PRESENTATION COLLEGE HEADFORD- COVID RESPONSE PLAN

The following Covid Response Plan has been developed in line with the Government's Roadmap for the Full Return to School, Guidelines from the Health & Safety Authority (HSA), the HSE and the Department of Health. This document lays out the measures the school will put in place to prevent the spread of COVID 19 in our school. The situation will be reviewed regularly in light of any circulars issued from the Department of Education & Skills

Approved by the Board of Management of Presentation College Headford.

Date Issued:
August 2020

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Circulation

Position	Office	Issue Date	Method
Senior Management Team	PCH	August 2020	Email
Board of Management	PCH	August 2020	Email
Staff	PCH	August 2020	Email/Google Classroom
Parents' Council/ Parent Body	PCH	August 2020	Email/Website
Student Body	PCH	August 2020	Email/Website

Introduction

The purpose of our school response plan is to provide a safe and healthy learning and work environment, by outlining the practical steps we have implemented for the safe operation of our school through the prevention, early detection and control of COVID-19 in our school.

This COVID Response Plan provides clear and actionable steps based on guidance provided by the Department of Education, supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools.

During this global pandemic, all staff, students, parents, contractors and visitors have a responsibility, both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the COVID-19 Response Plan and associated control measures. The school COVID-19 Policy is available on the school website and also in Appendix 1 of this plan.

The safety and wellbeing of each member of our school community is the number one priority for our Board of Management and school management team.

Planning for Return to School

Before re-opening for the 2020/21 school year school management put the following processes in place:

- Means of keeping up to date with public health advice, changes to any Government plans for the safe reopening and Department of Education updates;
- Means of passing on this information in a timely manner to staff, students and parents
- Ensured that staff have reviewed the training materials provided by the Department of Education
- Provided staff with access to the Return to Work (RTW) form
- Identified a Lead Worker representative
- Displayed posters and other signage to prevent introduction and spread of COVID-19
- Made the necessary changes to the school layout to support the redesign of classrooms to support physical distancing
- Removed unnecessary clutter to facilitate ongoing cleaning of the school but having consideration for the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment
- Made necessary arrangements to restrict access to the school and maintain records of contacts to the school
- Reviewed the safety of school buildings

- ## Induction Training

All staff will undertake and complete DES 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 this 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.

- ## Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form.

A RTW form should be completed and returned 3 days before returning to work. On receipt of the completed form the principal will provide details of the DES 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.

- ## Lead Worker Representative (LWR)

The LWR will work in collaboration with the school management to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID19 in the workplace.

Responsibility for the development and implementation of the COVID-19 Response Plan and the associated control measures lies with the Board of Management and school management.

Strong communication and a shared collaborative approach is key in protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. The LWR for PCH are: Barry Biggins and Mary T Shaughnessy.

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

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

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress the spread of COVID 19 virus
- COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.
- If a staff member has any concerns or observations in relation to the COVID-19 response plan, control measures or the adherence to such measures by staff, students or other s/he should contact the LWR/s who will engage with the Principal.

- ### Signage

Posters and signage outlining the signs and symptoms of COVID19 and to support good hand and respiratory hygiene are displayed across prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

- ### Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19.

Within our context, the school has reconfigured classrooms and in other areas in so far as possible to optimise social and physical distancing of 1m, in line with the guidance in advance of school reopening.

- ### Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment.

The school has reviewed our emergency procedures involving fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan.

Changes to the school's existing emergency procedures will be documented and incorporated into the school's safety statement to reflect new risks that arise due to the school's COVID-19 Response Plan.

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

- ### Access to School and Contact Log

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

Arrangement for necessary visitors such as contractors and parents will be _restricted to essential purposes and limited to those who have obtained prior approval_ from the principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace.

A **detailed sign in/sign out log** of those entering the school facilities will be maintained.

The school will maintain a log of staff and students contacts in compliance with the GDPR and the Data Protection Acts.

