

COVID-19 Response Plan

Adamstown Castle Educate Together National School

August 2020

Updated August 2021

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This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie or agreements with education partners as appropriate for primary and special schools.

Appendices

- Appendix 1** COVID-19 School Policy Statement
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1. Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Adamstown Castle Educate Together National School.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

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

2. ACETNS COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others. This policy is attached to this document as Appendix 1.

3. Planning and Preparing for Return to School

The BOM aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

In order to adhere to the public health advice and Department of Education guidance, the Board of Management of ACETNS has the following arrangements in place;

- It is the responsibility of the Principal and BOM to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- This information will be passed on via email communication in a timely manner to staff, pupils, parents and others as required;

- Staff are required to have reviewed the training materials provided by the Department of Education and ACETNS
- Provided staff with access to the Return to Work (RTW) form
- Identified a Lead Worker Representative and Assistant Lead Worker Representative
- Displayed posters and other signage to prevent the introduction and spread of COVID-19
- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school
- Reviewed the school buildings to ensure the following:
 - The water system has been regularly flushed to prevent Legionnaires disease; [The School system has been cleaned and treated August 2021](#)
 - School equipment has been checked for signs of deterioration or damage before being used again;
 - Bin collections and other essential services have resumed

3.1 Induction Training

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

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

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

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

3.2 Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the Principal. A copy is attached also at **Appendix 2**.

A RTW form should be completed and returned **3 days** before returning to work.

A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

The Principal will also provide details of the **Induction Training** for completion by staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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

People at very high risk (extremely vulnerable):

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

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukemia, 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 immunosuppressive drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD

- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

The advice for this group is available from the HSE.

3.3 Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the Principal and the BOM 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 process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners. ACETNS will adhere to all procedures in relation to this appointment.

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 school management.

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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, pupils, or others he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Role of the Lead Worker Representative

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.

ACETNS will appoint one (two) Lead Worker Representatives.

An Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

<i>Lead worker representative:</i>	<i>Contact details:</i>
<i>Assistant Lead worker representative:</i> Dorota Bieganska	

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 with the implementation of the Covid-19 Response Plan and associated control measures.

Full details of the arrangements which will apply for the LWR is set out at **Appendix 3**.

3.4 Signage

ACETNS will display signage outlining the signs and symptoms of COVID- 19 and to support good

hand and respiratory hygiene.

These posters and signs will contain age appropriate key health messages – hand washing, sneeze and cough etiquette etc.

The posters will be displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

3.5 Making Changes to School Layout

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

Classrooms (3rd- 6th class) will be reconfigured to support physical distancing in line with the guidance prior to the school reopening.

3,6 Health and Safety Risk Assessment

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

A risk assessment will be carried out to identify the control measures required to mitigate the risk of COVID-19 in ACETNS. See appendix 4

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

Changes to the school's existing emergency procedures will be documented and incorporated into the school's safety statement.

3,7 Access to School and Contact Log

Access to the school building will be in line with agreed school procedures. Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes.

A detailed sign-in/sign-out log of those entering the school facilities will be maintained. Staff members will send an email to the school daily confirming they have no symptoms of Covid 19. This email will be used as a sign-in system. An e-mail will also be sent by staff members prior to leaving school that day. This email will state the contacts the staff member had that day, which may be used for contact tracing. This will also be used as a sign out system. A dedicated email address has been set up for this.

The school will maintain a log of visitors to the school and **they must complete the contact tracing log form**. A sample contact log is available at **Appendix 5**.

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

All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Act.

4. Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

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

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, 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, pupils, parents and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

To minimise the risk of introduction of COVID-19 in ACETNS:

ACETNS:

- will promote awareness of COVID-19 symptoms;
- Advise staff and pupils to self isolate or restrict their movements at home if they display any signs or symptoms of covid 19 and contact their family doctor to arrange a test.
- If they have travelled outside of ireland; in such instances staff and pupils are advised to consult and follow the latest government advice in relation to foreign travel
- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on the restriction of movement;
- Advise staff and pupils who develop symptoms at school to bring this to the attention

of the Principal immediately;

- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school.
- Ensure that everyone entering the school building uses hand sanitiser at the point of entry;
- Ensures that visits to the school during the day should be by prior arrangement and should be received at the hatch of the secretary's office;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

4.1 Know the 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
- ✓ A new Cough this can be any kind of cough not just a dry cough
- ✓ Shortness of breath or breathing difficulties
- ✓ Loss of smell, of taste or distortion of taste
- ✓ Fatigue

Uncommon Symptoms of Covid

- ✓ headaches
- ✓ runny or stuffy noses
- ✓ feeling sick or vomiting
- ✓ diarrhoea Aches and Pains
- ✓

Children with a blocked or runny nose with no fever can attend school, but if they require paracetamol or ibuprofen for their symptoms, they must not attend school for 48 hours, and GP assessment for testing is indicated.

-To prevent Introduction and Spread of COVID-19 in Schools:

- Staff and pupils are to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Staff and pupils are not to return to or attend school in the event of the

following:

- if they are identified by the HSE as a close contact of a confirmed case of COVID-19
- if they live with someone who has symptoms of the virus
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Staff and pupils are advised 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;

INFORMATION FOR PARENTS:

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

If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and phone your family doctor straight away to see if you need a free COVID-19 test.

Getting an early diagnosis means you can get the help you need and take steps to avoid spreading the virus, if you have it.

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

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- alert you if you have been in close contact with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from Apple's AppStore or the GooglePlay store

4.2 Respiratory Hygiene

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

4.3 Hand Hygiene

ACETNS promotes good hygiene and displays posters throughout the schools on how to wash hands. Follow the HSE guidelines on handwashing:

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 will be managed by the class teacher so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

Access to hand washing facilities will be provided after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers will be deployed at exit and entry points of the school and classrooms and care will be taken to clean up any hand sanitiser spills to prevent risks of falls.

Warm water is preferable to hot or cold water for hand washing.

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

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

Staff and students will have individual towels for the purpose of hand-drying. In the event of students not having individual towels, paper hand towels will be provided.

Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities.

Young children should not have independent use of containers of alcohol gel.

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

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

- On arrival at school;
- **When entering and exiting vehicles**

- **When entering and exiting school buildings**
- Before eating or drinking;
- After using the toilet;
- After playing outdoors;
- When their hands are physically dirty;
- When they cough or sneeze

4.4 Physical Distancing

Physical distancing will be applied in ACETNS allowing for some flexibility when needed. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing will look different across the various ages and stages of learning. Care will be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

It is also recognised that it is not always possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the pupil i.e. if a child sustains an injury and requires first aid.

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing Separation

To maintain physical distancing in the classroom, ACETNS will:

- 13) Reconfigure class spaces to maximise physical distancing
- 14) Utilise and reconfigure all available space in the school in order to maximise physical distancing

The teacher's desk will be at least 1m and where possible 2m away from pupil desks.

Decreasing interaction

In ACETNS a distance of 1m will be maintained between desks or between individual pupils in 3rd-6th class.

Where possible work stations will be allocated consistently to the same staff and children rather

than having spaces which are shared.

Each class is considered a Bubble and within each Bubble there will be discrete groups or “Pods”.

Where the class is divided into Pods, there will be at least 1m distance between individual Pods within the Class Bubble and between individuals in the pod, whenever possible.

The objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.

The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble.

Different Class Bubbles will have separate breaks and meal times or separate areas at break or meal times.

Sharing educational material between Pods should be avoided/minimised where possible.

Staff members who move from class bubble to class bubble will be limited as much as possible.

While there is no requirement for social distancing between pupils from Junior Infants to Second class and in the ASD classes, the same general principles will apply in those classes as in classes from Third to Sixth.

Additional measures to decrease interaction include:

Children shall enter and exit the building at one of the four assigned doors. Children shall not line up on the yard in the morning and will enter the school building between 8.30 and 8.50. Interaction on arrival and departure will be limited and discouraged.

Social physical contact (hand to hand greetings, hugs) will be discouraged.

Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource.

Staff and pupils should avoid the sharing of personal items.

