

# **Cabinteely Community School**



## **Covid 19 Response Plan**

**Updated February 2022**

**PLEASE NOTE THAT DUE TO THE NATURE OF THE PANDEMIC THIS DOCUMENT IS A LIVING DOCUMENT AND IS SUBJECT TO CHANGE BASED ON CURRENT PROTOCOLS AND PROCEDURES AS INDICATED BY THE STATE AGENCIES. THIS VERSION REFLECTS GOVERNMENT POLICY AS OF THE 28 March 2021**

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## Introduction

Under the Roadmap for the Reopening of Schools, every school is required to produce a Covid Response Plan. The purpose of this plan is to outline the measures that the school management authority has taken to enable a safe learning and teaching environment when school reopens.

The DES has published guidelines for schools on the Safety at Work protocols and measures which incorporate information from the HSA, the HSE and the NPHET that need to be implemented by each educational establishment.

## School's Covid-19 Policy

The school's Covid-19 Policy outlines the commitment of our school to implement the Covid-19 Response plan and help prevent the spread of the virus. *See Appendix 1*

## 1. Planning and Preparing for Return to School

Throughout the summer the SMT appraised staff of all documentation relating to Covid-19 and schools that has come from the DES and have consulted with staff on changes to the school Timetable and opening hours. The SMT reopened the school buildings on Tuesday 3<sup>rd</sup> August, and the following measures have been taken in the planning and preparation of the school for staff and student return:

- Procedures are in place for contacting all parents and students through the school app with pertinent details of the Covid 19 Response Plan when finalised
- All staff have received the Return to Work Forms through the school app and their attention has been drawn to those who may be considered at high risk of their need to contact the Principal if in this category.
- Two Lead Worker representatives have been appointed:
  - Ann Maire Kennedy
  - Mr Billy Egginton
- Signage has been provided by the DES in relation to outlining the signs and symptoms of Covid 19 and to support good hand and respiratory hygiene. They have been copied and laminated by the office staff. Signs will also be placed around the school in relation to distancing.
- Each room, meeting area, hall and corridor areas have been measured and in making changes to school layout to facilitate distancing both within and outside classes the

[Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a full return of all students for the 2021/22 School Year](#) has been consulted and adhered to.

- Several rooms have been extended to allow for social distancing and students are in base classrooms

A Health and Safety Risk Assessment will be updated in full (partially completed at the moment in relation to the measures already listed above – social distancing, entry and exit points, etc.) when the present realignment of classes and minor works are completed. *See Appendix 4.*

- Access to School for outside visitors, parents, contractors, etc. will be by appointment only. A Contact Log for tracing is being operated in the office. The contact Log is in line with data protection guidelines as published by the Data Protection Commission <https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>. *See Appendix 5.*

## **2. Control Measures – To prevent the Introduction and Spread of Covid-19**

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 our 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. In line with government recommendations we have a supply of both FFF2 and P48 masks available for staff and students in the school.

### **2.1 Learning Code**

The Code of Behaviour has been adapted to ensure the wearing of masks, social distancing, good personal hygiene etiquette and the use of the one-way system are strictly adhered to.

*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.*

The school will, as part of the Induction Mornings for students and the Staff Covid-19 Briefing Day deal with the following issues:

## **2.2 How to Minimise the Risk of Introduction of COVID-19 into school:**

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; and Anti-gen Testing.
- 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 Ms Garrihy or Ms Lyne promptly;
- Provide information and training on the protocols for managing a suspected case of COVID-19 in school; isolation rooms are set up ready if needed.
- Advise everyone entering the school building of the necessity 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 Ms Garrihy and that they should come to the Reception Area only
- Physical distancing of 2 metres should be maintained between staff and visitors where possible.
- Sanitiser stations will be available in every classroom and at the entrances to the school buildings. Students are, however, advised to have their own sanitisers, especially if using public transport.

## **2.3 Ventilation – (Update February 2022)**

### **Windows/Doors**

- Ventilation is a very important part of our arrangements to keep Covid-19 out of our school. 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 Practice in Schools*'. To that end, windows, doors etc. will always be partially open to allow for the circulation of fresh air. New vents have been installed in the windows of the E/F building which are due to be updated with electric vents in the near future.