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Control Measures

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

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

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

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

- ## To Minimise the Risk of Introduction of COVID-19 into our school:

The school will promote awareness of COVID-19 symptoms

- Advise staff and students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;

- Advise staff and students not to attend school if they have been identified by the HSE as contact for a person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and students that develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- Ensure that staff and students know the protocol for managing a suspected case of COVID-19 in school
- Advise everyone entering the school building that they needs to perform hand hygiene with a hand sanitiser
- Advise all relevant parties that visitors to the school during the day should be by prior arrangement with the principal and should be received at a specific contract point;
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.

● Symptoms of COVID-19

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

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

● Respiratory Hygiene

Good respiratory hygiene means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately and safely into a nearby bin.

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

● Hand Hygiene

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

The school promotes good hygiene and displays posters throughout the schools on how to wash hands.

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

- Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.
- Hand sanitiser dispensers are deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitizer spills to prevent risks of falls.
- Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets, kitchens and any food preparation areas.
- Hand washing facilities are maintained in good condition and supplies of soap and dryers are checked regularly to encourage everyone to use them.
- Hot air dryers are an acceptable alternative for hand drying and are regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.
- Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.
- Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.
- When hand rubs/gels are being used in school care should be taken to ensure that students do not ingest them as they are flammable and toxic.

Students and staff should perform hand hygiene:

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

Physical Distancing

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

The school has been reconfigured and operational changes implemented to maintain physical distancing.

The DES Framework to maintain Physical Distancing in the Classroom in Post Primary Schools sets out a suite of available measures that must be implemented at individual school level to the greatest possible extent.

The suite of measures set out in the Framework are:

1. Reconfigure class spaces to maximise physical distancing;
2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing;
3. Review Timetables;
4. Reconfiguring Classes;
5. Consider Use of Live Streaming within the School; and
6. Accessing available spaces within the local community

Decreasing interaction

Physical distancing of at least 1m will be maintained between desks or between individual students or staff.

As is usual practice, students remain in the classroom and teachers move between rooms.

As far as possible and practical students will be assigned to a main class cohort which will remain in the classroom for most subjects, with teachers moving between rooms.

Where possible and practical double classes should be planned to minimise movement during the day.

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Where students have an elective subject they would move quickly into the new class and would be seated with members of their class cohort, observing as much physical distance as possible.

- Hand washing and/or sanitising would be required when moving between classes by teachers and students.
- Physical distancing between the teacher and class will be observed.
- Where movement of class groups between rooms is required, it will be planned to minimise interaction with other class groups.
- There will be limited interaction on arrival and departure and in hallways and other shared areas.
- Social physical contact (hand to hand greetings, hugs) is discouraged.
- Where students need to move about within the classroom to perform activities (access to a shared resource) it will be organised to the greatest degree possible to minimise congregation at the shared resource.
- Staff and students will avoid sharing personal items.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

SATELLITE ROOM

In a situation where it is not possible to maintain a safe physical distance of 1 m between students, students will be rotated on a fair and equitable basis to a satellite room. Within the satellite room, they will be seated with their own year group and a remote task will be set for them.

Physical Distancing outside of the classroom and within the school

School drop off/collection

- Arrangements for dropping off/collecting students will be arranged to maintain physical distancing of 2m where possible.
- Walking/cycling to school will be encouraged as much as possible.
- The congregation of people at the school gates will be avoided, to respect physical distancing requirements.
- Staggered drop off/pick up times will be arranged where feasible.
- Students should head straight to their designated learning space/classroom.

Staff

- A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
- Consideration will be given to formation of staff "pods" or teams who work together and take breaks together.
- Staff meetings may be held remotely or in small groups or in large spaces to facilitate physical distancing.

- The school will implement no hand shaking policy.
- Minimise gathering at the beginning or end of the school day.