Pupils will be encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

Where teaching and learning involves use of keyboards, the contact surface of the device should be cleaned regularly and hand hygiene encouraged.

Markings **may** be made on the classroom floors to assist with 1 m social distancing for exiting the classroom and also at points of congregation- toilets and sinks.

Physical Distancing outside of the classroom and within the school

School drop off

Children/families are asked to walk or cycle to school. Those driving are asked, where possible, not to park within 200 metres of the school. Some families with small babies/ preschoolers or with children who have additional needs may have to drop off near the school. The understanding and cooperation of the general school body is appreciated.

To avoid large crowds in the school grounds, pupils and parents will no longer be permitted to gather/on school grounds before school.

Children can enter school at any time between 8.30am and 8.50am to avoid congestion.

There will be four entrances to the school and pupils must enter the building through their designated gate and door. These entrances will be numbered.

Children will enter the building directly between 8.30 in the morning and 8.50 by which time the gates and doors will be locked. Latecomers will have to wait outside the school grounds by the reception area. Latecomers will then be escorted to their designated entrance door.

Parents/Guardians/visitors must not enter the school building beyond reception under any circumstances without a prior appointment. Anyone entering the building by prior arrangement will be required to wear a mask and sign the Visitor's Contact Log. Parents are respectfully asked not to walk within 10 metres of the children's entry /exit points when bringing children to school. These areas must not be congested and must be kept clear for the safe entry of children.

Parents/Guardians are asked not to drive within 100 metres of the school. The drop off zone is for that purpose only and cars should not be left unattended. Parents are asked not to drive in the areas which are designated as 'home zones' which are at the Northern end of the school. These are safe routes that children may use to walk to school.

Where possible, we encourage children to walk or cycle to school safely.

Children in Junior and Senior Infants will enter the building via the gate/door beside the Secretary's Office [Gate Number 2 and Door 2 on Station Road].

Children from Second and Third class will enter the building via the pedestrian entrance/door to the staff car park [Gate Number 1 and Door 1 on Station Road].

Children from First Class and the Outreach classes will enter the double Gates on Castlegate Row and on through the wooden gate on the yard side the PE hall [Gate 3 and Door 3 on Castlegate Row]

Children from Fourth and Fifth Class will enter the school grounds by the gate beside the obelisk on Castlegate Row [Gate 5 and Door 5 Castlegate Row]

Children from Sixth Class will enter the school grounds via double gates and proceed along the footpath beside the PE hall to the rear of the building. [Gate 3 and Door 5 Castlegate Row]

AT ALL TIMES WHILE WALKING INTO SCHOOL CHILDREN FROM DIFFERENT FAMILIES SHOULD STAY AT LEAST 2 METRES FROM EACH OTHER.

School collection: 1.20pm

Junior Infant children (CLASSROOM 1) will be handed over to their parents/minders at Gate 1. Parents are asked to line up in an orderly fashion and maintain social distancing.

Junior infant children (CLASSROOM 2) will be handed over to parents at Gate 2. Parents are asked to line up in an orderly fashion and maintain social distancing.

Senior Infant children (CLASSROOM 3) will be handed over to their parents/minders at Gate 5 beside the Obelisk on Castlegate Row. Parents are asked to line up in an orderly fashion and maintain social distancing. Parents are asked not to drive into this area.

Senior Infant children (CLASSROOM 4) will be handed over to their parents/minders at the Gate 3 beside the double gates. Parents are asked to line up in an orderly fashion and maintain social distancing.

School Collection: 2.20pm

Children will exit the school gate by which they entered except for two classes. Children are asked to leave the grounds of the school immediately.

Staggered home time to avoid congestion: 3rd and 6th Class shall leave the building at the earlier time of 2.10 **sharp**.

6th class will leave by Door 4 and Gate 4.

2nd Class (Classroom 10) will exit by Door 1 and Gate 1.

2nd Class (Classroom 11) will exit by Door 2 and Gate 2.

Teachers shall communicate on the stairs and hallway to ensure only one class exits at a given time.

Older children who wish to collect younger siblings will have to exit via their assigned gate and make their way around the outside of the school to their brother's/sister's assigned gate.

