

Covid-19 School Response Plan

**St. Michael's & St. Patrick's N.S.
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All schools need to have a Covid-19 Response Plan in place in order to reopen safely in the new school year.

This document has been prepared on the basis of current public health advice and will continue to be updated throughout the year as further public advice is received.

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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 St. Michael's & St. Patrick's N.S. (Roll NO 19720P)

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

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School for the School Year 2021-2022**
 - a. School Building
 - b. Signage
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s)**
5. **Safety Statement and Risk Assessment**
6. **General advice to prevent the spread of the virus**
 - a. Wash your Hands Frequently
 - b. Hand Hygiene and Hand Sanitiser
 - c. Avoid Touching your Eyes, Nose and Mouth
 - d. Physical Distancing
 - e. Practice Respiratory Hygiene
 - Do's
 - Do Not's
 - f. People at Very High Risk (Extremely Vulnerable)
7. **Managing the Risk of Spread of Covid-19**
8. **A-Z School Practices and Procedures**
9. **Control Measures**
 - a. Return to Work Form
 - b. Induction Training
 - c. Induction Training – On-line Video
 - d. Hygiene and Respiratory Etiquette
 - e. Personal Protective Equipment (PPE)
 - f. Wearing of Gloves
 - g. Cleaning
 - h. Access to the School Building / Contact Log
 - i. First Aid / Emergency Procedure
10. **Dealing with a suspected case of Covid-19**
11. **Staff Duties**
12. **Covid related absence management**
13. **Employee Assistance and Wellbeing Programme**

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

Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same.

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

1. St. Michael's & St. Patrick's N.S. (Roll No.19720P) 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.

SEE APPENDIX 1

COVID 19 Policy Statement

St. Michael's & St. Patrick's N.S. (Roll No. 19720P) 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 and updated 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 and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education 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:

Catherine Martin

Deputy lead Worker Representative:

Pauline Dwyer

Signed: _____

Date: _____

Principal

Signed: _____

Date: _____

Chairperson

2. Planning and Preparing for Return to School

The Board of Management aim to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff for the coming school year 2021-2022. The return to the work must be done safely and is in strict adherence to the advice and instructions of public health authorities and the Government.

Details for the reopening of the school facility and the applicable controls are outlined in this document.

a. School Buildings

Before re-opening schools in the new school year the school has checked the following:

- the water system has been flushed at outlets following low usage to prevent Legionella disease.
- the school equipment and mechanical ventilation has been checked for signs of deterioration or damage before being used again; (S.B. has been engaged to service school boiler)
- the bin collections and other essential services have resumed

b. Signage

Schools has displayed signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene both inside and outside the school building (exterior wall and school playground fence).

Schools will display recommended posters in prominent areas such as office, external doors, corridors, staffroom area, classrooms, GP, and toilets.



The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

3. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff will complete a New **Return to Work (School) [RTW(s)]** form, which is available from the Principal. **SEE APPENDIX 2**

The RTW form will be completed prior to any proposed date of return to the workplace.

School will 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.

Staff have completed the **Induction Training** together on August 28th, 2020. Staff have been advised to refresh relevant training before August 30th, 2021, return to school if necessary.

4. Return to work safely and Lead Worker Representative

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. (See Appendix 4)

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

The role of the worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows

- present 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 the employer to ensure, so far as is reasonably practicable, the safety, health, and welfare of all employees regardless of role 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 implementing infection control measures to suppress COVID-19 in the workplace in line with the 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 on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker representative:	Contact details
Catherine Martin Pauline Dwyer	071-9667264 cootehallns@gmail.com

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

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. The school has completed a Risk Assessment (August 2021) to identify the control measures required to mitigate the risk of COVID-19 in school settings. **(SEE APPENDIX 3)**

The school has reviewed their emergency procedures involving, fire safety, first aid, accidents, and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. The school will continue to review their existing risk assessments to consider any new risks that arise due to the school's COVID-19 Response Plan.

Any changes to the school's current emergency procedures and risk assessments will be documented.

6. General advice to prevent the spread of the virus

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

A range of essential control measures have been implemented to reduce the risk of the spread of the Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents, and visitors, as far as possible, within the school environment. These 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 procedures and health and safety requirements.

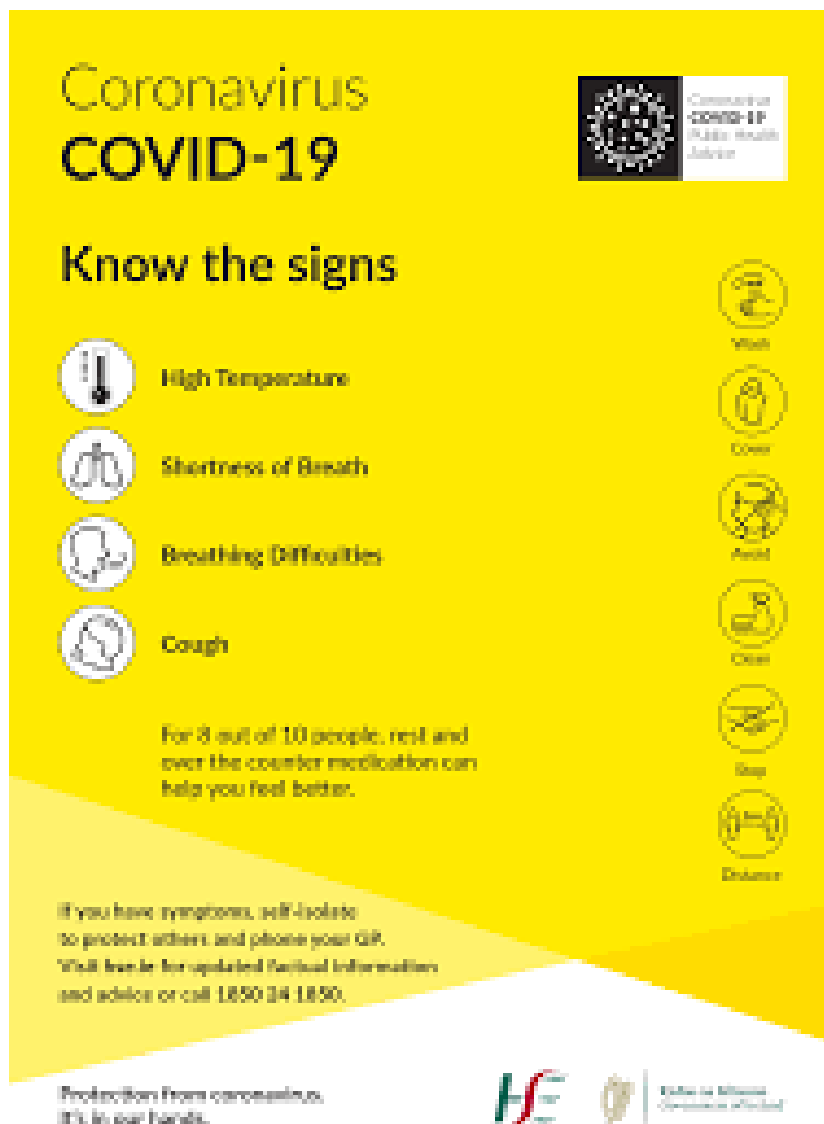
Staff and pupils must self-isolate or restrict their movements at home if they display any signs or symptoms of COVID 19 and contact their family doctor to arrange a test.