### **CO2 Monitors**

Forty five mobile CO2 monitors have been purchased to test the quality of the air

throughout the buildings. The monitors have been placed in all base classrooms and practical rooms. Staff have been notified about the acceptable levels that should be on monitors before a room needs to be vacated and aired. We are currently investigating the use of Hepa Filters in the different areas and are planning to purchase the same when appropriate.

- This will mean that, even with heating on, there will be times when the school will be cooler than normal. Students are advised to wear warm base layers under their shirts/blouses during colder weather, as well as their school jacket. Teachers have been advised to monitor the temperature as well as the CO2 levels on the monitors and to make decisions relating to opening/closing doors and windows based on this.

## 2.4 Uniform

- The wearing of uniforms has not changed. Students may wear PE tracksuits, as usual, on PE day only.

## 2.5 Lockers / Bags

- Access to lockers is not possible at the moment. We will further advise students on how to manage their bags when they return.

## 2.6 Covid 19 Training

To facilitate Covid-19 Training the return to school is on a phased basis for each year group as below.

Year Group	Date/Time	Meeting Point
6 <sup>th</sup> Year	Friday 27 August from 9.30am– 11.00	G Building
1 <sup>st</sup> Year	Thursday 26 August from 9.30am– 11.30pm	A Area
3 <sup>rd</sup> Year	Monday 30 August from 9.30am– 11am	B Area
5 <sup>th</sup> Year	Monday 30 August from 1pm– 2.30pm	E/F Building
2 <sup>nd</sup> Year	Tuesday 31 August at 9.30am– 11am	C Area
TY	Tuesday 31 August from 1pm– 2.30pm	E/F Building
All Students	Wednesday 1 September Classes as per timetable for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> year students	CT starts 8.33am.

Students will receive their journals and timetables on their first day back.



## 2.7 Arrangements of Rooms

To minimise movement and interaction we have moved from teacher-based classrooms to base classrooms for tutor groups. Classrooms are being reconfigured / re-aligned to reflect DES guidelines and to maintain 1 metre distance among students in classrooms. Double desks are being replaced with single desks in all rooms. The maximum number of students in each classroom is based on a ratio of 24 students to 49sq metres. We have designated overflow rooms (F3 and the Assembly Area) where necessary to allow the additional students in each class to go to these designated supervised areas. This only impacts in a few cases. Where classes are bigger than the room allows, students will be withdrawn and supervised doing the same work in pods. The “Pod” will alternate.

Students will be placed in base classrooms and teachers will move from class to class instead, to reduce the overall movement within the school buildings. Students will have access to specialist rooms (Science labs, Home Economics Kitchens, PE Hall, DCG, Woodwork, Metalwork, Music and Art Rooms) as required as per their options.

These are the areas in which each year group will be based:

1<sup>st</sup> Years – A Area and Merici

2<sup>nd</sup> Years – C Area

3<sup>rd</sup> Years – B Area/Study Centre

TY –E/F building

5<sup>th</sup> Year – E/F building

6<sup>th</sup> Years –Far G building and Merici

**A strict one-way system will operate in the school buildings to regulate movement and minimise interaction. All external doors will be used to rooms with a one way system**

## 2.8 New Timetable

In order to plan for a safer environment throughout the Covid-19 pandemic, we will continue to run a 58 minute classes. The aim is to minimize movement in the building.

Classes will run as per the following schedule:

<b>Times</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8.33-8.45	<b>Tutorial</b> <i>12 min</i>	<b>Tutorial</b>	<b>Tutorial</b>	<b>Tutorial</b>	<b>Tutorial</b> <i>10mins</i> 8.35-8.45
8.45-9.43	58 min class	58 min class	58 min class	58 min class	8.45-9.43 58 min class
9.43-10.41	58 min class	58 min class	58 min class	58 min class	9.43-10.41 58 min class
10.41-11.39	58 min class	58 min class	58 min class	58 min class	10.41-11.39 58 min class
11.39-12.37	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	11.39-12.37 58 min class
12.37-1.35	58 min class	58 min class	58 min class	58 min class	<b>END</b>
1.35-2.33	58 min class	58 min class	58 min class	58 min class	
2.33-3.31	58 min class	58 min class	58 min class	58 min class	

### Half Day

Our half day will remain on Friday and will end at 12.37pm.

## 2.9 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
- ✓ Sore Throat

## 2.9 Respiratory Hygiene

Everyone will be instructed to 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 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.

## 2.10 Toilet and Respiratory Breaks

It is important that students use the bathroom before coming to school. Students will be allowed short respiratory breaks where they may use the toilet/have a snack removing their masks briefly subject to them following social distancing guidelines and their teachers' instructions. Toilet break will occur during Period 2 and 5 each day and respiratory breaks will be scheduled as required for each class. Vulnerable students will be encouraged to take regular mask breaks with SNAs.

## 2.11 Hand Hygiene

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

We will promote good hygiene and display posters throughout the schools on how to wash one's hands. The HSE guidelines on handwashing are available at

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

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

Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Hand sanitiser dispensers can be 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.

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water should be used.

Wash hand basins, running water, liquid soap and hand drying facilities should be provided in all toilets, kitchens and any food preparation areas.

Hand washing facilities should be maintained in good condition and supplies of soap and towels should be topped up regularly to encourage everyone to use them.

Hot air dryers are an acceptable alternative for hand drying but must be 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.

Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).

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.

### **Frequency of Hand Hygiene**

Students and staff should perform hand hygiene:

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

## 2.12 Physical Distancing

As stated above, a considerable amount of time has been spent, since the beginning of August in preparing classes and common areas for physical distancing. Physical distancing falls into two categories; increasing separation and decreasing interaction. In order to increase separation, the Year Groups have been allocated areas (for the most part) configured as follows:

1<sup>st</sup> Years – four classrooms in the A Area 2<sup>nd</sup>

Years – three classrooms in the C Area 3<sup>rd</sup>

Years - three classrooms in the B Area

4<sup>th</sup> Years – three classrooms in the E/F Area

5<sup>th</sup> Years – three classrooms in the E/F Area

6<sup>th</sup> Years – three classrooms in the Far G Area

LCA1 – one classroom in the E/F Area

LCA2 – one classroom in the Far G Building

Masks must be worn at all times when indoors and are available from the school office

Practical rooms, where numbers demand, will have Perspex barriers between students to maintain social distancing and to facilitate the use of tools and machinery.

Outdoors areas will be clearly marked to encourage social distancing.

### Decreasing interaction means

- that teachers will move to classrooms with students in base classrooms. Students will only move from their area for classes that take place in practical rooms.
- Year Groups will be kept together as much as practicable, apart from when they split into Subject Options
- Students will be advised that hugging, shaking hands or other forms of physical contact are discouraged
- Students will be informed of their entry and exit point to school and also of the access doors to classrooms and how they should move throughout the school buildings.
- They will also be instructed to go straight to their base classrooms on arrival in school

## **Congregating**

The new strains and variants of Covid 19 are particularly virulent and it will be stressed with students and staff that there should be no congregating of groups at any time during the school day. This encompasses before school starts and at the end of the school day.

Masks will not be required outside and if students observe social distancing in outside areas

### **2.13 Lunchtime arrangements**

- Lunch runs from 11.39 to 12.37
- The canteen will not be open but alternative arrangements will be in place. Food will be delivered to student base rooms before lunchtime by our lunch provider, Fresh Today.. All students will be required to eat in their classrooms. Seniors will be allowed leave school for lunch.
- Junior Students will remain in their classrooms from 11.39 to 12.09 to have their lunch. For the second half of lunch they go out to their designated areas for a respiratory break. The designated areas are as follows:
  - 1<sup>st</sup> Years – exit from the main door to the area in front of the sports Hall
  - 2<sup>nd</sup> Years – area in front of the school will be clearly marked for social distancing
  - 3<sup>rd</sup> Years – area in front of the E/F Building
  - All areas will be clearly marked to identify the 2m socially distance rule
  - Senior Students may leave for lunch and on their return must go to their base classrooms to have their lunch.

## **Cleaning Up**

- All students are expected to clean up after themselves by disposing of wrappers, uneaten produce, etc. in the bins in the classrooms. Supervising teachers will ensure that desks are sanitised and spills wiped. Students are asked to assist teachers.
- There will be a cleaner on hand during the school day to sanitise frequently touched areas.

### **2.14 Use of PPE**

#### **Masks/Face Coverings**

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 that they are infected) to those with whom they come into close contact.

It is therefore a requirement that teachers, staff and students attending post primary schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

In certain situations the use of clear visors may be considered, for example staff interacting

with students with hearing difficulties or learning difficulties.

All students on the post primary transport scheme should be asked to wear face coverings unless there is a good reason not to do so.