ALL PARENTS AND PUPILS ARE ASKED NOT TO CONGREGATE OUTSIDE SCHOOL GATES.

Children going home by bus will be collected from their classroom by a designated teacher and will be brought to the bus, but first must exit via their assigned door and make their way around the school through the yard.

BICYCLES

For now: children cycling to school may enter via Gate 3 (CastleGate Row) to the bicycle shed. Only one person at a time is permitted in the bicycle shed. They must then proceed to their appointed gate around the outside of the school grounds.

The opposite applies at the end of the school day. Children collecting bicycles can enter gate 3 and line up at the appointed spot to collect their bicycles.

Should this not work then we may have to consider asking children to lock their bicycles to the outside of the school railings.

Staff

A distance of 2m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work.

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

A 'No hand shaking policy' will be implemented in ACETNS.

Corridors and Stairwells

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

Yard/Supervision

The risk of transmission from contact with outside surfaces or play areas is low.

Adjustments will be made to playtime/outdoor activities to ensure children stay in their class bubbles in so far as is practicable.

Staggered break times will be implemented.

Classes will be assigned a specific play area. This will ensure children stay in their class bubbles for break times.

It is not possible to maintain physical distance when pupils in primary or special schools play together outdoors, but so far as is practicable ACETNS will keep to consistent groups.

Children will be encouraged to perform hand hygiene before and after outdoor activities.

The sharing of equipment will be minimised and shared equipment will be cleaned after use by each group.

Ventilation

The Department has published guidance setting out the practical steps for the good ventilation in accordance with public health advice. The guidance sets out an overall approach for schools that windows should be as fully open as possible when the classrooms are not in use and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The department will also provide schools with CO2 monitors which will support measures above.

4.5. Use of PPE

In accordance with current occupational and public health guidance, PPE will not be required within school. However some staff may require PPE for certain work activities. This may include:

- Assisting with intimate care needs

- 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 listed in the high-risk group, or where a staff member is living with someone who is in the very high-risk category.
- Where staff working in a small group setting find it difficult to maintain a safe social distance of 1 metre.

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

Masks

The wearing of face coverings or masks in general is not a substitute for other measures outlined below (physical distancing, hand hygiene, respiratory etiquette, adequate ventilation, minimising contacts) but they may be used in addition to these protective measures, especially where maintaining physical/social distancing is difficult.

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.

In childcare and educational settings, the implementation of mandatory face-covering usage is challenging, as it is known that children will have a lower tolerance and ability to use the face covering properly, and use of face-coverings by teachers and staff caring for very young children may cause undue stress to the children.

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

It is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.

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

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

- Primary school children
- Any person with difficulty breathing
- 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.

All staff 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 and after taking off the face covering.

Information should 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/>

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.

ACETNS have additional disposable face coverings available for staff in case a back-up face covering is needed during the day.

Whilst staff may wish to utilise their own face covering on a day-to-day basis, ACETNS 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, ACETNS has considered 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 pupils 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.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and first aid duties. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene.

4.6. Ventilation

The following practical measures for the deployment of good ventilation practices in ACETNS will be considered:

- The opening of windows to introduce fresh air is very important and will continue to be used during school opening times via a proactive rather than reactive approach.
- Achieving fresh air via a number of windows partially opened as required rather than one window fully open can help to maximise the use of window driven natural ventilation distribution across the room without causing discomfort.

- In colder weather any local chilling effect can be offset by opening the windows nearest and above the radiators.
- Consideration should be given to local circumstances that may require to have additional windows open such as after break time activities.
- Rooms with adequate fresh air should not be stuffy or have condensation on the window glass.
- ACETNS will also ensure that all permanent ventilation openings in rooms are fully open and not blocked by wall hangings etc. These normally are either a circular or rectangle ventilation grill on the external classroom wall or linear slot type ventilators built into the window frames. All of these should be opened all the time, if they have been taped and sealed for decorating purposes then the tape/sealing should be removed.
- All mechanical ventilation systems and any air conditioning systems should be set to 100% fresh air, any air conditioning units that cannot operate on 100% fresh air should be left off. Check with unit suppliers if in doubt.