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

Staff and Pupils are not to return to school or attend school in the event of the following:

They:

- a temperature of 38 degrees Celsius or more
- any other common symptoms of COVID-19 –
 - a new cough,
 - loss or changed sense of taste or smell,
 - shortness of breath or
 - an existing breathing condition that has recently become worse
- been in close contact with someone who has tested positive for COVID-19**
- been living with someone who is unwell and may have COVID-19
- other uncommon symptoms of COVID-19, such as sore throat or headaches or diarrhoea



This will be achieved through the following measures:

6.1 Promoting awareness:

Knowing the Symptoms of COVID-19

• Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Fatigue
- Aches and Pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy noses
- feeling sick or vomiting
- diarrhoea

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.*

- All members of our school community will actively promote awareness of COVID-19 symptoms.
- Signage informing members of the school community of the symptoms of Covid-19 and the need for social distancing are displayed on outside of school building, on playground fence and at access gates.
- All members of the school community will embed in pupils the need for appropriate respiratory hygiene and hand hygiene.
- Parents, pupils, and staff will adhere to all procedures.

Staff, pupils, and visitors should at all times adhere to the up-to-date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. St. Michael's & St. Patrick's N.S. will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

6.2 Attendance at school:

Staff and Pupils are not to return to school or attend school in the event of the following:

They have:

- a temperature of 38 degrees Celsius or more
- any other common symptoms of COVID-19 –
 - a new cough,
 - loss or changed sense of taste or smell,
 - shortness of breath or
 - an existing breathing condition that has recently become worse
- been in close contact with someone who has tested positive for COVID-19**
- been living with someone who is unwell and may have COVID-19
- other uncommon symptoms of COVID-19, such as sore throat or headaches or diarrhoea

Staff and pupils must cooperate with any public health officials and the school for contract tracing purposes and follow any public health advice in the event of a case or outbreak in the school.

Staff and pupils that develop symptoms at school must promptly bring this fact to the attention of the Principal, Deputy Principal, as appropriate.

Staff and pupils must know the protocol for managing a suspected case of COVID-19 in school as detailed in Section 8 of the DES Guidelines.

Everyone entering the school building must perform hand hygiene using hand sanitiser provided at each entrance.

If pupils are sick, parents/guardians **MUST Consult the HSE Advice for Parents (Appendix 8)** before deciding if they are able to present for school.

Visits to the school by all persons other than staff and pupils will be by appointment only.

Appointments must be arranged in advance through the school office, by phone on 071-9667264 or by email at cootehallns@gmail.com or by filling out the online form on our school website **cootehallns.com**.

Each visitor entering the school will be required to complete a Contract Tracing Log irrespective of the duration of the visit.

Parents must drop and collect pupils from the designated entrances and not enter the school grounds.

- The only exception to this:

➤ In the case of pupils with additional educational needs to an extent that the school advise the pupil to be accompanied, ONE parent/designated person can accompany pupils in these instances for assembly and dismissal. Parents/designated persons MUST practice physical distancing of 2m.

- Physical distancing of 2m should be maintained between staff and all visitors to the school.
- Physical distancing of 2m should be maintained between all adults when on school grounds.
- Adults accompanying pupils to school as detailed above and visitors with pre-arranged appointment
- MUST wear suitable face coverings.

6.3 Ventilation & Physical Distancing

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 school will follow this guidance.

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 lunchtimes (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

The Department has also published guidance regarding on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. Links to all aforementioned guidance can be accessed [here](#).

Physical distancing will be usefully applied in our school allowing for some flexibility when needed. It will be applied in a practical way that recognises that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing in our school will look different across the various ages and stages of learning.

It is 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 will maintain a minimum of 1m distance and where possible 2m.

They will also take measures to avoid close contact at face-to-face level such as remaining standing rather than sitting beside/crouching down. Staff will wear suitable face coverings while at work. Mobile Perspex screens are available in every classroom.

All adult visitors to the school, as scheduled by appointment, MUST maintain a 2m distance from school staff and wear suitable face coverings.

Our school community is committed to the two principles of physical distancing, namely, increasing separation and decreasing interaction, as a means of minimising the risk of the introduction of Covid-19 to our school.

6.3.1 An Increasing Separation

To maintain physical distancing the school has reconfigured class spaces to maximise physical distancing by removing unnecessary furniture to create space. It has utilised and reconfigured spaces in the school in order to maximise physical distancing. The teacher's desk is at least 1m away from pupil desks.

In order to minimise contact between pupils, insofar as possible, the school will operate based on 6 Areas for movement through the school and break times.

The Areas are as follows.

Area 1: Staffroom, Office, GP Hall, Kitchen

Area 2: Junior Infants & Senior Infants (Ms. Brennan)

Area 3: Senior Infants & First Class (Ms. Conroy/Ms Brennan)

Area 4: Second and Third Class (Mr. Conboy)

Area 5: Third and Fourth Class (Mr. Duffy)

Area 6: Fifth and Sixth Class (Ms. Gilhooly)

Areas will be separated by doors and access to and regress for staff and pupils from each area will be via a designated door as detailed below. Movement of pupils between areas will be minimalised and restricted to movement between a maximum of 2 Areas.

At break time students will play with students from their own classroom only in designated areas of the school yard.

School Areas	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6
Class	Staffroom Office GP Hall Kitchen	Jun Inf & Sen Inf	Sen Inf & 1 st	2 nd & 3 rd	3 rd & 4 th	5 th & 6 th
No. of Pupils	0	28	32	27	30	24
No. of Staff	3	1 & 1 Shared SET (CMcL)	1 & 1 Shared SET (C.M.)	1 & 1 Shared SET (C.M.)	1 & 1 Shared SET (C.McL)	1 & 1 Shared SET (CML)
No. of SNA's	0	Shared SNA (P.D.)	Shared SNA (J.T.)	Shared SNA (J.T.)	Shared SNA (J.T.)	Shared SNA (P.D.)
Entry/Exit via	Main Entrance/ Junior Infants Door	Junior & Sen. Infants Door	Sen Inf./1 st Doors	2 nd /3 rd Door	Door 3rd/4th	Door 5th/6th

6.3.2 Decreasing interaction

The extent to which decreasing interaction is possible in a primary or special school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between pupils.

In primary and special schools, a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

Desks and work areas will be allocated consistently to the same staff and children rather than having spaces which are shared. We will try to reduce the risk of infection by structuring 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.

In 5th & 6th class the students will be divided into Pods, where there will be 1m distance between individual Pods within the Class Bubble and also 1m between individuals in the pod.

In 3rd & 4th class it is not possible to have 1m between individuals due to class size and room size so the class will be divided into Pods, and these will be at least 1m distance.

In the Junior rooms we will divide the classes into Pods and separate each Pod by 1m.

This will 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 grouping mix only with students in their own classroom 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. Pod sizes will be kept as small as is reasonably practical in the specific classroom context and will be influenced by access students need to extra support and student wellbeing.