School Lunches

- The school will ensure physical distancing is applied
- A Lunch only order system will be implemented. Orders will be taken in the morning and delivered to base classrooms
- A cashless system will be operated
- Students will be encouraged to practice proper hand washing routines and sanitisation

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.

Arrival to and departure from school

- To reduce crowding on entering the school grounds parents have been asked where possible, to drop their child down the town and for the student to walk to school. The school is also exploring the possibility of installing extra bicycle racks for students who may wish to cycle to school.
- It is not feasible to ask for year groups to arrive at specific times as a significant amount of our students arrive to school by bus.
- Upon entering school, pupils are requested to use their designated entrance, go straight to their year zone and classroom and sanitise their hands before entering the room.
- At the end of the school day, pupils will be asked to use the hand sanitiser before leaving their final lesson.

Movement around school

- All non-essential movement around school should be avoided.
- Some areas of the school will become one-way.
- **'Laps' are strictly forbidden**

- If groups of pupils are moving during or between lessons (ventilation/mask breaks), staff should supervise and ensure that they use the shortest route possible.

Break time Plan

- Pupils will have staggered break times.
- Pupils will go outside for breaks to their designated zones and maintain social distancing.
- The canteen will be out of use for the academic year 2020-21. There will be a limited pre-order and pre-paid trolley service for **Lunch time only**
- Pupils are advised to bring a break-time snack, there will be no facility to buy food at break time

Lunch time Plan

- Pupils will have staggered Lunch times.
- Pupils will go outside for breaks to their designated zones and maintain social distancing.
- The canteen will be out of use for the academic year 2020-21 and a limited pre-order and pre-paid trolley service will be available for Lunch-time.
- All senior students will be allowed down time for their **designated lunch time slot**. This privilege will be rescinded if students do not comply by the Code of Behaviour
- Pupils will eat in their base classroom, sitting in their own seat and taking responsibility for tidying up after themselves and their area. Otherwise, they will go outside to their zoned area.
- Students will be required to wipe down their desks with disinfectant after having their lunch

Canteen and Shop

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- The menu for each day will be reduced to offer quick grab items and limit options/pre order.
- When serving food, catering staff will need to maintain social distancing as much as possible.

Toilets

- Pupils must use the nearest designated toilet.
- When giving permission during lesson time, teachers should indicate which toilet should be used.

- Pupils will sign a toilet log in with their own biro
- During break and lunch times, pupils must use their designated toilet
- Only one pupil per cubicle should enter the toilets.

Staff rooms and offices

- Staff should only use offices or staff rooms if they are able to socially distance themselves from each other. All offices and staff rooms should be used to only 50% of their capacity at most.
- Staff Rooms must not be used for meetings unless social distancing is possible. Room 59 (The Study Hall) has been reconfigured as a temporary staff room /staff work area. In staff rooms and offices if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using the wipes provided.
- Staff should use a hand sanitiser when entering and leaving the staff room and/or office.
- **Staff are recommended to bring their own cups, plates, cutlery & utensils for personal use in the staffroom. Staff are responsible for cleaning and storing their own items**

Use of PPE

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

These might include roles such as:
- Performing intimate care
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category.

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.

Masks

Students:

Students are requested to wear a facial covering in keeping with government guidelines.

It is essential for those wearing a cloth face covering to understand that the purpose is not to protect themselves but to reduce onward transmission and the benefit is reliant on wearing the covering appropriately. There are some exceptions to this, please see the hspc document on face coverings.

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

Staff:

Staff are requested to wear a facial covering in keeping with government guidelines.

Gloves

The use of disposable gloves in the school by students or staff is not generally required but may be necessary for matters such as cleaning or intimate care settings.

Routine use does not protect the wearer and may expose others to risk from contaminated gloves.
Routine use of disposable gloves is not a substitute for hand hygiene.

Special Needs Assistants (SNAs)

- SNAs supporting in the classroom must maintain social distancing from the pupils they support.
- If social distancing is not possible in the general classroom, they should:
- Support their designated pupil(s) by withdrawing them to Seomra Seoda.
- If a pupil requires close medical or intimate care, PPE should be worn.