Cloth face coverings should not be worn by any of the following groups:

- Any person with difficulty breathing
- In line with government recommendations we have a supply of both FFF2 and P48 masks available for staff and students in the school.

- Any person who is unconscious or incapacitated
- Any person who is unable to remove the face-covering without assistance
- Any person who has special needs and who may feel upset or very uncomfortable wearing the face covering, for example persons with intellectual or developmental disabilities, mental health conditions, sensory concerns or tactile sensitivity.

The appropriate medical documentation should be provided to the principal in any of these cases.

All staff and students wearing face coverings should be reminded to not touch the face covering and to wash or sanitise their hands (using hand sanitiser) before putting on taking off the face covering.

COVID-19 Response Plan for the safe and sustainable reopening of post primary schools Information will be provided on the proper use, removal, and washing of cloth face coverings <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All teachers and staff should be aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

Face coverings should be stored in an individually labelled zip-lock bag when not being worn during respiratory breaks.

Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.

Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.

We will have additional disposable face coverings available for students, teachers, and staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilize their own face covering on a day-to-day basis, we will have available a stock of additional disposable or multi-use face coverings, or if appropriate face visors, available for staff in case a back-up face covering is needed throughout the day or where required on an ongoing basis.

On the use of face masks by staff, schools should consider the specific circumstances where the use of medical face masks, to EU Standard EN 14683, may be more appropriate for staff (for example where staff by necessity need to be in close and continued proximity with students with intimate care needs such as SNAs or School Bus Escorts).

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

SNAs will be provided with the medical face mask EN14683, as will all other staff on request.

### **3. The Impact of Covid-19 on certain school activities**

The Department will provide more detailed advice on school activities in advance of school reopening.



### ***Choir/Music Performance***

Choir practices/performances and music practices/performances involving wind instruments may pose a higher level of risk and special consideration will be given into room ventilation and social distancing once further guidelines have issued from the DES.

### ***Sport Activities***

School will adhere to guidelines in relation to sport activities.

### ***Shared Equipment***

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

**Electronics** – Shared electronic devices and keyboards will be cleaned between uses.

**Musical Equipment/Instruments** – To the greatest extent possible, instruments should not be shared between students and if sharing is required, the instruments should be wiped clean after each use

**Library Policy** – Reading for pleasure books will not be available until restrictions are lifted.

**Shared Sports Equipment** – PE Department will minimise equipment sharing and will ensure that proper sanitisation procedures are used between uses.

## **4. Hygiene and Cleaning in Schools**

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected case of COVID-19.

The regular cleaning staff will return to school shortly after training is given in light of the guidelines set out in documentation from the DES and HSA.

See Appendix 9.

Schools are reminded to take particular care of the hygiene arrangements for wash hand and toilet facilities.

We will be employing a cleaner to assist in the daily cleaning needed during school hours to satisfy the requirements of the advice given. The tasks that this person will be assigned will become clearer as the school continues to take shape in the preparation for reopening.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

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

There will be regular collection of used waste disposal bags from classrooms, offices and other areas.

Shower facilities will not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This will be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.). The kitchen areas may be used to rinse, not wash

Staff may use the microwaves but must sanitise them after each use.

Microwaves and sandwich makers will no longer be available for seniors as has been the practice in the past.

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

The rooms should be cleaned as soon as practicable possible.

Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry.

Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning.

Person/s assigned to cleaning should avoid touching their face while they are cleaning and household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

## **5. Dealing with a Suspected Case of COVID-19**

All guidelines expected to be issued (18 August 2020) will be adhered to. Staff or students

should not attend school if displaying any symptoms of COVID-19. The following outlines how we will deal with a suspected case that may in CCS.

### **Isolation Areas**

Two small rooms in the Near G Building have been designated as Isolation Rooms for those displaying symptoms of Covid19.

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 should be contacted immediately;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- 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 not be used as the virus does not pass through skin;
- Provide a mask 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, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a COVID-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and student confidentiality is essential at all times.

## **6. Staff Duties in relation to Covid-19**

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 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. 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.

## **7. COVID-19 related absence management**

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

### **Return to School Form**

Students will not be allowed to attend school in person if parents/guardians (or a student who is over 18) refuse to sign the Covid-19 Return to Educational Facility Parental Declaration Form. The student will still retain access to their Office 365 Account.

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

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

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to

develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.