Sharing educational material between Pods will be minimised where possible.

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

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

Physical Distancing outside of the classroom and within the school

School Arrival and Dismissal

In our school we have 86 families.

Students will be arriving to school from the Breakfast club run by Ardcarne Community Childcare Group, School Bus, Car and Bicycle/Walk.

At the end of the school day students will be leaving by School Bus, Car and Bicycle/Walk and may also be availing of the after-school services run by Ardcarne Community Childcare Group.

The school staff will supervise assembly and dismissal times to help in the smooth running of this staggered arrival and dismissal times.

To ensure a smooth transition the same parking arrangements as last year will be in place.



The timetable and format for Arrival and Dismissal times at our school remains the same as last year. This will be reviewed regularly to ensure that all our students can arrive and leave school in a same manner.

To ensure the smooth running of this, supervision starts at 9:15 a.m., and finishes at 3:25p.m. The Board of Management accepts no responsibility for any pupils on the school premises outside of these hours.

The timetable for Arrival and Dismissal is as follows:

	Families A-L	Families M- Z	School Bus	Breakfast Club/After school
Arrival Time	9.15 a.m.	9.20 a.m.	9.25 a.m.	9.15 a.m.
Dismissal Time	3.15 p.m.	3.20 p.m.	3.10 p.m.	3.15 p.m.

On their first day of school Junior Infants will start at 10a.m.

For the first 2 weeks to ensure a safe and successful start into their life at school the Junior Infant day will finish at 12.30p.m.

From Monday September 13th the Junior Infants will finish their day at 2.10p.m.

Junior Infant and Senior Infant students' day finish at 2.10 p.m. The infant teacher uses the remaining hour for class preparation and organisation.

- We ask that all students arrive and are collected at agreed times.
- **We ask that students do not enter the school grounds until a staff member opens and is present at the school gate.** This is to ensure that all students on the school grounds are appropriately supervised.
- When pupils are dropped at their designated time, they must proceed unaccompanied through the open main gate (apart from exceptions listed in 6.2 above) directly to their classroom.
- Pupils WILL NOT be permitted to congregate/play in the school yard on arrival/dismissal.
- Parents MUST ENSURE that appropriate arrangements are put in place for assembly and dismissal of pupils.

Parental responsibilities on assembly/dismissal:

- Parents must arrive on time for dropping off and collecting their child.
- Only parents or carers who are well and have no symptoms of COVID-19 or who have served the required quarantine time of 14 days where advised are allowed to drop off and collect children.
- Any parent who is in a very high-risk category should not drop off or collect children in order to protect themselves.
- Parents must not congregate in groups.
- Parents who are permitted on school grounds (Junior Infants on 1st day and pupils with additional needs) must ensure their child remains at their side at all times and that their child does not interact with other children.
- Parents who are permitted on school grounds (Junior Infants on 1st Day and pupils with additional needs) must wear suitable face coverings

- A drop and go/collect and go policy will be in place. Under no circumstances are parents to congregate on or outside school grounds.
- At arrival and departure times of children, social distancing is to be maintained by children and parents.

7. Managing the risk of spread of COVID-19

a. Wash your Hands Frequently

Regular hand washing with soap and water is effective for the removal of COVID-19. Posters are displayed at each hand washing station throughout the school showing effective hand washing technique.

We will follow the HSE guidelines on handwashing:

Pupils and staff MUST perform hand hygiene:

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

For further advice from HSE on how to wash your hands the following link will be helpful:

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

b. Hand Hygiene and Hand Sanitisers

All members of our school community MUST practise and actively promote effective hand hygiene at home and at school. Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean).

- Staff and pupils must understand why hand hygiene is important as well as when and how to wash their hands.
- Hand sanitisers are installed, with appropriate signage, at each outside entrance door, in each classroom and at appropriate locations throughout the school.
- All persons entering the school building must perform hand hygiene using hand sanitiser provided.

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

Frequency of Hand Hygiene: Pupils and staff MUST perform hand hygiene:

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

c. Physical Distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Physical distancing will be usefully applied in our school allowing for some flexibility when needed. It will be applied in a practical way that recognises that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Physical distancing in our school will look different across the various ages and stages of learning.

It is 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 will 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. Staff will wear suitable face coverings while at work. All classrooms will have a movable Perspex screen to help maintain physical distancing between staff and pupils in small group situations.

All adult visitors to the school, as scheduled by appointment, MUST maintain a 2m distance from school staff and wear suitable face coverings.

In 5th & 6th class the students will be divided into Pods, where there will be 1m distance between individual Pods within the Class Bubble and also 1m between individuals in the pod.

In 3rd & 4th class it is not possible to have 1m between individuals due to class size and room size so the class will be divided into Pods, and these will be at least 1m distance.

In the Junior rooms we will divide the classes into Pods and separate each Pod by 1m.

All classrooms will have a separate designated area outside during breaktime.

At breaktime all classrooms will have a separate area in the school yard to play each day. These areas will be rotated on a regular basis.

When in their designated outside area students will be allowed to play with any students from their **classroom** only.

When returning to class at the end of breaktime each classroom will use a separate designated entrance to enter their classroom.

Toilet facilities

All classrooms will have a designated toilet block.
In each toilet block there will be designated boys and girls toilet.

Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated, as necessary.

d. Practice respiratory hygiene

Respiratory Hygiene

All members of our school community **MUST** practise and actively promote good respiratory hygiene at home and at school as this will help protect people around us from viruses such as flu and Covid-19.

Good respiratory hygiene entails:

- Covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze.
- Disposing of the used tissue immediately and safely into a nearby bin.
- Bins will be emptied at regular intervals.

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

e. Avoid Touching Eyes, Nose and Mouth

Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose, or mouth.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

Do Not

- Touch your eyes, nose, or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

f. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups (7th May 2021), which include people who:

- are over 70 years of age - even if you're fit and well
- have Down Syndrome
- have [cancer](#) and are being treated with chemotherapy or similar drugs other than hormone therapy
- have lung or head and neck cancer and are having radical surgery or radiotherapy
- are having radical radiotherapy for lung cancer or head and neck cancer
- are having certain complex cancer surgery, for example, surgery for lung cancer, head and neck cancer or oesophageal cancer
- have advanced cancer or cancer that has spread to another part of the body
- are on dialysis or have end-stage [kidney disease](#) and an eGFR less than 15
- have a condition affecting the brains or nerves that has significantly affected your ability to breathe, meaning you require non-invasive ventilation (such as motor neurone disease or spinal muscular atrophy)
- have [unstable or severe cystic fibrosis](#), including people waiting for a transplant
- have severe respiratory conditions including [Alpha-1 antitrypsin deficiency](#), [severe asthma](#), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](#)
- have uncontrolled diabetes
- have had an organ transplant or are waiting for a transplant
- have had a bone marrow or stem cell transplant in the last 12 months, or are waiting for a transplant
- have a rare condition that means you have a very high risk of getting infections (such as APECED or errors in the interferon pathway)
- sickle cell disease
- have been treated with drugs such as Rituximab, Cyclophosphamide, Alemtuzumab, Cladribine or Ocrelizumab in the last 6 months
- have certain inherited metabolic disorders (such as Maple Syrup Urine Disease)
- have [obesity](#) with a body mass index (BMI) greater than 40

The advice for this group is available from the HSE.