5. Impact of COVID-19 on certain school activities

Music Performance

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

Sport Activities

Sports activities, if undertaken, will conform with the HPSC guidance on Return to Sport for the relevant activity. Link to return to sport protocols is found here. <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Shared Equipment

Toys

All toys will be cleaned on a weekly basis. This will remove dust and dirt which can harbour germs.

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

If cloth or soft toys are used they will be machine washed.

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

Jigsaws, puzzles and toys that young pupils or those with special educational needs may be inclined to put into their mouths will be washed and disinfected as necessary.

Clean toys and equipment will be stored in a clean container or clean cupboard.

At this time soft modelling materials and play dough will be for individual use only.

Cleaning Procedure for Toys

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

Art – Where possible pupils will have their own individual art and equipment supplies.

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

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

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

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

6. Hygiene and Cleaning in Schools

The classrooms will be cleaned at **least once per day**. Extra attention will be given to frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

Additionally, The Board of Management has hired a cleaner for three hours a day to maintain a level of hygiene during the day to include the cleaning of contact points such as door handles, glass, communal eating areas, sink and toilet facilities etc.

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

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

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

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

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

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

The room will be cleaned as soon as practicably possible.

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

The person assigned to cleaning should avoid touching their face while they are cleaning and should wear 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.

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a classroom, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

7. Dealing with a Suspected Case of COVID-19

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

There are two designated isolation areas within the school building which are located in the original staff room. If a staff member/pupil 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 pupil, the parents/guardians will be contacted immediately;
- The person will be brought to one of the isolation rooms (located in the Staff room) via their designated door. They will be accompanied there by a staff member who maintains at least 2m from the symptomatic person at all times. As the virus is spread by droplets and is not airborne it is understood from the guidelines that physical separation is enough to reduce the risk of spread to others even if they are in the same room;
- If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;
- A disposable mask will be provided for the person presenting with symptoms of Covid 19. 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 who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if he/she cannot immediately go home his/her family doctor may need to be called. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover his/her mouth and nose with the disposable tissue provided when they cough or sneeze. This tissue will need to be disposed of properly.
- If the person is well enough to go home, arrangements will be made with a family member, as soon as possible wherein they will be advised to contact their family doctor. Public transport of any kind will not be used;
- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- An assessment of the incident will be carried out which will form part of determining follow-up actions and recovery;
- Arrangements will be made for appropriate cleaning of the isolation area and work areas affected..

If it is determined by the GP that the child needs to be tested for COVID-19, all other household contacts need to be removed from the school setting.

Covid-19 test results remain confidential as per doctor - patient relationship. No other child, parent, family or teacher will be informed of their results. However, parents should be advised at the point of testing that their child's swab test result if Covid-19 detected will likely need to be shared with the educational facility, if this is deemed necessary by the Medical Officer of Health, for the safe management of any potential outbreak. Only details as necessary for safe onward management are shared with an agreed senior person in the school, such that appropriate public health actions can be undertaken.

When a case has been confirmed, the Medical Officer of Health and teams will liaise directly with the school and inform them of the confirmed case as necessary and will undertake a Public Health Risk Assessment to inform any further actions and recommendations.

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 will be followed. Staff and pupil confidentiality will be observed at all times.

Schools do not have to inform parents that a pupil or teacher from that class has been removed due to symptoms. Other pupils and staff do not need to be removed from the class unless requested to do so by the principal on advice from the HSE. .

Where no evidence of Covid-19 is detected by the test, the child or staff member should remain at home only until he or she is clinically well enough to return to school (unless specifically requested by HSE to do otherwise). In particular, all diarrhoea symptoms need to have been resolved for 48 hours prior to return to school. Household members can return to school immediately following the receipt by the parent or guardian or staff member of a “not detected” result.

In the event of a child returning to school who was sent home with symptoms of Covid 19 and has not been tested, parents are requested to fill out a form on the HSPC website (www.hspc.ie) ‘Return to Educational Facility Parental Declaration Form’ which parents can complete.