Expectations in the Classroom

- Pupils and staff will use hand sanitiser on entering each lesson within the day.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, pupils should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have socially distant fixed seating and pupils must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should avoid movement during lessons and stay near the screen/whiteboard.
- Windows and doors should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared.

Expectations of Pupils

Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms.   When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and go straight to the designated zone and base classroom. Do not congregate in school at the end of the day.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). You must not use the social spaces in school. Maintain a safe distance from others at break and lunchtimes.
- Do not share belongings (stationery, food etc) with others.
- Use the toilet designated for your year group. Only enter the toilets if there is a free cubicle.

- In IT rooms, wipe the keyboard and mouse at the start of each lesson.

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. It is recommended to postpone Choir and music performances for the time being

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. Our managerial body are recommending that we press pause on extra curricular and sporting activities at the moment.

Shared Sports Equipment –

Minimised equipment sharing and clean shared equipment between uses by different people.

Shared Equipment Art –

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

Electronics –

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

Library Policy –

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

PRACTICAL SUBJECTS

We are awaiting further guidance from the NCCA. Subject Departments will devise their own arrangements in the interim in line with public health &safety guidelines.

Digital Learning

Supporting teaching and learning in the home where there is localised full school closure

The continuity of teaching and learning during the recent school closure due to COVID-19 was achieved with significant additional effort from all school staff working remotely to ensure pupils were supported during this time.

The Board of Management (BOM) commends all staff for the arrangements put in place to communicate with students and parents. Staff demonstrated innovation and resilience by providing flexible responses during the emergency closure.

The BOM has worked with school management to ensure that the school is prepared with a contingency for any such reoccurrence of closures, whether localised or on a bigger scale, to ensure interactive learning and teaching continues. To this end, it is vital the school is well prepared.

The BOM has requested that the school selects one standard school-wide digital learning technology and has provided the necessary funds for on-site professional training for all staff in the selected technology. G-Suite for Education (Google Classroom) is our chosen platform. This approach will ensure that the school will be agile in how it will provide for continuity of teaching and learning in the future.

The DES provided schools with a series of *"Continuity of Schooling Guidance"* documents to help education professionals and parents to support students' learning in a remote environment. The documents are listed below:
https://www.education.ie/en/Schools-Colleges/Information/continuity-of-schooling/continuity-of-schooling.html
- *Guidance on Continuity of Schooling for Primary and Post-primary Schools* 02 April 2020
- *Guidance on Continuity of Schooling: Supporting Pupils at Risk of Educational Disadvantage - for Post-Primary Schools* 22 April 2020
- *Guidance on Continuity of Schooling: Supporting Pupils with Special Educational Needs- for Post-Primary Schools* 22 April 20220

In circumstances where there is clear public health advice from HSE Public Health that the school should close, the school will:

- Make best use of guidance materials which were already provided to all schools during the period of school closures and will be further updated to reflect learning during the emergency period
- Advise parents/guardians to where students are at in their learning
- Develop subject specific lesson activities to be carried out at home
- Have a system in place for subject teachers to engage with students regularly during the week and to provide them with feedback on their work

- Contact parents/guardians at regular intervals to offer feedback on their son's/daughter's engagement and progress in learning
- Have a system in place to engage with students regularly
- Make best use of digital technologies to allow continued engagement with students and their learning.

In the case where the school may have to close for a period in line with public health advice, school leaders and teachers will need to work collaboratively to put in place the following systems and approaches to:

- Advise parents/guardians of where students are at in terms of their learning
- Develop subject specific lesson activities to be carried out at home
- Have a system in place for subject teachers to engage with students regularly during the week, for example, during timetabled class periods and to provide them with feedback on their work
- Consider how best digital technology can be used to continue to engage with their students and to support their learning.

Hygiene and Cleaning

- Our school is cleaned daily and focus is on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day. **Staff must use, clean & store their own equipment and utensils (cup, cutlery, plate etc.).**
- There will be a regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities shall <u>not be available</u> for use by staff or students due to the increased risk associated with communal shower facilities and areas. This shall be reviewed in line with government guidance.

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

- Once the room is vacated it will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.
- The rooms will be deep- cleaned as soon as practicable possible.
- Disinfection only works on things that are clean. Therefore, when disinfection is required it is always in addition to cleaning.
- Only when the room has been cleaned and disinfected and all surfaces are dry, will the room be reused.

Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19.

First Designated isolation area:	Meeting room at reception (beside Mrs. Mc Alpine's office)

The designated isolation area should be behind a closed door and away from other staff and students.

The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;

Should more than one person displaying signs of COVID-19, the following contingency isolation plan for dealing with additional cases will be put in place:

Second Designated isolation area:	Ms. Jackson's office

If a staff member/student displays symptoms of COVID-19 while at school the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately;
- The person will be isolated immediately. There is 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;
- If it is not possible to maintain a distance of 2m a staff member caring for a student should wear a face covering or mask.
- Gloves should be worn

- 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;
- An assessment will be made 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;
- The person presenting with symptoms will be facilitated to remain 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, the school 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 cannot be used;
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- The school will carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Appropriate deep-cleaning of the isolation area and work areas involved, will be arranged
- The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

COVID-19 Case Management
PRESENTATION COLLEGE HEADFORD

PREVENTION MEASURES
- Stay at home if feeling unwell or if any member of the household displays Covid-19 symptoms.
- Wash hands regularly and use the sanitisers provided.
- Practice good respiratory hygiene and cough etiquette.
- Adhere to social distancing guidelines.
- Avoid touching your face.
- Wear a face covering as per guidelines.
- No hand shaking or hugging.

COVID-19 Symptoms
ANY of the following: Fever ≥38°C, a cough of any kind, shortness of breath or breathing difficulties, loss or change to sense of smell or taste.

Suspect case in student or staff member
- Students inform a staff member. Staff will inform member of management. If a staff member caring for student is unable to maintain 2m distance and/or interaction expected to last longer than 15 minutes, they should wear a mask or visor.
- Isolate in designated room.
- Contact parents/next of kin and arrange to send home ASAP.
- Advise person to self-isolate, contact GP about their symptoms and follow Public health Advice.
- Arrange cleaning of rooms, bathrooms and areas used by a suspected case as per guidelines.

Negative for COVID-19
- May return to school/work after 48 hrs without symptoms having consulted your GP.
- Contacts can stop restricting their movements and carry on as normal

Positive for COVID-19
- Self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which should be fever free without the use of a fever reducing medication eg. paracetamol
- The HSE will inform any staff/parents or students who 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 and advise on the appropriate action, on a case-by-case basis, that should be taken vis-a-vis the operation of the school.

Staff

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

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

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the Principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete DES COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette. Coordinate practices and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

Reporting Requirements Under Occupational Health And Safety Legislation

There is no requirement for Presentation College Headford to notify the Health and Safety Authority if a member of staff contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is however reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of or suspects an instance of such disease. Such a report shall be sent to the Health Protection Surveillance Centre (HPSC) in the HSE by the medical practitioner.

Staff absence COVID-19 related

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective selfcare. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for individual staff members in schools. The 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'.**

Presentation College Headford COVID-19 Response Plan

APPENDIX 1   COVID -19 Policy Statement

Presentation College Headford is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed the following COVID-19 Response Plan. The BOM/ETB and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:
- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan in relation to summer provision
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice
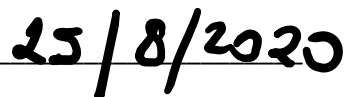
All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.
This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.
Signed: _Mary Hoade_   Date: _25/8/2020_

Appendix 2 Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

Presentation College Headford COVID-19 Response Plan

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

Presentation College Headford COVID-19 Response Plan

Appendix 3   Lead Worker Representative – Post-Primary Schools

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

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. These arrangements will operate for the 2020/21 school year and will be kept under review by the parties.