Staff who are in this group should contact the Occupational Health Service.

Details of the arrangements that will apply for Teacher's and SNAs are on Circular 42/2021.

Students inability to attend school due to Covid-19

• Pupils who are unable to attend school on medical grounds, due to Covid-19, must provide the school with a letter/report from their GP/Consultant stating that they cannot attend on health grounds.

• In the absence of medical certification of non-attendance, the school is obliged by law to implement the terms of The Education Welfare Act as normal.

8 A-Z of School Practices and Procedures

8.1 Books etc.

Parents must ensure that all books/writing equipment are sanitised using alcohol wipes before being placed in the child's schoolbag.

Parents must ensure that all of the child's equipment/books/copies are labelled with the child's name as equipment/books cannot and will not be shared.

We are asking parents to ensure your child has a pencil case for home use and another one for school use. The pencil case used at home will not be brought to school and the pencil case used in school will not be brought home.

We ask that any schoolbooks that are being returned from the last school year be put in a separate bag. These will then be put in quarantine/storage for the recommended period of time and sanitised.

8.2 Clothing

Ensure your child can/teach your child to open/close their own coat and tie their own shoes.

Shoes with Velcro should be used where pupils are unable to tie their own.

Please label all your child's belongings.

8.3 Face Coverings

Staff members will wear suitable face coverings when a physical distance of 2 metres cannot be maintained.

There is no requirement for pupils to wear face coverings as of this time.

All adult visitors to school grounds MUST WEAR suitable face coverings.

8.4 Handshaking/Hugging

While we will all be delighted to see each other again, hand shaking, and hugging will not be allowed.

8.5 Home/School Communication

Communication between home and school will be by e mail, text, Aladdin and through our school website.

Face to face meetings will only be used in exceptional circumstances at this time. We do hope that this will be allowed to change during this school year.

8.6 Homework:

Homework will not be assigned for the opening week; however, we would strongly encourage each pupil to read as extensively as possible during this time.

8.7 Hygiene and Cleaning

Hand sanitisers are installed, with appropriate signage, at each outside entrance door, in each classroom and at appropriate locations throughout the school.

Emulsifying soap is available in all toilets and classrooms.

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned once per day.

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

Staff will thoroughly clean and disinfect their work area before and after use each day. Alcohol-based sanitiser must not be stored or used near heat or naked flame.

Waste will be collected regularly from offices and other areas within the school.

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

8.8 ICT

A timetable will be drawn up for the use of common devices.

Devices will be cleaned after use and before they are returned for charging.

8.9 Lunches

Parents must ensure that all lunch boxes/water bottles are sanitised before being placed in the child's schoolbag.

Parents **MUST** ensure that pupils have sufficient lunch/drink coming to school each morning as we will not be in a position to accept and distribute lunches during the school day.

Please remind your children not to share their food or drinks with other children.

Please make sure your child is self-sufficient i.e., they can open/peel any lunch/drink you pack for them. Please pay particular attention to any drinks that require a straw.

Please make sure they have enough drinks to last them throughout the day. Children will eat their lunches at their desks. No food will be allowed onto the yard.

All leftovers/waste must be stored in each pupil's lunchbox and must be disposed of at home.

8.10 Office

We request that parents use Way to Pay e payments as much as possible to minimise the amount of cash that needs to be handled. Details regarding Way to Pay will be sent to all families in September. Attendance at school office is by pre-arranged appointment only.

Pupils will not have access to offices.

As far as possible, staff members should minimise their entry to the office area

8.11 Photocopying.

Any staff member who uses the photocopier must clean it down after use with the wipes provided.

8.12 Physical Education and P.E. Equipment

Physical Education lessons will take place outside when the weather allows.

Teachers will organise lessons that require the minimum amount of sharing of equipment.

Staff members and pupils will be encouraged to take additional breaks outside during the school day.

While these breaks are taking place all windows in the classroom should be opened to allow for ventilation.

All PE equipment if used will be sanitised after use.

8.13 Punctuality

It is essential that parents/pupils adhere strictly to the times allocated for assembly and dismissal. Parents of pupils who present late for school must contact the school to arrange entry to the school. Pupils remain the responsibility of the parents/guardians until they have arranged access to the school.

8.14 Returning from abroad

If they have travelled outside of Ireland, staff and students should consult and follow latest Government advice in relation to foreign travel before attending school.

8.15 Staffroom

All staff members must maintain a physical distance of 2 metres when they are not engaged in teaching e.g., when they are using the staff room and arriving to work. Staff meetings for the most part will be held remotely or in small groups if deemed necessary. Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. Staff members should bring any waste/leftovers home.

8.16 Substitute Teachers and SNAs

The sequence for covering all teacher absences will be in accordance with the latest DES circulars including 0042/2021.

A copy of the Covid-19 Return to School Policy will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

8.17 Teaching and Learning

As a school, we are very aware that the children have been away from school for considerable periods since March 12th, 2020. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child is in a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2021/2022 school year.

8.18 Team Teaching/Special Education Teachers/Special Needs Assistants

Staff members (particularly Support Teachers and SNAs) may rotate between areas/classes but this will be limited to movement between a maximum of three areas. When rotation occurs, agreed sanitising routines will be observed.

In keeping with our Special Education policy, support will be provided by a blended approach of in-class support and withdrawal.

The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble (class)

Where a support teacher is working alongside a class teacher in a classroom, both teachers must be mindful of maintaining social distance from one another.

The tables and chairs in SET rooms will be wiped clean by the SET in between different pupils or small groups attending.

8.19 Uniforms

As a school we strongly advise that children should wear their school uniforms only for school related activities. Uniforms or tracksuits should be taken off straight after the child arrives home from school for the day. They should not be worn in after-school facilities, shops, during after-school activities, etc.

8.20 Ventilation

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground as per Department of Education Guidelines of May 2021.

8.21 Visiting Teachers/Coaches

Requests for Visiting Teachers/Coaches to work in the school will be studied on a case-by-case basis. The possibility of facilitating extra-curricular activities will be explored. However, it is not recommended that children from different bubbles would participate in extra-curricular activities at the same time.

8.22 Wellbeing of the School Community

We will work on the recommended five principles to support the wellbeing of all our pupils and staff. These are promoting:

- *A sense of safety*
- *A sense of calm*
- *A sense of belonging and connectedness to school*
- *A sense of self-efficacy and school-community efficacy*
- *A sense of hope*

Our usual practice is to provide support to pupils based on the Continuum of Support. This is a tiered system that provides Whole School and Classroom Support for all pupils, additional School Support for some pupils, and School Support plus extra targeted intervention for a few pupils with complex needs.

- The Stay Safe programme will be taught in all classes during this school year.
- Continued emphasis will be placed in all classes on SPHE / PE and outdoor activities.

