

Covid-19 Response Plan
Return to School (and Summer Camp Programme)
Scoil Cholmcille Junior
Ballybrack
Roll No: 19641T

1) Introduction

The Minister for Education published "*The Roadmap for the Full Return to School*" on the 27th July. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context.

This *Covid-19 Response Plan* is designed to support the staff and Board of Management in putting measures in place that will prevent the spread of Covid-19 in Scoil Cholmcille Junior (This Covid-19 Response Plan is designed to support the staff and the Board of Management in putting measures in place that will prevent the spread of Covid-19 in Scoil Cholmcille Junior Summer Camp Programme. The Summer Camp Programme which has been extended to all DEIS Primary Schools in 2020, will support pupils' wellbeing, their sense of connectedness and enable them to re-connect with peers and teachers and to promote their re-engagement with school.)

The Scoil Cholmcille Junior Covid-19 Response Plan details the policies and practices necessary for the school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills Plan for School Re-opening (and DEIS Summer Camp) and to prevent the spread of Covid-19 in this school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that any proposals and recommendations in relation to the resumption of school based teaching and learning and the reopening of school facilities comply with the '*Return to Work Safely Protocol*' to minimise the risk to pupils, staff and others. As the advice issued by NPHET continues to evolve, this Covid-19 Response Plan and the measures that management and staff need to address, may also change.

This Covid-19 Response Plan provides key messages to minimise the risk of COVID-19 for pupils, families, staff and the wider community through the prevention, early detection and control of COVID-19 in Scoil Cholmcille Junior. This plan recognises the importance of education for the health and wellbeing of pupils and society as a whole. As such, the plan supports the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

This document focuses on the practical steps to minimise the risk of the introduction of infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time.

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

This document is laid out in the following sections:

Section 1: Scoil Cholmcille Junior COVID-19 Policy Statement

Section 2: Planning and Preparing for Return to School

- i. Induction Training
- ii. Procedure for Returning to Work (RTW)
- iii. Lead Worker Representative (LWR)
- iv. Display signage
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- vi. Update Safety in Policies and Procedures and Risk Assessment
- vii. Access to the School and Contact Log

Section 3: Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

- i. Know the Symptoms of COVID-19
- ii. Respiratory Hygiene
- iii. Hand Hygiene
- iv. Physical Distancing
- v. Use of PPE in Schools

Section 4: Impact of COVID-19 on certain school activities

Section 5: Hygiene and Cleaning in School

Section 6: Dealing with a suspected case of Covid 19

Section 7: Special Educational Needs

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Section 9: Absence Management

Section 10: Employee Assistance and Wellbeing Programme

Appendices

Appendix 1: Return to Work (RTW) form

Appendix 2: List of Those Identified as Very High Risk

Appendix 3: Lead Worker Representative Checklist

Appendix 4 Contact Tracing Log

Appendix 5: Cleaning schedule

The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpssc.ie, www.hsa.ie; www.education.ie

Section 1: Scoil Cholmcille Junior COVID-19 Policy Statement

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

The Board of Management of Scoil Cholmcille Junior is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The Board of Management and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: Michael O'Leary
(Chairperson of Board of Management)

Signed: Una Connor (Principal/Secretary to the Board of Management)

Date:

Section 2: Planning and Preparing for Return to School in Scoil Cholmcille Junior

i. Induction Training

All staff will undertake and complete Covid-19 Induction Training prior to returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

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

This Covid-19 Response Plan informs staff 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

Simultaneously, a national media information campaign to support parents and pupils will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

ii. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace. The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

On receipt of the completed form the Principal will provide details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility. (Summer Camp training took place on 1st and 3rd July. Staff involved can also consult Covid-19 Easy Read Booklet)

There are some school staff who may be unable to return to school. Current public health guidelines have identified these people as being in groups who are defined as being at **very high risk**. See **Appendix 2** This will be updated in line with public health advice. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service. It is not envisaged that anyone considered very high risk would volunteer for Summer Provision 2020

iii. Lead Worker Representative (LWR)

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the In School Management Team, comprising of the Principal, deputy principal and all other post holders.