Check This Out

8. Special Educational Needs

Additional considerations for those with Special Educational Needs

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

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

Hand hygiene

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

Equipment

Some children may have care needs (physical or behavioural) which requires the use of aids and appliances and/or medical equipment for example toileting aids, moving and handling equipment, respiratory equipment. Where cleaning of aids and appliances is carried out in the school it is recommended that a cleaning schedule is provided, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers’ instructions.

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

- Equipment used to deliver care should be visibly clean;

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

9. Staff Duties

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

- Adherence to the School COVID-19 Response Plan and the control measures outlined.
- Completion of the RTW form before return to work.
- Staff 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.
- Staff must complete COVID-19 Induction Training and any other training required prior to their return to school
- Staff must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Staff must coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Staff must make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Staff must self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Staff must not return to or attend school if they have any of the following:
 - if they are identified by the HSE as a close contact of a confirmed case of COVID-19
 - if they live with someone who has symptoms of the virus
 - If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel
- If any member of staff develops any symptoms of COVID-19 whilst within the school facility, he/she should adhere to the procedure outlined above.
- Staff must keep informed of the updated advice of the public health authorities and comply with same.
- School staff are encouraged to download the HSE COVID-19 tracker app to assist Public Health

for contract tracing purposes both in and out of the school setting

10. COVID-19 related Absence Management

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

11. 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 staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of *'Wellbeing Together: Folláinne Le Chéile'*.

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

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- 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: _____

Date: _____

Appendix 2

Pre-Return to Work Questionnaire COVID-19

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

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

Name: Noelle Carr

Date: 29/08/21

School: Adamstown Castle Educate Together National School

Principal: Tom Moriarty

	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?		<input checked="" type="checkbox"/>
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		No
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		No
4.	Have you been advised by a doctor to self-isolate at this time?		No
5.	Have you been advised by a doctor to cocoon at this time?		No
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high risk groups		No

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not 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 this data will be held securely in line with our retention policy.

Signed: 

Appendix 3

Lead Worker Representative – Primary and Special Schools

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

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- the COVID-19 Return to Work Safely Protocol;
- the Guidance and FAQs for Public Service Employers during COVID-19;
- COVID-19 Response Plan for Primary and Special 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 primarily with the Board of Management/ Education and Training Board and school management.

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

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.

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
- 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/Contractor

3. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

4. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

5. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

6. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR

The LWR/ Deputy LWR/ Assistant LWR shall be entitled to:

- Receive 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;

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

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

7. Procedure for dealing with issues that arise

Where an issue of 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. Staff should be informed of the outcome.

If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BoM 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. Staff should be informed of the outcome.

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 Primary and Special 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.

Appendix 4 Risk Assessment

COVID-19 Risk

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<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 Induction Training provided Contact log in place Complete checklists as required:	Name of staff member	

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

Name of School			School Contact Person	
Address of School			For Queries only: Phone No	
			Email	
Name of Visitor				Was the pre-arranged with the Principal? Yes <input type="checkbox"/>
Date of Visit	____/____/____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School
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 the school

Appendix 6

Checklist for School Management

Composite Checklist for Schools

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils?
Department guidance and templates provided
3. Have you a system in place to provide staff and pupils 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?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? **(Contact log template attached).**
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? **(Risk template attached)**
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

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)**
11. 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 DES agreed arrangements for management of those staff?
12. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?

13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?
15. Has a lead worker representative been identified (in line with the process agreed with the DES 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?
16. Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays?
17. Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus?
18. Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel?
19. 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?

Training and Induction

20. Have you advised staff to view the Department of Education's training materials which are available online?
21. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school?
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 Department's online training programme).*

Buildings / Equipment

23. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
24. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
26. Have you arranged for the school, including all equipment, desks, benches, doors and

frequently touched surfaces points, to be cleaned before reopening?