## Appendix 1

### COVID-19 Policy Statement

Cabinteely Community School 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 Board of Management (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 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: \_\_\_\_\_

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



## Appendix 2 – Updated August 2021 Pre-Return to Work Questionnaire COVID-19

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

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

Staff Member : \_\_\_\_\_  
 Name of School: Cabinteely Community School 91310E  
 Name of Principal: Clare Garrihy

	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.	Are you awaiting the results of a Covid-19 test?		
4.	In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of Covid 19?		
5.	Have you been advised to self isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as very high risk or high risk by the Occupational Health Service?		
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 for your safe return to work, school, eg, returning from travel abroad			

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



## **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 Lead Worker Representatives are Ann Maire Kennedy and Billy Egginton.

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 are 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. 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.

## 7. 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.



### 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	Person responsible	Signature and date when action complete
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		<i>Examples of Actions</i>  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  How do deal with a Suspected Case  Other School Specific Checklists	MLN/AMK	
							<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">SLT</div>	

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: \_\_\_\_\_

Date: / /

**Appendix 5 Contact Tracing Log**

<b>Name of School</b>			<b>School Contact Person</b>	
<b>Address of School</b>			<b>For Queries only: 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>



## 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?
  - regular check on relevant websites
  - contact with parents/guardians/staff with reminders on app
2. Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol?
  - Yes – Billy Egginton and Ann Maire Kennedy
3. 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?
  - Yes, via a Covid Team on MS Teams for all staff



4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?  
Yes
5. Have you told staff and students of the purpose of the COVID-19 contact log?
  - Yes, during induction and via app
6. Have you prepared a school COVID-19 response plan and made it available to staff and students? **Department of Education guidance and templates provided**
  - Yes via the app
7. 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?
  - Yes, to contact principal, deputy principal or LWRs in their absence
8. 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? **(Risk template attached)**
  - Yes
9. Have you updated emergency plans, in particular to take account of the COVID response plan?
  - Yes, regularly

10. 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? **(Template attached)**
  - Yes – made available on the app
11. Have you requested confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays.
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](#)) and advised them of the Department of Education’s agreed arrangements for management of those staff?
  - One staff members at very high risk 1 March 2021
13. Have you advised staff and students they must stay at home if sick or if they have any [symptoms of COVID-19](#)?
  - Yes – contained in RTWF and in presentations to students/staff
14. Have you advised staff and students to follow public health advice if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
15. Have you advised staff and students to consult and follow latest Government advice in relation to foreign travel.  
Yes, via the app
16. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
  - Yes – in student presentations and in Response Plan
17. Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;  
Yes, via presentations
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
  - Yes, during presentations at induction and via the app

**19.** Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

- Yes, induction, presentations and via the app

### **Training and Induction**

**20.** Have you advised staff and students to view the Department of Education's training materials which are available online?

- Yes – via to parents, students and staff

**21.** Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?

- In induction presentation to staff August 2021

**22.** 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).*

- No. Training to be provided by the school when available

### **Buildings / Equipment**

**23.** If you have mechanical ventilation does it need cleaning or maintenance before the school reopens after periods of closure?

- Yes, by the caretaker

**24.** Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?

- No.

25. 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?
- Yes – Health and Safety Risk Assessments - 2021
26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day?
- Cleaner employed on site during the day during school semester

### **Infection Prevention Control Measures in Place**

#### **Hand / Respiratory hygiene**

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department?
- Yes
28. 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?
- Yes
29. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
- Each classroom has a hand sanitiser just inside the door
  - Bathrooms will have soap and a hand sanitiser is placed outside the toilet in the corridor
30. 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?
- All entry and exit points to the school have hand sanitisers in place and appropriate signage

31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
- Contract cleaner during the day to ensure compliance
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
- No, it's non alcohol based but meets the standard
33. Have you informed staff and students about the importance of hand washing?
- Yes
34. 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?
- As part of the induction presentations
35. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
- As part of the induction presentations
36. Have you displayed posters on how to wash hands correctly in appropriate locations?
- Yes
37. 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
  - when entering and exiting vehicles
  - after touching potentially contaminated surfaces
  - if in contact with someone displaying any COVID-19 symptoms