The Return to Work Safely Protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. Given the short term nature of a summer provision programme it is recommended that for the purposes of summer provision, a worker representative can be sought from this cohort of volunteering staff. Ms Lisa Power is appointed LWR for the DEIS Summer Camp 2020.

However, all staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.

Name of LWR and Deputy LWR	Contact details
TBC	
TBC	

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;
- 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;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist 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;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- 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.

To assist the LWR, a checklist is available at Appendix 3

All staff, pupils, 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 the implementation of the Covid-19 Response Plan and associated control measures.

iv. Display signage

Signage outlining the signs and symptoms of COVID-19 and to support age appropriate good hand and respiratory hygiene will be displayed in prominent areas of the school; offices, corridors, staffroom area, classrooms and toilets.

v. Making changes to school layout

Scoil Cholmcille Junior caters for pre-school children of 3years in the Early Start Unit and children from Junior Infants to 2nd class. The school is fortunate to have large classrooms measuring approximately 70m². Class sizes are small, averaging 17.5 children per classroom. The largest class has 20 children. All class teachers will reconfigure class spaces to maximise physical distancing, while acknowledging that younger children in the first four years of primary school are unlikely to maintain physical distancing indoors. All classrooms have been cleared of any unnecessary resources, furniture and shelves.

The staffroom measuring 40m² can only accommodate 5 staff members at a time. The Parents Room will not be used for HSCL activities as parents will only access the school building for essential purposes.

viii. **Update Safety in Policies and Procedures and Risk Assessment**

- **The Child Safeguarding Statement**

Updated and ratified by the Board of Management for the Summer Camp (July 2020).

- **The Code of Behaviour**

Updated and ratified by the Board of Management as follows:

The school reserves the right to refuse entry to pupils who appear to have signs of Covid-19. If after a child enters the school (s)he presents with a symptom of Covid-19 the parent/guardian will be contacted and the child will be sent home. Parents are required to engage with HSE for advice. (HSE Helpline 1850 24 1850 or 01-240 8720)

- **The Fire Safety policy**

Will continue to apply however staff are reminded to wear masks at the fire assembly points.

- **The First Aid Policy**

Will continue to apply however staff are reminded to use gloves and masks Aprons can also be made available.

- **The Health Safety and Welfare Statement**

Updated and ratified by the Board of Management as follows:

The Covid-19 response plan has been referenced throughout the Risk Assessment.

1. Any child who has a chronic illness e.g. Asthma or complications that could present as a Covid-19 symptoms should consult with their medical practitioner to receive advice and to furnish the school with same.
2. Parents are no longer allowed on the premises without prior permission from the principal. Any visits to the school are for essential purposes only and need to be prearranged with the Principal.
3. If in the event a child needs to be collected early a parent/guardian must request permission from the Principal to enter the building.
4. The storage and use of hand sanitisers are as follows: Wall mounted hand sanitisers have been installed at J1, J8 and the main entrance and office for adult use. Each classroom will have hand sanitiser sprays to be administered by staff only and regularly throughout the day. Due to the young age of children in Scoil Cholmcille Junior and following Dept of Education guidelines which state that young children should not have independent use of containers of sanitiser gel, parents are not permitted to allow their children to bring hand sanitisers into school.

- **Work experience policy**

No works experience students will be taken on and this will be reviewed as the year goes on.

- **Communication Policy**

Updated and ratified by the Board of Management. All parents are requested to provide the school with a current email address as an important means of communication. Should a parent wish to talk briefly to a staff member at collection time both parties must wear a mask. However, The Board of Management recommend email communication in the first instance

HSC parent activities and large gatherings of parents are suspended until further notice.

- **Data Protection Policy**

Updated and ratified by the Board of Management. All data collected for contact tracing adheres to GDPR guidelines. All contact tracing logs will be destroyed within a month.

- **Arrival to School and Collection Procedures**

Updated and ratified by the Board of Management to include the following actions.