[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 relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance?
29. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?
30. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
33. Have you informed staff about the importance of hand washing?
34. Have you arranged for staff 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?
35. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located?
36. Have you displayed posters on how to wash hands correctly in appropriate locations?
37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:

When entering and exiting vehicles

When entering and exiting school buildings

before and after eating and preparing food

after coughing or sneezing

after using the toilet

where hands are dirty

before and after wearing gloves

before and after being on public transport

before leaving home

when arriving/leaving the school /other sites

after touching potentially contaminated surfaces

if in contact with someone displaying any COVID-19 symptoms

38. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?

avoid touching the face, eyes, nose and mouth

cover coughs and sneezes with an elbow or a tissue

dispose of tissues in a covered bin

Physical Distancing:

39. Have you identified all available school space to be used to maximise physical distancing?
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?
41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
42. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
43. Have you arranged in each room that pupils would be at least 1m away from each other?
44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
45. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
46. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
47. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
48. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
49. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?
50. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
52. Have you encouraged walking or cycling to school as much as possible?
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?

54. Can you provide a one way system for entering and exiting the school, where practical?
55. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
56. Have you a system to regularly remind staff and pupils to maintain physical distancing?
57. Have you advised staff not to shake hands and to avoid any physical contact?
58. Have you advised staff of the Department's guidance to achieve good ventilation?
59. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used?

Visitors to Schools

60. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?
61. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
62. 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?

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 responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Isolation Area

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

Tissues

Hand sanitiser

Disinfectant/wipes

Gloves/Masks

Waste Bags

Bins

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? *(it is intended that this will be dealt with as part of the Department's online training)*
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the school

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil 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 been 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?
21. A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

Cleaning

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening)*

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from 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 Induction Training provided by the Department of Education 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. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be 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?

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? (*Department of Education intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the 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 pupils 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
 - 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 the disposal of cleaning cloths and used wipes in a rubbish bag?
Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person

suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.

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?
20. Have you put in place a written cleaning schedule to be made available to cleaning staff including: Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles

Policy ratified by ACETNS Board of Management on:_____.

Signed: _____.

APPENDIX 1.

NOTE:

In relation to the partial re-opening of special schools on 11 February 2021 and special classes in mainstream primary schools on 22 February 2021, the Department is cognisant that there may be teachers and SNAs who, due to specific circumstances which exist at this time, may be unable to attend the workplace and require more flexibility in relation to leave arrangements. Please refer to [Information Note 0001/2021](#) and [Information Note 0002/2021](#) in relation to the temporary changes that will be in place during the partial re-opening period. These Information Notes also cater for the temporary arrangements for teachers and SNAs who are at higher risk of COVID-19 during this partial re-opening period.

APPENDIX 2.

Appendix 3 Summary of additions to COVID-19 Response Plans required by 'Work Safely Protocol' Sec 4.2 Procedure for Returning to Work (RTW) & Appendix 6 Checklist for School Management A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays. Sec 5 Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test Advise staff and pupils not to return to or attend school in the event of the following: if they are identified by the HSE as a close contact of a confirmed case of COVID-19 if they live with someone who has symptoms of the virus If they have travelled outside of Ireland; in such instances

staff are advised to consult and follow latest Government advice in relation to foreign travel. Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school; Sec 5.3 Hand Hygiene Alcohol-based sanitiser must not be stored or used near heat or naked flame Sec 5.4 Physical Distancing Ventilation – new section The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. Sec 8 Dealing with a Suspected Case of COVID-19 School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting. Sec 10 Staff Duties Not to return to or attend school in the event of the following: if they live with someone who has symptoms of the virus If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health Sec 12 Employee Assistance and Wellbeing Programme Information updated in this section. Appendix 2 Pre-Return to Work Form COVID-19 Number of questions increased from 5 to 7. Additional questions: Are you awaiting the results of a COVID-19 test? In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? Other 5 are slightly reworded Appendix 6 Checklist for School Management Staff Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays. 3 Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus. Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school; Hand / Respiratory Hygiene Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes: When entering and exiting vehicles When entering and exiting school buildings Physical Distancing Have you advised staff of the Department’s guidance to achieve good ventilation Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used Appendix 7 Checklist for dealing with a suspected case of COVID-19 A nominated member of the school management team will be will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to. Appendix 9 Checklist for cleaning Have you put in place a written cleaning schedule to be made available to cleaning staff including: Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles

