirmed case of COVID-19
  - If they live with someone who has symptoms of the virus
  - If they have travelled outside of Ireland; in such instances the advice is to consult and follow the latest Government advice in relation to foreign travel
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in school.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

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/>

### **Return to School**

Parents/Guardians **must** fill out the ‘Return to Education’ form prior to their child/children returning to school and after each absence. This form will be created through Microsoft Forms and the link will be shared with the parents via email/text. It will also be available on our school website.

### **COVID Tracker App**

The COVID-19 tracker app is a free and easy to use mobile phone app that will:

- Alert you if you have been in close contact with someone who has tested positive for COVID-19
- Keep other app users safe by alerting them if you test positive for COVID-19
- Give you advice on what to do if you have symptoms

You can download the free app from Apple’s App Store or the Google Play Store

## **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:

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>

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

Sanitiser dispensers are available inside the entrances of the school. Hot water is available at some sinks. Sanitisers dispensers are in place throughout the school e.g. in each classroom, at reception, at each external door etc.

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 and when they cough or sneeze, before and after touching shared items and at home time. Anyone moving between rooms should sanitise before they leave a room and return to their room e.g. children going to support, Principal moving between rooms, SNAs, support teachers etc. Hot water is available at some sinks.

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

### **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**

In primary schools each class is referred to as a 'bubble'. Class bubble should not mix. 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 prerequisite to reopening a primary or special school for all pupils. Therefore, in Junior Infants to 2nd class children will be separated from each other is-so-far as possible.

From 3rd to 6th class, children will be placed in 'pods'. Children attending support should not mix with other bubbles.

### **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 in the pedal bin.

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

It is 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.

***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:

- are over 70 years of age - even if you're 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
- 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 you 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 fall into the very high-risk category, advice will be sought from the Occupational Health Service.

## **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 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.

**d. 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 office, 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 facility and in each classroom.

**e. Room Ventilation**

As per DES guidance:

1. The opening of windows to introduce fresh air is very important and should continue to be used during school opening times via a proactive rather than reactive approach.
2. Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.
3. In colder weather any local chilling effect can be offset by opening the windows nearest and above the radiators.

It is advisable for pupils to wear extra layers of clothing particularly coming into the winter months.

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.

Regular activity breaks and outside learning sessions throughout the day are strongly advised.

#### ***f. Use of Personal Protective Equipment (PPE)***

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 occasions may include:

- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

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

Cloth face coverings should be washed every day after use or if visibly soiled. Face coverings should not be worn if they are wet.

Medical face masks have been purchased for all staff however staff may wish to utilise their own face coverings on a day-to-day basis,

It is not recommended that children attending primary school wear face-coverings.

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

#### ***g. 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.

#### ***g. Cleaning***

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles, light switches and staffroom canteen. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

**Please note:** To enhance the cleanliness of the school, the BOM has organised for a deep cleaning of all high-touch points and a general sanitization of the whole building and contents. The BOM has employed the services of Glan Assured in this matter. This company will use a product called Steri-7 which will ensure a 7-day protection barrier on all surfaces. This process will be carried out initially on the Sunday before opening and weekly thereafter on weekend afternoon. Staff are not permitted to enter the school building for an hour following this sanitization process.

School will receive a weekly certificate of sanitization.

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 clean their work area after use each day. A clean slightly wet cloth or water wipe will suffice as all areas will be protected by Steri-7 sanitizer.

All cleaning materials, tissues and wipes will be disposed of in a separate bin in each classroom. This bin will be emptied every day.

Staff are advised to bring, use and clean, their own equipment and utensils (cup, cutlery, plate etc.). For the time being, the dishwasher will not be used.

Fridge: Any item of food requiring refrigeration, must first be wiped down before putting it into the fridge. All personal food items or beverages must be removed at the end of the day.

#### ***h. 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 contact log of those entering the school facilities will be maintained. See visitor contact log at ***Appendix 3***.

#### ***i. First Aid/emergency procedure***

The standard First Aid/Emergency procedure shall continue to apply in Scoil Mhuire gan Smál. However, staff will be required to wear the appropriate PPE.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

#### ***j. Face Coverings***

A face covering is compulsory for staff members throughout the school day, indoors or outdoors, if he or she cannot maintain a 2m distance.

#### ***k. School Books***

Covering school books/copies in plastic is recommended. Where practical, each child must use their own books. Shared books loaned by the school should be sanitised after each session. Hand hygiene should be performed after using a shared item.

**Books will not be sent home on the return to school on 1<sup>st</sup> March. This will be reviewed.**

#### ***l. Homework***

**Homework will not be given on the return to school on 1<sup>st</sup> March. This will be reviewed.**

#### ***m. School Hall/PE***

The DES highlighted the importance of physical activity for pupil wellbeing. To that effect, the hall will be required to be used to facilitate PE lessons for all classes throughout the Winter months where it is not possible to do the lesson outdoors. Hand hygiene should be practised before and after PE lessons where equipment is used and equipment sanitised after use by each bubble. Windows should be open for ventilation purposes. Games (e.g. hurling, football, basketball etc.) should not be played: the teaching focus should be on skills development.

If the hall must be used for isolating pupils, it will be closed off to classes for the remainder of the day. Classes affected can reschedule their PE time to one of the empty slots on another day.

External coaches may be considered for outdoor activities.

#### ***n. Staff Room***

A limit has been placed on the number of people in the staff room at any one time. Staff members should practice hand hygiene on entry. They must bring, use and wash their own cutlery, plates etc. We advise that these are brought home to do so where possible. Staff should keep 1-2m apart during break/lunch times. A second staff room had previously been located in the hall but as this is to be used for PE, it will be moved to the library.

#### ***o. Staff Meetings***

Staff meetings may be held in the school hall/library in smaller groups. Video-conferencing may also be used if required.

#### ***p. Computer Room/Library***

The computer room can be used. Pupils must perform hand hygiene before and after computer use. Computers will be sanitised by Glan Assured at the weekend.

Staff may use this room at break/lunch time as a second staff room. This will be reviewed.

#### ***q. iPads***

A timetable for the use of iPads has been put in place. Hand hygiene should be practised before and after use. iPads are sterilised at the weekend by Glan Assured using Steri-7 wipes.

#### ***r. Yard Times***

These have been staggered in order to allow each class to have their own section to play in. Classes on the second yard time should exit the building before the pupils from the first yard time enter to avoid bubbles mixing in the corridors.

#### ***s. Home Time***

***Pupils will be escorted outside to be collected by their class teacher through the relevant door.***

On a very rainy/bad weather days only, classes may exit the school via the front door. They must wait at a 2m distance from the class in front.

### **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 Scoil Mhuire gan Smál, will deal with a suspected case that may arise during the course of work.

#### **Our Designated Isolation Area.**

Two isolation areas have been created. These are located in the school hall and in an unused resource room. A chair, tissues, hand sanitiser, disinfectant wipes, gloves, masks, waste bags, brown paper bags and a bin along have been placed there. If the suspected case is a child, he/she will be supervised by the Principal or other staff member until he or she is collected. If your child presents with symptoms and they are sent to the isolation room, their temperature will be checked with an infrared thermometer.

The isolation area in the hall is afforded some privacy by use of a movable screen. It is well ventilated has easy access for collection of the child/adult and has a small storage unit to hold PPE – masks, aprons, tissues, gloves and sanitiser. It has a closed door and is away from other staff and pupils. It also has a bin, toilet facility and a separate exit from the school building.

Nobody else may enter these areas while a child is awaiting collection. It will be cleaned after the person leaves. An information note shall be given to parents/guardians on collection. Parents/guardians should contact GP and follow GP instructions. Contact must be made with the school office thereafter providing us with an update on the status of the child's health before they can return to school.

If a staff member/pupil displays symptoms of COVID-19 while at work in Scoil Mhuire gan Smál, the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the class teacher will send word to the Principal by note/phone. Principal will speak with class teacher and the Principal/Secretary will contact the parents/guardians immediately.
- Child/adult will be asked to take bag and coat and to follow/accompany the Principal to the designated isolation area (School PE Hall) via the isolation route. Please keep 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
- A mask will be provided for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents 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, Principal will 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 to determine follow-up actions.
- Arrange for appropriate cleaning of the isolation area and work areas involved.

Where there is a suspected or confirmed case of COVID-19 amongst school staff or pupils, schools need to maintain both staff and pupil confidentiality at all times and must follow the instructions of HSE Public Health. Page 10 of 'The Roadmap for Full Return to School' states that:

- 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 HSE will advise on the appropriate action, on a case-by-case basis, that should be taken vis-à-vis the operation of the school.

## **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:

- 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 live with someone who has symptoms of the virus or have travelled outside of Ireland; in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel**
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above
- **Staff must undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health**
- 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.

## **12. COVID-19 Related Absence Management**

The management of a COVID-19 related absence will be managed in line with agreed procedures with DES. Please see DES circular 0049/2020. Teachers who are absent for COVID-19 related reasons must fill in the relevant form accompanied by a doctor's certificate.

## **12. 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.

This plan was originally devised in August 2020 and was reviewed on 11<sup>th</sup> November 2020.

Signed: Peter Mc Callig

Date: 11/11/20

*Chairperson BoM*

Signed: Grace Burke

Date: 11/11/20

*Principal*

## Appendix 1

### Return to Work Form

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return.

N.B. Every question must be answered.

Employee Name:	Manager Name:
Workplace Address:	
Question	
1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?	Yes/No
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	Yes/No
3. Are you awaiting results of a COVID-19 test?	Yes/No
4. In the past 14 days have you been in contact with a person who is a confirmed or suspected case of COVID-19?	Yes/No
5. Have you been advised by a doctor to self-isolate at this time?	Yes/No
6. Have you been advised by a doctor to restrict your movements at this time?	Yes/No
7. Have you been advised by a doctor to cocoon at this time?	Yes/No
8. 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. Further information on people at higher risk from Coronavirus can be accessed at <a href="http://www2.hse.ie">www2.hse.ie</a> .	
<b>Additional Information</b>	

\*if you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 8.

If your situation changes after you complete and submit this form, please tell management.

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## **Appendix 2**

### **Risk Assessment**

Can be viewed on the school website

### Appendix 3

#### Contact Tracing Log

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