Yes

**38.** 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

Yes

### **Physical Distancing:**

**39.** Have you identified all available school space to be used to maximise physical distancing?

- Yes

**40.** Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?

- Yes

**41.** Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?

- Yes

**42.** Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?

- Yes

**43.** Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?

- Yes

**44.** Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?

- Yes

- 45.** Have you arranged the timetable to facilitate double classes where possible and practicable?
- Have moved from 40-minute period to 58 minute period
- 46.** 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?
- Yes
- 47.** Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
- Students will arrive at three different points corresponding to their Year Group Areas
  - They will go straight to their class
  - System of squares and circles placed in large common areas to facilitate social distancing
- 48.** Have you encouraged walking or cycling to school as much as possible?
- Yes
  - Parents/guardians were emailed asking them to encourage their children to walk/cycle
- 49.** Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?
- Yes
- 50.** Can you provide a one system for entering and exiting the school, where practical?
- School buildings – yes
  - Entry to the grounds - no
- 51.** Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
- Yes
- 52.** Have you taken steps to minimise rotation of staff between classes where possible?
- Yes, in as much as can be done

53. Have you a system to regularly remind staff and students to maintain physical distancing?
- Markings on floors and posters throughout the school
54. Have you advised staff and students not to shake hands and to avoid any physical contact?
- Yes
55. Have you stopped all non-essential travel for school activities?
- Yes
56. Have you advised staff of the Department's guidance to achieve good ventilation?
- **Yes**
57. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?
- **Yes**

### **Visitors to Schools**

58. 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?
- Visitors will be directed to the Reception Area
  - Visiting by appointment only
  - Contact Log kept in Main School Office
  - Screen at hatch in Reception Area.
59. Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?
- Posters will be in place in Reception Area
  - Hand sanitising units in place in Reception Area
  - Seating configured to allow only two people in Reception at any given time.
60. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?
- See 58 above



## Appendix 7

### Checklist for dealing with a suspected case of COVID-19

Staff members will be required to manage a suspected case in line with the protocol and training.

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

**Michelle Lyne, the Deputy Principal, 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?
  - Yes, two rooms in the Near G Building
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?
  - Yes, new ramps installed Summer 2021
4. Is the route to the isolation area accessible?
  - Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
  - Yes – two rooms
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins

Yes

#### 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?

➤ Yes

**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)

➤ Yes

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

➤ Yes, at reception

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

### **Cleaning**

- 21.** Have you taken the isolation area out-of-use until cleaned and disinfected?
- 22.** Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
- 23.** Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
- 24.** Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?

## Appendix 8

### Checklist Lead Worker Representative

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

1. Have you agreed with your school to act as a Lead worker representative for your school?
2. Have you been provided with information and training in relation to the role of Lead Worker Representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the [signs and symptoms of COVID-19](#)?
5. Do you know [how the virus is spread](#)?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. 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?
11. Did your school consult with you when putting control measures in place? *Control measures have been agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?

- 24.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 25.** Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
- 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 27.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 28.** 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?
- 29.** 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 Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
  - Items and areas to be cleaned
  - Frequency of cleaning
  - Cleaning materials to be used
  - Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles
  - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?

- 17.** Have you a system in place for disposing personal waste such as cleaning cloths and used wipes in a rubbish bag? The Protocol advises *that personal waste such as cleaning waste, tissues etc. should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
- 18.** Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
- 19.** Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?



## Appendix 10

### Framework to maintain Physical Distancing in the Classroom in Post Primary Schools with a Full Return of All Students

The interim public health advice provided by the Health Protection Surveillance Centre (HPSC), and the practical application of this advice within schools as reflected in the guidance developed by the Department of Education, is predicated on:

- **Minimising risk of introduction of infection into the school** through exclusion of pupils, staff members and visitors who are ill
  
- **Managing risk of spread if introduced by the following**
  - Regular hand hygiene;
  - Maintaining physical distancing;
  - Application of respiratory hygiene and cough etiquette; and
  - Environmental hygiene.

The public health advice makes clear that:

*“.. the most critical part of managing the risks of COVID-19 related to schools is doing everything practical to avoid introduction of COVID-19 into the school. If the infection is not introduced it cannot spread”.*

In terms of maintaining physical distancing, measures fall into two broad categories:

- (i) *Increasing separation;*
- (ii) *Decreasing interaction between students themselves, between students and staff and between staff when they are together;*

The public health advice states that:

*“.. the principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue”.*

The public health advice sets out that physical distancing of at least 1 metre (or of 2 metres where possible) should be maintained between individual students and staff.



The public health advice also recognises that:

- the implementation of physical distancing will look different across the various ages and stages of learning;
- care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times;
- staff will not always be able to maintain physical distance from their students and it is not appropriate that they would be expected to do so where this could have a detrimental impact on the student or the learning and health and safety of other students. They should take measures to avoid close contact at face to face levels such as remaining standing rather than sitting beside/crouching down.

In terms of reconfiguring schools in a way that enables the implementation of the public health advice within the classroom, it is acknowledged that each school setting is different in terms of (i) location; (ii) physical layout (iii) available space within the school; (iv) student numbers; (v) class configuration; ease of potential access to space outside the school.

In recognition that a 'one size fits all' approach would not be appropriate to impose across all schools, and that schools themselves are best placed to decide on the appropriate configuration for their school, the following framework of available measures is provided as a suite of measures that must be implemented at individual school level to the greatest possible extent:

### **1. Reconfigure class spaces to maximise physical distancing**

Remove any unnecessary cabinets, furniture etc. to maximise space in the classroom.

Rooms should be allocated based on available space with larger classes based in the largest rooms.

Consider whether a central storage area can be provided in the school for teacher resources which can help maximise the space available within the classroom.

Bespoke desk/storage solutions for teachers within classrooms can assist with physical distancing arrangements and should be provided where required.

Some older schools have a plinth around the teacher's desk. The plinth can occupy a substantial area and should be removed wherever possible.

Room layouts should not necessarily be confined to rows, but arrangements such as diagonals etc. should be considered so as to maximise the available learning space for the maximum number of students who will use that room. An illustrative layout is available as a guide for schools.

Students should be based in the same classroom as much as possible.

Consideration should be given to seating arrangements in base class to minimise interaction between students from different base classes when they go to their elective classes.

## **2. Utilising and reconfiguring all available space in the school in order to maximise physical distancing**

Review utilisation of all rooms and areas within the school to maximise occupancy in the school.

This may involve utilising all available largest spaces (such as Assembly area, PE Hall etc.) to accommodate larger classes.

## **3. Review Timetables**

Review timetables to ensure available space and teaching resources are maximised to the greatest extent possible (for example, taking account of staggered lunch-time and break periods if possible) to maximise the availability of these largest spaces over the course of the school day.

## **4. Reconfiguring Classes**

Maximise the use of staff resources including any additional resources provided by the Department in response to Covid-19, to achieve physical distance requirements for larger classes e.g. splitting larger classes etc.

While "team teaching" in the classroom is generally encouraged, it can impact on capacity of a school to achieve physical distancing arrangements. Schools should

therefore consider whether the needs of pupils can be met in alternative manner such as in separate smaller class groups – particularly for the 2020/21 school year.

#### **5. Consider Use of Live Streaming within the School**

For those larger classes which remain difficult to accommodate consider a live streaming of that class to another room or area in the school. The small number of students which could not be accommodated in the main classroom, could watch live from a satellite room or area in the school under supervision by a teacher. Students could be rotated on an equitable basis to the satellite room/area.

#### **6. Accessing available spaces within the local community**

Consider accessing available spaces in the local community if practicable.

The above suite of measures provides a practical framework for schools to use to maintain physical distancing in the classroom with the full return of all students for the 2020/21 school year.

In exceptional circumstances, where notwithstanding the application of the measures in the above framework, physical distancing by organisational means for a larger class proves not to be possible, then the school must consider the use of face covering/visors in that larger class. This exceptional measure should be kept continually under review by the school, who should continually make every effort to devise an alternative solution using the measures set out at 1 to 6 above.

The use of face coverings/visors must be implemented where the 1 metre distance cannot be achieved. For example:

- (a) more than 24 students in a 49sq classroom that has been fully cleared
- (b) more than 20 students in a 42sqm classroom.

Staff or students who cannot wear face coverings or visors for health reasons should be based in other classrooms or areas wherever possible. Students should not be required to wear face coverings or visors for the duration of the whole school day. (changed by DES on advice from NPHET – face coverings must be worn in schools by all – update to Appendix 10 – 18 August 2020)



## Return to Educational Facility Parental Declaration Form

<b>Child's Name:</b>	<b>Teacher's Name:</b>
<b>Parents/Guardian's Name:</b>	
<b>Name of Setting:</b>	
This form is to be used when children are returning to the setting after any absence.	
Declaration: I have no reason to believe that my child has an infectious disease and that I have followed all medical and public health guidance with respect to the exclusion of my child from educational facilities.	
Signed _____	
Date: _____	