On Monday August 31st - Friday 4th September 2020 staggered Arrival and Collection times are as follows:

Arrival

Early Start, First and Second Classes arrival at 8.50am. Early Start arrive at the main front door.
Junior and Senior Infants arrival at 9.15am

Collection

Early Start 10.00am First and Second Classes collection 2.30pm
Senior Infants collection 1.30pm
Junior Infants collection 12.00pm

Masks must be worn by all adults at all times who are on the yard. Parents are reminded of their individual responsibilities to maintain their physical distance from other adults.

From the 7th September the normal times apply

(except for Early Start which will be phased in over a few weeks. Staff will advise these parents)

Junior and Senior Infants 8.50am-1.30pm

First and Second Classes 8.50am-2.30pm

Please note: From the second week, when all classes arrive at the same time, parents are no longer permitted on to the yard. Instead, the school gates will be opened at 8.40am. Pupils can come into the yard and will be supervised by staff. (Except Early Start pupils who will be collected from the parent at the main school entrance)

Providing that this arrangement works and children are comfortable coming in without their parent, on wet/cold mornings, the gates will open at 8.40am and children can go straight to their classroom, where the class teacher will supervise them. SNA staff will wait at the two entrances to the school to ensure that the children transition safely from the gate to the classroom.

- **Toileting and Intimate Care Policy** will continue to apply.

- **Dealing with Sick Children Procedures**

Updated and ratified by the Board of Management. If a child says they are sick, then the parents will be contacted immediately.

- **Yard Supervision Procedures**

Updated and ratified by the Board of Management. The yard is large enough to accommodate two separate areas for two class bubbles. Therefore, break and lunch will be staggered. The infant break will take place from 10am to 10.15am, and lunch from 11.55am to 12.20pm with junior infants in one area and senior infants in another. The 1st/2nd classes break will take place from 10.30am to 10.45am, and lunch from 12.30pm to 12.55pm with 1st in one area and 2nd classes in another. Early Start do not join the yard until the final term so this will be considered at that stage and in the light of experience.

Supervision has increased at every break time to ensure that the children remain in the segregated areas.

Access to the School and Contact Log

Arrangements for necessary visitors such as parents and contractors will be restricted to essential purposes and limited to those who have obtained prior approval from the principal, apart from The Department of Education Inspectorate who may also need to visit the school.

The BOM acknowledge that 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. All visitors must complete the detailed sign in/sign out log before leaving the school. See Appendix 4

An up to date log of staff contacts and their next of kin has been completed and is available from the principal. The school has all pupil contacts on the Aladdin system and in hard copy form. The hard copy is available in the principal and secretarial offices.

Section 3:

Control Measures – To prevent Introduction and Spread of COVID-19 in Scoil Cholmcille Junior

The BoM and staff are committed to do everything practical to avoid the introduction of COVID-19 into the school. A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within this school. The control measures outlined in this section of the policy shall continue to be reviewed and updated as required on an ongoing basis.

The BoM will ensure that staff, pupils, parents and visitors are aware of 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.

Failure on the part of parents and visitors to adhere to the control measures will be considered a breach of the code of behaviour and will be dealt with under those procedures.

i. Know the Symptoms of COVID-19

The most common respiratory symptoms of Covid-19 infection include;

- ✓ High temperature
- ✓ Cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste
- Any staff member, pupil or visitor displaying these symptoms should not attend school/work, phone their doctor and follow HSE guidance on self-isolation. Staff must inform the Principal of this situation as soon as possible.
- Staff and pupils must not attend school if they have been identified by the HSE as a contact for person with COVID-19 and must follow the HSE advice on restriction of movement. Staff and parents must inform the Principal of this situation as soon as possible.

Any staff and/or pupils that develop symptoms at school need to bring this to the attention of the Principal/Health and Safety Representative promptly. The school's protocol for managing a suspected case of COVID-19 will be followed as detailed in Section 6: Dealing with a Suspected Case of Covid-1

ii. Respiratory Hygiene

All staff will encourage and remind pupils to follow good respiratory hygiene by

- Education and regular discussion in S.P.H.E. lessons
- Using information posters to inform but also remind everyone about the importance of hygiene in Preventing the spread of Covid-19 virus and protecting health and safety
- One to one corrections of poor hygiene.

iii. Hand Hygiene

All classrooms have access to wash hand basins, running water, liquid soap and hand drying facilities, with posters displaying hand washing techniques. The class teacher is responsible for managing the use of the wash hand basins, to avoid congregation of pupils waiting to use them

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

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

Wall mounted hand sanitiser dispensers will be deployed in the corridor outside J1 and J8, the exit and entry points to the school yard, office/staffroom and at the main school entrance.