This document should be read in conjunction with:

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

1. Collaborative Approach
Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies with the Board of Management/ Education and Training Board and school management.

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

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

2. Role of the Lead Worker Representative

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However the Safety Representative may act as the LWR if selected to do so by the staff.

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Keep up to date with the latest COVID-19 public health advice;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.

- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Does a LWR have any legal responsibilities?

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

5. Lead Worker Representative(s)

Every school will appoint one Lead Worker Representative.

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

6. Selection of Lead Worker Representative(s)

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. A template email for this purpose is attached. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

7. Supports for the Lead Worker Representative/s

The LWR(s) shall be entitled to:

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

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

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

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

8. Procedure for dealing with issues that arise

Where a COVID-19 control concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.

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

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the Health and Safety Authority.

9. Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of Covid-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Post-primary Schools are available on the Department's website.

- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.

- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.

- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19, but the Safety Representative may act as the LWR if selected to do so by the staff.

TEMPLATE EMAIL TO STAFF REGARDING LEAD WORKER REPRESENTATIVE APPOINTMENT PROCESS

Dear All,

As you will be aware, significant work and consultation has taken place to enable a full return to school from the beginning of the 2020/21 school year.

The resumption of school-based teaching and learning and the return to the workplace of staff must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

The Return to Work Safely Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace.

The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace.

A copy of the school's COVID-19 Response Plan is attached and this includes further detail on the role of the Lead Worker Representative.

In this school, there are 2 Lead Worker Representative positions.
Under the Protocol, the school staff are entitled to select staff members for the LWR position(s). In this regard, I am now inviting expressions of interest from staff for these positions, by return email.

The LWR(s) represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. Where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort.
Training for the role will be provided.
If an election is necessary, all school staff have a vote to select the LWR(s). Further details on this process will be sent to you if this arises. Following selection by the school staff, the LWR(s) will be formally appointed. The LWR details will be sent to all staff following their appointment.

Yours sincerely,

_____

Presentation College Headford COVID-19 Response Plan

Principal

Appendix 4   Risk Assessment

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	Yes	Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Undertake Induction Training Maintain log of staff, student and visitors Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements Other school specific checklist **Full details in PCH Information Bulletin and in Response Plan**	SMT & BOM	August 24th

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible.   Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: *Mary Hoade*   Date: **24 8/ 2020**

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Appendix 5   Contact Tracing Log

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

Appendix 6   Checklist for School Management

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?

2. Have you appointed staff member/s to the Lead Worker Representative (LWR) position in accordance with the agreed protocol?

3. Have you advised staff as to who has been appointed to the position of LWR?

4. Have you prepared a school COVID-19 response plan and made it available to staff and students?

5. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?

6. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?

7. Have you told staff and students of the purpose of the COVID-19 contact log?

8. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?

9. Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?

10. Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19?

11. Have you updated emergency plans, in particular to take account of the COVID response plan?

Staff

12. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?

13. Are you aware of staff members who are at <u>very high risk under the HSE guidance</u> on people most at risk and advised them of the Department of Education's agreed arrangements for management of those staff?
14. Have you advised staff and students they must stay at home if sick or if they have any <u>symptoms of COVID-19</u>?
15. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 while in school, including where the isolation area is?
16. Have you advised staff of the availability of the support of the occupational health and wellbeing programme through Spectrum Life?

Training and Induction

17. Have you advised staff and students to <u>view the Department of Education's training materials</u> which are available online?
18. Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?
19. Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the DES online training programme).*

Buildings / Equipment

20. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
21. Does your water system need flushing at outlets following low usage to prevent <u>Legionnaire's Disease?</u>
22. Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?
23. Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, been thoroughly cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

24. Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the <u>HPSC health guidance relating to the reopening of schools</u>, from the national framework provided by the Department? This framework is close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.
25. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
26. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
27. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
28. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
29. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?

30. Have you informed staff and students about the importance of hand washing?
31. Have you arranged for staff and students to view how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?
32. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
33. Have you displayed posters on how to wash hands correctly in appropriate locations?
34. Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:
    - before and after eating and preparing food
    - after coughing or sneezing
    - after using the toilet
    - where hands are dirty
    - before and after wearing gloves
    - before and after being on public transport
    - before leaving home
    - when arriving/leaving the school /other sites
    - after each class
    - after touching potentially contaminated surfaces
    - if in contact with someone displaying any COVID-19 symptoms
35. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus, including?
    - avoid touching the face, eyes, nose and mouth
    - cover coughs and sneezes with an elbow or a tissue
    - dispose of tissues in a covered bin

Physical Distancing:

36. Have you identified all available school space to be used to maximise physical distancing?
37. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
38. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?
39. Have you arranged in each room that the teacher's desk should be at least 1 metres (and where possible 2 metres) away from student desks?

40. Have you arranged in each room that students would be, at least 1 metres and (where possible 2 metres) away from each other?
41. Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?
42. Have you arranged the timetable to facilitate double classes where possible and practicable?
43. Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?
44. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
45. Have you encouraged walking or cycling to school as much as possible?
46. Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
47. Can you provide a one system for entering and exiting the school, where practical?
48. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
49. Have you taken steps to minimise rotation of staff between classes where possible?
50. Have you a system to regularly remind staff and students to maintain physical distancing?
51. Have you advised staff and students not to shake hands and to avoid any physical contact?
52. Have you stopped all non-essential travel for school activities?

Visitors to Schools
53. Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
54. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
55. Have you a system in place for all visitors who do need to come to the school to make an appointment, arrange to contact a central point and to record their visit using the contact tracing log?

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

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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

Isolation Area

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

Isolating a Person

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

9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training)

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

Arranging for the affected person to leave the School

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

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

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

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

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

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

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

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

Follow up

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

20. Have you advised the LWR of the incident in accordance with the agreed protocol?

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

Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?

23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?

24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?

25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? (*It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

Appendix 8   Checklist Lead Worker Representative

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

1. Have you been selected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be implemented locally).*

2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA).*

3. Are you keeping up to date with the latest COVID-19 advice from the Government?

4. Are you aware of the signs and symptoms of COVID-19?

5. Do you know how the virus is spread?

6. Do you know how to help prevent the spread of COVID-19?

7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?

8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?

9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from the Government?

10. Have you completed the COVID-19 return-to-work form and given it to your school? *(DES template Return-to-Work form available)*

11. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available)*

12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol

13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?

14. Are you co-operating with your school to make sure these control measures are maintained?

15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)

16. Have you been asked to walk around and check that the control measures are in place and are being maintained?

17. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?

18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?

19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?

20. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available)*

21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?

22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?

23. Are you helping in maintaining the staff and student contact log?

24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?

25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?

26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?

27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?

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

30. If you are an SNA, have you been provided with 66 of the "72 hours", as provided for in the protocol?

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

Appendix 9   Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from the Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC health advice for the safe reopening of schools, in particular
3. Have you explained the need for the enhanced cleaning regime to staff and students?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, followed by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you in place a system for regular cleaning of the following frequently touched surfaces?
    - Door handles,
    - Handrails
    - Chairs/arm rests
    - Communal eating areas
    - Sinks
    - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
    - Items and areas to be cleaned

> ➢ Frequency of cleaning
> ➢ Cleaning materials to be used
> ➢ Equipment to be used and method of operation

15. Details of how to clean following a suspected case of COVID-19 are in the plan above
16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
17. 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?
18. Have you a system in place for the disposal 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.*
19. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
20. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?