All classrooms will have two spray sanitisers for staff to use. Staff are asked to immediately clean up any hand sanitiser spills to prevent risks of falls.

Staff will administer hand sanitiser using these, while taking care to ensure that pupils do not ingest them as they are flammable and toxic. Due to the young age of children in Scoil Cholmcille Junior and following Dept of Education guidelines which state that young children should not have independent use of containers of sanitizer gel, parents are not permitted to allow their children to bring hand sanitisers into school.

Frequency of Hand Hygiene

Everyone entering the school building needs to perform hand hygiene with a hand sanitiser. This will be supervised by class teachers when children enter the building, and by the secretary when visitors present at the school.

Pupils and staff will perform hand hygiene:

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

iv. Physical Distancing

Physical distancing procedures apply under the following 2 categories

1. Increasing separation

All class teachers will reconfigure class spaces to maximise physical distancing, which acknowledging that younger children in the first four years of primary or special schools are unlikely to maintain physical distancing indoors. All classrooms are clear of any unnecessary resources, furniture and shelves. The smaller learning support rooms will accommodate the usual number of four children. The resource rooms will only accommodate the teacher and two pupils at a time.

The staffroom will only accommodate 5 staff members at a time. The Parents Room will not be used for HSCL activities as parents will only access the school building for essential purposes.

2. Decreasing interaction

The Board of management recognises the need for staff to apply decreasing interaction in an age appropriate, common-sense approach way, recognising the limits to which this can be achieved between pupils in a junior school.

Dropping off and Collection of Pupils

See Section 2 viii above for decreased interaction arrangements for Dropping off and Collecting Pupils. Unfortunately, parents cannot use the Parents Room for the hour between infant and 1st/2nd class dismissal. This will be reviewed during the year.

Yard Supervision Procedures

See Section 2viii above for decreased interaction arrangements on the yard among pupils at break time and lunch time.

Teaching and Learning

As far as is practicable, pupils will remain with their own class groupings

To the greatest extent possible, teaching staff will consistently be in the same class

SET teachers will remain in different class years to limit as much as possible movement from class to class. However, Resource teachers and SNA's due to the nature of their teaching, it is inevitable that they will deal with children from a variety of classes. These staff will practice increased hand sanitising before and after visiting different rooms.

Staff and pupils will avoid sharing of personal items as far as is practicable. Staff will exercise vigilance and encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

Staff

At all times, staff will wear face coverings and must endeavour to maintain distance of 2m.

Only five staff members can use the staffroom at any one time. Staffroom cleaning rota will operate as usual. Staff meetings will be held in the hall to facilitate physical distancing.

v. Use of PPE in Schools

PPE will be worn within the school in certain situations e.g. talking to parents and other adults, on yard duty and during staff meetings and where social distancing of 2m cannot be maintained.

However, PPE will be available to staff for the following:

- Assisting with intimate care needs and First Aid
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category.

Section 4: Impact of COVID-19 on certain school activities in Scoil Cholmcille Junior

Digital Learning

Where teaching and learning involves use of keyboards or tablets, pupils will be asked to sanitise their hands before and after using IT equipment and the contact surface of the device will be cleaned regularly.

Choir practices/performances

We will avoid large gatherings such as choir practice and assembly. This will be reviewed as the year goes on. **Music Generation:** Pupils will be asked to sanitise their hands before and after using shared instruments. The instruments will also be cleaned between uses.

Sport Activities

Pupils will be asked to sanitise their hands before and after using PE equipment. Staff will plan as a whole school and select the shared equipment they need and use it for a month. Following use, SNA staff will clean equipment for the monthly rotation.

Toys and Manipulatives, Jigsaws etc.

As far as is practical toys should be cleaned on a regular basis. Some hard plastic toys may be suitable for cleaning in the dishwasher. Playdough and soft modelling materials will not be used for the moment and parents will be encouraged to use these materials at home

Section 5: Hygiene and Cleaning in Scoil Cholmcille Junior

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

All staff will have access to cleaning products in the classrooms and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.

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

There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

Staff must use and clean their own equipment and utensils. Staffroom cleaning Rota applies

A cleaning checklist is available at Appendix 5

Section 6: Dealing with a suspected case of Covid 19 in Scoil Cholmcille Junior

The designated isolation area in the school is the small room off the Junior School Library. A second room, the Play therapy Room, off the library may also be used if there is more than one person presenting with Covid-19 symptoms.

If a staff member/pupil displays symptoms of Covid-19 while at work in Scoil Cholmcille Junior the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately. A staff member will accompany the pupil to the designated isolation area keeping at least 2 metres away from the symptomatic pupil and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. Another staff member must immediately inform the principal/Health and Safety representative, who will assign a staff member to assist the symptomatic person
- The assigned staff member will
 - 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
 - Advise the pupil 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
 - Advise the pupil to avoid touching people, surfaces and objects
 - 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.

- If the person with the suspected case is a staff member they must immediately inform the principal/Health and Safety representative, who will assign a staff member to assist the symptomatic person
- The assigned staff member will
 - Assess whether the individual who is displaying symptoms can immediately be directed to go home
 - 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
 - Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
 - 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.

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

Section 7: Special Educational Needs in Scoil Cholmcille Junior

Special Educational Needs provision will continue as normal, Resource teachers will adhere to the HSE Guidelines and practice increased hand hygiene when moving from room to room.

Section 8: Staff Duties in Scoil Cholmcille Junior

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- vii. Complete the RTW form before they return to work
- viii. 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
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

Section 9: Absence Management in Scoil Cholmcille Junior

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

Section 10: Employee Assistance and Wellbeing Programme in Scoil Cholmcille Junior

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

Appendix 1
Scoil Cholmcille Junior, Ballybrack
Roll No: 19641T

Return to Work Form

1 Do you have symptoms of cough, high temperature, shortness of breath or breathing difficulties, Loss of smell, of taste or distortion of taste now or in the past 14 days? Yes/No

2 Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No

3 Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)? Yes/No

4 Have you been advised by a doctor to self-isolate at this time? Yes/No

5 Have you been advised by a doctor to cocoon at this time? Yes/No

6 Are you familiar with the symptoms of COVID-19? Yes/No

7 Do you know what to do should you develop symptoms of COVID-19? Yes/No

8 As part of induction training have you read and familiarised yourself with the Return to Work Safely Protocol booklet? Yes/No

9 Have you read and will you comply with hand hygiene guidelines, respiratory guidelines and social distancing guidelines. Yes/No

Signed:

Date:

Staff who are defined as being at **very high risk** group should self-declare on this Return to Work form

Appendix 2

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

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for [cancer](#)
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are [taking medicine that makes you much more likely to get infections](#) (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

Appendix 3 Lead Worker Representative Checklist

1	Have all staff completed Covid-19 Induction Training?	
2	Are all staff familiar with the School Covid-19 Response Plan and with the protocol for managing a suspected case of Covid-19?	
3	Is there a system in place (website, text, email) to communicate the latest advice from Government and DES to staff and parents?	
4	Have staff been given updated copies of all policies revised as a result of Covid-19?	
5	Is there a nominated person from the school management team to accompany a suspected Covid-19 case to the isolation area?	
6	Are the isolation areas equipped with tissues, hand sanitiser, disinfectant/wipes, gloves, masks, waste bags and bins?	
7	Are there arrangements in place to determine what follow-up action is needed following a suspected case of Covid-19?	
8	Have arrangements been put in place to clean and disinfect the isolation area and any other area following a suspected case of Covid-19?	
9	Are there arrangements in place to replace a teacher or SNA who may become suddenly ill in class?	
10	Are there hand sanitisers at entrances/exits/ outside the staffroom and office?	
11	Do all classroom and staff toilets have liquid soap and paper towels?	
12	Do all classrooms have spray hand sanitisers?	
13	Do all classrooms have disinfectant/wipes, cleaning products, waste bags, bins?	
14	Do all staff have necessary PPE?	
15	Has the layout of all classrooms and the staffroom been re-configured to maximize social distancing?	
16	Have alternate rooms/eating areas with microwave and kettle been provided for staff breaks?	
17	Are there posters outlining the signs and symptoms of Covid-19 on display throughout the school?	
18	Are there posters demonstrating correct hand hygiene and respiratory hygiene in all classrooms and throughout the school?	
19	Is there a contact log of all visitors to the school?	
20	Are there supports in place for staff and pupils who may be suffering from anxiety or stress?	
21	Are classrooms, the staffroom, staff toilets and all communal areas cleaned at least once each day?	
22	Has training been provided for cleaning staff on the enhanced cleaning regime?	
23	Has a written cleaning schedule been made available to cleaning staff outlining items and areas to be cleaned, frequency of cleaning, cleaning materials to be used, equipment to be used and method of operation?	
24	Is there a way for staff to communicate concerns, suggestions and feedback regarding the control of Covid-19 and the adherence to the Response Plan with the LWR ?	

Appendix 4 Contact Tracing Log

Name of School	Scoil Cholmcille Junior	School Contact Person	TBC
Address of School	Ballybrack, Co. Dublin A96FA40	Phone No	01-2848899
		Email	cholmjnr@gmail.com
Name of Visitor		Was the visit pre-arranged with the	

		Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/> Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> 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	

For information on the data protection implications of the Contact Tracing Log, please check <https://www.dataprotection.i>

Appendix 5

Proposed Covid 19 Hygiene and Sanitary Schedule

Area/Item to be cleaned	Frequency of cleaning	By Whom
Classrooms		Cleaning staff - Teacher needs to leave window sills free
<ul style="list-style-type: none"> Window sills, Handles of Windows 		
<ul style="list-style-type: none"> Children's Desks and surfaces, eg shelves 	Daily after use and prior to food being served	Teacher/SNA
<ul style="list-style-type: none"> Classroom Sink and surrounding counters 	Daily	Cleaner - Teacher needs to remove clutter and have sink free.
<ul style="list-style-type: none"> Class Toilets and sink (Wash hand basins, taps, surrounding counters, soap dispensers. Both sides of toilet seat, toilet handles, door knobs or cubicle handles and cistern)	Daily	Cleaner
<ul style="list-style-type: none"> Teachers desk 	Daily	Teacher
<ul style="list-style-type: none"> Teachers Computer station 	Daily	Teacher
<ul style="list-style-type: none"> Carpet 	Daily	Cleaner Teacher will have the chairs up on the table and all obstacles removed off floor
<ul style="list-style-type: none"> Washable floor in classroom 	Daily	Cleaner
Staffroom		
Counters, Sink, Floor	Daily	Teacher on duty Cleaner
Corridors		
Mats and floors	Daily	Cleaner
PE Hall	Daily	Cleaner
Staff Toilets		
(Wash hand basins, taps, surrounding counters, soap dispensers. Both sides of toilet seat, toilet handles, door knobs or cubicle handles and cistern)	Daily	Cleaner
Toys	Whenever is practical - after use if placed in mouth or sneezed/coughed on	Teacher
Staff's personal equipment e.g mobile phone	Every time it is placed on a communal surface	By the staff member
Bins	Daily	Cleaner Teacher will have each bin clearly marked

Each school setting should be cleaned at least once per day. Additional cleaning if available should be focused on frequently touched surfaces - door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

Cleaners when entering a classroom will clean each toilet, sink and classroom sink, window sills and window handles hoover floor, Wash floors

Hoover corridors and wash floors

Hoover staffroom and wash floor

Hoover PE hall and wash floors

Clean staff toilets and wash floor

Dispose of waste correctly

Disinfect cloths, mops, other cleaning material daily

Teachers will

Clean own work station - desk and computer area

Clean Children's tables

Clean other surfaces in the classroom

Clean toys as far as is practical

Clean communal area personal equipment touched.