9. Control Measures

A range of essential control measures have been implemented to reduce the risk of the spread of Covid-19 virus and to protect the safety, health and welfare of staff, pupils, parents/guardians and visitors as far as possible within the school.

These control measures are outlined in this document.

The control measures shall continue to be reviewed and updated as required on an ongoing basis.

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

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

The following control measures have been put in place:

a. Return to Work Form

Staff will be required to complete a RTW form prior to any return to the school (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19, is not living with someone who has symptoms of the virus, is not a close contact of a confirmed case of COVID-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

b. Induction Training

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

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

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

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

c. Induction Training for Return to School

Staff will have access to the Induction Training for Return to School that is being provided by the Department of Education. New staff will do Induction Training for Return to School before they start their work in our school.

d. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors, and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations outside the school and within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including office, GP Hall, staffroom area, classrooms, and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school and are available in each classroom.

e. Use of Personal Protective Equipment (PPE)

It is now required that staff members will wear recommended face coverings, when a physical distance of 2 metres cannot be maintained from other staff, parents, pupils or essential visitors

However, for a limited number of staff, further PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas.

Such include roles where:

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

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

f. Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

g. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made. **(See Appendix 5)**

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

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

Staff should thoroughly clean and disinfect their work area before and after use each day. There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

h. Access to the school building /contact log

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

Arrangement for necessary visitors such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors, and visitors at the workplace.

A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts. **SEE APPENDIX 6**

i. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in **St. Michael's & St. Patrick's N.S. (Roll No. 19720P)**

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the principal or nearest first aider giving details of location (**St. Michael's & St. Patrick's N.S., Cootehall, F52TV26**) and type of medical incident.

10. Dealing with a suspected case of Covid-19

Do not send your child to school if any of the following apply. Your child has:

- a temperature of 38 degrees Celsius or more any other common symptoms of COVID-19
- a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has recently become worse
- been in close contact with someone who has tested positive for COVID-19**
- been living with someone who is unwell and may have COVID-19
- other uncommon symptoms of COVID-19, such as sore throat or headaches or diarrhoea

The following outlines how **St. Michael's & St. Patrick's N.S. (Roll No. 19720P)** will deal with a suspected case that may arise during the course of work. **(See Appendix 7)**

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 was considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door if possible and away from other staff and pupils.

Designated isolation areas are as follows

(1) Sensory Room, (2) GP Hall Annex (3) Polytunnel (4) Staff/SET Room

If a staff member/pupil displays symptoms of Covid-19 while at work in **St. Michael's & St. Patrick's N.S. (Roll No. 19720P)** 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;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- 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;
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process.

The HSE will contact all relevant persons where a diagnosis of COVID-19 is made.

The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

School staff are 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.

11. Staff Duties

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

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

12. Covid related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. (See Circular 0042/2021)

13. Employee Assistance and Wellbeing Programme (Freephone Helpline 1800 411 057)

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

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

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

**This Covid Response Plan will be reviewed by the Board of Management
in September 2021**

Cían Duffy,
Principal.

Fr. Brendan McDonagh,
On behalf of the Board of Management.

14. Appendices List

Appendix 1	Covid Policy Statement
Appendix 2	Return to Work Form
Appendix 3	Risk Assessment
Appendix 4	Lead Worker Representative
Appendix 5	Cleaning Schedule
Appendix 6	Contact Log
Appendix 7	Dealing with a case of Covid 19
Appendix 8	Checklist for Cleaning
Appendix 9	Checklist for Management
Appendix 10	Back to School Advice from DES
Appendix 11	Isolation Quick Guide v2.3 17/08/21
Appendix 12	

Appendix 1 – Covid -19 Policy Statement**St. Michael's & St. Patrick's N.S.****Cootehall,****F52TV26****Roll No. 19720P****071-9667264****www.cootehallns.com****COVID-19 Policy Statement**

St. Michael's & St. Patrick's N.S. (Roll No. 19720P) 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 and updated 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 handwashing 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
 - 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: _____

Principal.

On behalf of the Board of Management.

Date: 27th August 2021

Appendix 2 – Return to Work Form

St. Michael's & St. Patrick's N.S.
Cootehall,
F52TV26
Roll No. 19720P
071-9667264
www.cootehallns.com
cootehallns@gmail.com

Return to Work Form

This Return-to-Work form must be completed by staff in advance of returning to the workplace. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to the school workspace.

Name: _____ Date: _____

Name of Principal: **CIAN DUFFY**

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature (38 degrees C or above), difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Are you awaiting the results of a COVID-19 test?		
4.	In the past 14 days have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
5.	Have you been advised by to self-isolate at this time?		
6.	Have you been advised to restrict your movements at this time?		
7.	Have you been categorised as 'Very High Risk' or 'High Risk' by the Occupational Health Service (OHS)?		

Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work e.g., returning from travel abroad.

* If your situation changes after you complete and submit this Return-to-Work Form, please inform your employer.

** Further information on people at very high risk (extremely vulnerable) or high risk from COVID-19

can be found at link: <https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>.

*** Details of current arrangements for travel overseas can be found set out at <https://www.gov.ie/en/publication/77952-government-advice-on-international-travel/>

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: _____ Date: _____

Appendix 4- Lead Worker Representative

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.
The role of the worker representative is to ensure that Covid-19 measures are adhered to.

Checklist -Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?	
2. Have you been provided with information and training in relation to the role of lead worker representative?	
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?	
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?	
11. Did your school consult with you when putting control measures in place? <i>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</i>	
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)	
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? Record Book Needed	
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 – Suspected Case	
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?	

Signed: _____

Date: _____

Appendix 5 – Cleaning Schedule**St. Michael's & St. Patrick's N.S. (Roll No. 19720P) Cleaning Programme**

<i>General Environment Cleaning Programme</i>		
<i>Area/Item</i>	<i>Method</i>	<i>Frequency/Comments</i>
Teacher's /SNAs Table & Chair Teacher's /SNAs Workstation Computer and IWB	Clean with anti-bacterial sprays and wipes	Twice Daily by teacher/SNA and immediately if soiled i.e., if soiled with blood or body fluids.
In Classroom: Tables & Chairs Door & Window handles Windowsills Light switches and sockets Sinks, Paper hand towel dispenser & Soap Dispenser	Clean with anti-bacterial sprays and wipes	Daily by cleaner and immediately by another staff member if soiled i.e., if soiled with blood or body fluids.
In G.P. Hall/ SET Room Tables & Chairs Door & Window handles Windowsills Light switches and sockets Benches SET Equipment	Clean with anti-bacterial sprays and wipes	SET workstations and Equipment cleaned after every use SET/SNA Daily by cleaner and immediately by another staff member if soiled i.e., if soiled with blood or body fluids.
In Entrance areas Door & handles Light switches and sockets Radiators	Clean with anti-bacterial sprays and wipes	Daily by cleaner and immediately by another staff member if soiled i.e., if soiled with blood or body fluids.

In Staffroom: Phone Tables & Chairs Door & Window handles Press handles Windowsills Light switches and sockets Sink, Paper hand towel dispenser & Soap Dispenser Kitchen Appliances Cups/Plates/Cutlery	<p>Clean with anti-bacterial sprays, wipes or water and general-purpose detergent</p> <p>After each use. Wash in the dishwasher</p>	<p>After each use of the staffroom. Staff member to clean all equipment used after themselves and cleaner end of school day</p>
In Office Tables & Chairs Door & Window handles Press handles Windowsills Light switches and sockets Computer, Screen, Hard Drive and Printer	<p>Clean with anti-bacterial sprays, wipes</p>	<p>Daily by secretary/Principal after use and immediately by another staff member if soiled i.e., if soiled with blood or body fluids.</p>
In Kitchen Door & Window handles Press handles Light switches and sockets Sink, Paper hand towel dispenser & Soap Dispenser kitchen appliances Cups/Plates/Cutlery	<p>Clean with anti-bacterial sprays, wipes or water and general-purpose detergent</p> <p>Wash in the dishwasher</p>	<p>After each use of the staffroom. Staff member to clean all equipment used after themselves and cleaner end of school day</p>
Washable floor covering	<p>Sweep Vacuum clean to remove dirt when children are not present. Wash with detergent, water and clean utensils</p>	<p>Daily sweeping Vacuumed and washed daily by cleaner and immediately by another staff member if soiled e.g., spillage</p>
Carpets	<p>Vacuum Clean with an approved carpet cleaning method</p>	<p>Daily by cleaner Clean carpets only when staff will not be present to ensure the carpet is dry before next use Clean carpets at least every term with an approved carpet cleaner or immediately when soiled.</p>

Walls	Clean with warm water and general-purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning by cleaner not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by infants
Waste bins	Empty Clean with general purpose detergent and warm water	Daily by cleaner Weekly and immediately if soiled by cleaner
Mops and cleaning cloths	Mop heads should be washed in warm water and detergent, rinsed and air dried Reusable cloths must be laundered daily on a hot wash cycle (at least 60°C) in a washing machine	After use After daily use

Toilet Area Cleaning Program

<i>Area/Item</i>	<i>Method</i>	<i>Frequency / Comments</i>
<i>Wash hand basins, taps, soap dispensers, paper towel dispensers</i>	<i>Clean with detergent and warm water.</i>	Daily by cleaner and immediately if soiled. <i>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</i>
<i>Both sides of toilet seat, toilet handles, doorknobs or cubicle handles.</i>	Clean with detergent and warm water.	<i>Daily by cleaner and immediately if soiled.</i> <i>If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.</i>
<i>Toilet bowls</i>	<i>Use toilet cleaner as per manufacturer's instructions.</i>	<i>At least daily by cleaner and immediately if soiled.</i>

Toy Cleaning Program		
<i>Item</i>	<i>Method</i>	<i>Frequency / Comments</i>
Soft toys – if shared.	Machine washed in a hot cycle according to manufacturer's instructions.	Weekly by teacher If soiled, take out of use immediately.
Hard toys/items that might be put into the mouth or have been in contact with saliva or other body fluids.	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher.	After each child's use.
Other hard toys e.g., dolls house, climbing frame.	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly. Take out of use immediately if soiled.
Cushions	Machine wash to manufacturer's instructions	Weekly. Take out of use immediately if soiled and machine wash.
Dress-up clothes	Machine wash to manufacturer's instructions	Weekly/Monthly according to usage or more frequently if required.
Soft Modelling Materials and Play Dough	Individual Use Only	

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

Classroom Cleaning Checklist

Date: _____

	<div>Classroom</div> <div> <div>5th & 6th</div> <div>3rd & 4th</div> <div>2nd & 1st</div> </div> <div>Sen Inf & 1st, Junior Infants</div>
Area/Item to be cleaned	Tick when completed
Tables	
Chairs	
Door Handles	
Window handles	
Windowsills	
Light switches	
sockets	
Sinks,	
Paper hand towel dispenser	
Soap Dispenser	
Carpet	
Tiled Area	
Walls	
Bins	
Other	

Signed: _____

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

Staff room Cleaning Checklist

Date: _____

	Staffroom
Area/Item to be cleaned	Tick when completed
Tables	
Chairs	
Door Handles	
Window handles	
Windowsills	
Light switches	
sockets	
Sink,	
Paper hand towel dispenser	
Soap Dispenser	
Carpet	
Worktops	
Kitchen Appliances	
Dishwasher Turned on	
Walls	
Bins	
Other	

Signed: _____

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

GP Hall Cleaning Checklist

Date: _____

	GP Hall
Area/Item to be cleaned	Tick when completed
Tables	
Chairs	
Door Handles	
Window handles	
Windowsills	
Light switches	
sockets	
Floor	
Hand Sanitiser Dispenser	
Walls	
Bins	
Other	

Signed: _____

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

Entrance Hall Cleaning Checklist

Date: _____

	<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 1px solid black; padding: 2px; margin: 2px;">Front</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;">Entrance Hall</div> <div style="border: 1px solid black; padding: 2px; margin: 2px;">Senior Students</div> </div> <div style="border: 1px solid black; padding: 2px; margin: 2px; text-align: center;">Sen Inf & 1st & 2nd</div> <div style="border: 1px solid black; padding: 2px; margin: 2px; text-align: center;">Junior Infants</div>
Area/Item to be cleaned	Tick when completed
Door Handles	
Light switches	
sockets	
Radiator	
Floor	
Mat	
Walls	
Hand Sanitiser Dispenser	
Other	

Signed: _____

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)**Kitchen Cleaning Checklist****Date:** _____

	Kitchen
Area/Item to be cleaned	Tick when completed
Door Handles	
Window handles	
Windowsills	
Light switches	
sockets	
Sink,	
Paper hand towel dispenser	
Soap Dispenser	
Floor	
Worktops	
Kitchen Appliances	
Dishwasher Turned on	
Bins	
Other	

Signed: _____

St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

Toilet Cleaning Checklist

Date: _____

	<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Toilet </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> 5th & 6th 3rd & 4th 2nd & 1st </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Sen Inf & 1st Junior Infants </div> <div style="display: flex; justify-content: space-around; font-size: 0.8em;"> Staff </div>
Area/Item to be cleaned	Tick when completed
Wash hand basins	
taps	
Toilet bowls	
Both sides of toilet seat	
toilet handles	
Toilet Roll Dispensers (and refill)	
Door handles	
Cubicle Handles	
Light switches	
Paper hand towel dispensers (and refill)	
Soap Dispensers (and refill)	
Floor	
Walls	
Bins	
Other	

Signed: _____

Appendix 6 Contact Tracing Logbook

Name of School	St. Michael's & St. Patrick's N.S.		School Contact Person	Cian Duffy	
Address of School	Cootehall, Boyle, Co. Roscommon, F52 TV26		For Queries only: Phone No	071-9667264	
			Email for	cootehallns@gmail.com	
Name of Visitor				Was the visit pre-arranged with the principal? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Visit	___/___/___ /____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name (If applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

Appendix 7 - 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.

If a staff member/pupil displays symptoms of Covid-19 while at work in **St. Michael's & St. Patrick's N.S. (Roll No. 19720P)** the following are the procedures to be implemented:

If a staff member/pupil displays symptoms of Covid-19 while at work in **St. Michael's & St. Patrick's N.S. (Roll No. 19720P)** 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;
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;
- The isolation area does not have to be a room but if it is not a room it should be 2m away from others in the room;
- 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;
- Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;
- Arrange for appropriate cleaning of the isolation area and work areas involved

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

Checklist for dealing with a suspected case of COVID -19

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?	
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?	
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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?	

Cleaning

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

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? (<i>Department of Education intends to provide online training for cleaning staff</i>)	
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: <ul style="list-style-type: none"> ➤ 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? <i>The Protocol advises that personal waste such as cleaning waste, tissues etc should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</i>	
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?	

Checklist 1 - for School Management St. Michael's & St. Patrick's N.S. (Roll No. 19720P)

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?	
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?	
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?	
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 before they return to the workplace?	
11. Have you requested confirmation that the details in the return to work form remain unchanged following periods of closure such as school holidays	
12. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DE agreed arrangements for management of those staff?	
13. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19?	
14. Have you advised staff and pupils to follow public health advice if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.	
15. Have you advised staff and pupils consult and follow latest Government	

advice in relation to foreign travel.	
16. 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?	
17. Have you advised Staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school.	
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	
19. Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?	

Training and Induction

20. Have you advised new 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?	

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 frequent touched surfaces points, to be cleaned once a day?	

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?	
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 handwashing/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 new 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: <ul style="list-style-type: none"> • 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 • when entering and exiting vehicles • when entering and exiting school buildings 	
38. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus? <ul style="list-style-type: none"> • 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 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?	

Advice for parents during Covid-19:

Back to School in September 2021 – Primary Schools



School communities are working hard, with the support of public health officials, to ensure the safe operation of our schools for pupils, staff and families.

All schools have put in place rules and routines which must be followed to keep everyone safe. The latest public health advice on returning to school is available on gov.ie/backtoschool.



If your child has any of the following symptoms of Covid-19, do not send them to school and contact your GP:

- A temperature of 38 degrees Celsius or more, a new cough, loss or changed sense of taste or smell, shortness of breath or an existing breathing condition that has become worse, other uncommon symptoms of Covid-19, such as sore throat, headaches or diarrhoea

Do not send your child to school if they have:

- Been in close contact with someone who has tested positive for Covid-19
- Been living with someone who is unwell and may have Covid-19



See [here](#) for more.

- If your GP sends your child for a Covid-19 test, your child should remain at home until a negative test result is received
- If Covid-19 is not detected from the test, they can return to school once their symptoms are clear
- If Covid-19 is detected, they must self-isolate and follow the instructions from public health
- Public health will provide guidance to you on the next steps to follow.

Read the HSE guide for parents [here](#) or see gov.ie/backtoschool for a live link.









An Roinn Oideachais
Department of Education

Advice for parents during Covid-19:

Back to School in September 2021 – Primary Schools



- > **Good handwashing and hygiene practice** – important for all pupils. It's important that pupils' hands are washed regularly. Where possible pupils should be taught to cough or sneeze into their elbow or a tissue which must be binned immediately.

- > All measures in schools in the last year remain in place in 2021/2022. Public health is satisfied that these measures help keep schools safe.



- > Staff members will wear appropriate **personal protective equipment (PPE)** when they cannot keep 2 metres apart from others.

- > Schools have been provided with the funding to supply this PPE for staff members.



- > **School transport** – pupils have an assigned seat that they must sit in.

- > **Pick up and drop off** can be a busy time.

- > Please ensure social distancing by following the school's guidance on when and where to go. Please drop and collect your child quickly without lingering.

- > If you have travelled abroad recently please make sure you have followed all the current guidelines in place for you and your children. See [here](https://www.gov.uk/government/covid-19-travel-advice) for more information or see [gov.uk/covid-19-travel-advice](https://www.gov.uk/government/covid-19-travel-advice) for a live link.



- > Parents should follow public health advice on socialising outside of the household to keep their children safe outside of school.



For more see [gov.uk/backtoschool](https://www.gov.uk/backtoschool)



Isolation quick guide for parents and guardians of children older than 3 months and up to 13 years of age

V2.3. 17.08.2021

Signs of COVID-19 disease:

- A fever of 38.0°C or higher without another medical reason (such as chickenpox or a urine infection) OR
- new cough or difficulty breathing or worsening of an existing breathing problem, OR
- loss of sense of smell, change in sense of taste, or loss of sense of taste (if your child is able to say this) OR
- other minor breathing or chest problems in a child who has been in contact with an ill person, is part of an outbreak or is a contact of someone who has COVID-19

Self-isolation – (stay in your room). Self-isolation means staying indoors and completely avoiding contact with other people. This includes other people who live in the same house as your child, as much as possible. Self-isolation is for children who have had a test that shows they have COVID-19 and also for children who are thought to have COVID-19, but are still waiting for a test.

Restricting movement – (stay at home). Restricting movement means avoiding contact with other people as much as possible and not going to school or creche. Restricting movement is for people who do not have signs of COVID-19 but who may be at higher risk of getting COVID-19 because they were exposed to a particular risk.

If your child has:

- Recently returned from a designated state¹, OR
- Has tested positive for COVID-19 and recently returned from a designated state¹

these guidelines do not apply to you. Please see the current [HPSC](#) guidelines on what to do in these specific situations

For information for those returning from designated states who will need to enter Mandatory Hotel Quarantine, see [here](#).

See page 2 -4 for full guide.

HSE Health Protection Surveillance Centre. www.hpsc.ie

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	Situation	Actions for child	Actions for others minding or living with the child
1	Positive COVID-19 test	Your child needs to self-isolate for 10 full days from when the signs of COVID-19 started, with no fever for the last 5 days If your child does not have signs of COVID-19, they must self-isolate for 10 full days, starting from the date of the test.	Close contacts must restrict their movements for 14 days after last contact with case ¹ . Close contacts will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is "Negative/Not Detected" and the close contact has no symptoms of COVID-19, they can stop restricting their movements.
2	A child with signs of COVID-19 disease waiting for a COVID-19 test or test result. Sometimes the GP may say that results need to be repeated to be sure if the child has COVID-19 or not. This section applies for those in this situation also:	Your child needs to self-isolate, including from other people in the house if possible, while waiting for the COVID-19 test result	Household contacts ² of the child must restrict their movements while waiting for the COVID-19 test result, or until the child has been told that their illness is not from COVID-19.
3	A child with signs of COVID-19 disease and a "Negative/Not Detected" COVID-19 test result	Your child should follow medical advice on how long to stay off school or creche. They need to self-isolate until they have had no signs of illness for 48 hours	There is no need for close contacts or household contacts ³ of the child to restrict their movements any more.
4	A child with signs of illness that may be COVID-19, who is waiting for a doctor to assess their illness and decide if a COVID-19 test is needed.	Your child needs to self-isolate until they have been assessed by a doctor.	Other people do not need to restrict their movements until the child has been assessed by a doctor. If the doctor decides the child needs a COVID-19 test, household contacts ³ of the child need to restrict their movements while waiting for the COVID-19 test result (follow advice in Row 2).
5	A child with no signs of COVID-19 disease, but they have been told they are a close contact of someone with COVID-19. ⁴	Your child needs to restrict their movements for 14 days. They will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is "Negative/Not Detected" and your child does not have any symptoms of COVID-19, they can stop restricting their movements.	No restrictions unless your child is a close contact of a case who recently returned from a high risk 'Category 2' country ¹ .
6	A child with no signs of COVID-19 disease, but they have been told that they are a close contact of someone with COVID-19 ⁴ , however the child has had COVID-19 infection themselves in the past 9 months.	<ul style="list-style-type: none"> If your child received a positive result for COVID-19 in the last 9 months and they now have no symptoms, your child does not need to be tested or to restrict movements. If it is more than 9 months since your child received a positive result for COVID-19 and you have been told 	No restrictions are required, unless your child develops symptoms.

	Situation	Actions for child	Actions for others minding or living with the child
1	Positive COVID-19 test	Your child needs to self-isolate for 10 full days from when the signs of COVID-19 started, with no fever for the last 5 days If your child does not have signs of COVID-19, they must self-isolate for 10 full days, starting from the date of the test.	Close contacts must restrict their movements for 14 days after last contact with case ³ . Close contacts will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is "Negative/Not Detected" and the close contact has no symptoms of COVID-19, they can stop restricting their movements.
2	A child with signs of COVID-19 disease waiting for a COVID-19 test or test result. Sometimes the GP may say that results need to be repeated to be sure if the child has COVID-19 or not. This section applies for those in this situation also.	Your child needs to self-isolate, including from other people in the house if possible, while waiting for the COVID-19 test result	Household contacts ² of the child must restrict their movements while waiting for the COVID-19 test result, or until the child has been told that their illness is not from COVID-19.
3	A child with signs of COVID-19 disease and a "Negative/Not Detected" COVID-19 test result	Your child should follow medical advice on how long to stay off school or creche. They need to self-isolate until they have had no signs of illness for 48 hours	There is no need for close contacts or household contacts ² of the child to restrict their movements any more.
4	A child with signs of illness that may be COVID-19, who is waiting for a doctor to assess their illness and decide if a COVID-19 test is needed.	Your child needs to self-isolate until they have been assessed by a doctor.	Other people do not need to restrict their movements until the child has been assessed by a doctor. If the doctor decides the child needs a COVID-19 test, household contacts ² of the child need to restrict their movements while waiting for the COVID-19 test result (follow advice in Row 2).
5	A child with no signs of COVID-19 disease, but they have been told they are a close contact of someone with COVID-19. ⁴	Your child needs to restrict their movements for 14 days. They will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is "Negative/Not Detected" and your child does not have any symptoms of COVID-19, they can stop restricting their movements.	No restrictions unless your child is a close contact of a case who recently returned from a high risk 'Category 2' country ¹ .
6	A child with no signs of COVID-19 disease, but they have been told that they are a close contact of someone with COVID-19 ⁴ , however the child has had COVID-19 infection themselves in the past 9 months.	<ul style="list-style-type: none"> If your child received a positive result for COVID-19 in the last 9 months and they now have no symptoms, your child does not need to be tested or to restrict movements. If it is more than 9 months since your child received a positive result for COVID-19 and you have been told 	No restrictions are required, unless your child develops symptoms.

		<p>that your child is a close contact of a COVID-19 case, but your child has no symptoms, your child needs to restrict movements and be tested (follow advice in row 5).</p> <ul style="list-style-type: none"> If your child starts to develop signs of COVID-19, they will need to self-isolate and be tested for COVID-19, even if it is less than 9 months since your child was diagnosed with COVID-19. (follow advice in row 2) 	
7	<p>A child with a runny nose or other minor signs of illness and 'off-form', no fever of 38.0°C or higher, no cough, no difficulty breathing. AND The child is a close contact of someone who has COVID-19</p>	<p>Your child should be assessed by a doctor, and a COVID-19 test done if necessary. Your child needs to self-isolate until they have been assessed by a doctor. It is important to note that your child will need to restrict their movements for 14 days if they are a close contact of someone with COVID-19. They will be tested on Day 0 and Day 10 after last contact with the case. If the test result on Day 10 is "Negative/Not Detected" and your child does not have any symptoms of COVID-19, they can stop restricting their movements.</p>	<p>Household contacts² of the child must restrict their movements while waiting for the child to be assessed by a doctor. If the doctor thinks that the person does not have symptoms of COVID-19, household contacts no longer need to restrict movements.</p>
8	<p>A child with a runny nose or other minor signs of illness and 'off-form', no fever of 38.0°C or higher, no cough, no difficulty breathing AND is in contact with someone in the same house who is ill with signs of COVID-19 disease</p>	<p>Your child and the ill person in the house who is in contact with your child should be assessed by a doctor. A COVID-19 test may be done if needed, as the risk of COVID-19 within a household increases with each additional ill household contact. Your child needs to self-isolate until they have been assessed by a doctor.</p>	<p>Household contacts² of the child must restrict their movements while waiting for the child to be assessed by a doctor. Further restrictions may be needed once the child has been assessed. You can refer to the other rows in this guide for advice relevant to your situation.</p>
9	<p>A child with a runny nose or other minor signs of illness and 'off-form', no fever of 38.0°C or higher, no cough, no difficulty breathing AND NO contact with an ill person or recent travel to another country</p>	<p>You should keep your child home from school or childcare for 48 hours. Monitor your child's illness for any signs of getting worse, or for any new signs of illness. If their illness is not worsening, and there are no new signs of illness AND your child doesn't need paracetamol or ibuprofen to feel better, your child can return to school or childcare.</p>	<p>No restrictions</p>

10	A child with a runny nose, not ill, in good form, good energy and normal appetite, no fever, not requiring paracetamol, ibuprofen or any other medicine for fever	Your child can go to school or creche.	No restrictions
11	A child that has recently travelled into Ireland from a non-designated state ¹	<p>If travelling with accompanying vaccinated adults, who have valid proof of vaccination, no travel-related testing or quarantine⁵ will be necessary.</p> <p>If travelling with accompanying recovered adults who have valid proof of recovery from COVID in the past 180 days, no travel-related testing or quarantine will be necessary.</p> <p>If the accompanying adults do not have valid proof of vaccination or recovery, the child will need to:</p> <ul style="list-style-type: none"> • self-quarantine for 14 days • If the child receives a negative result from a RT-PCR test taken from day 5 onwards after arrival into Ireland, they will be able to leave quarantine 	No restrictions unless the person who has returned from travel starts to show signs of illness.
12	A child with signs of COVID-19 disease who should be tested but is not tested for any reason, or does not want to be tested.	Your child should be treated as if they have COVID-19 disease. They must self-isolate for 10 full days from when the signs of COVID-19 started with no fever for the last 5 days	Close contacts must restrict their movements for 14 days after last contact with case ³ .

1. See <https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/#what-to-do-if-you-travel-to-ireland-from-high-risk-category-2-countries> for a list of current high risk 'Category 2' countries
2. Household contacts are people living or sleeping in the same house, people in shared living spaces who share a kitchen or bathroom.
3. When caring for young children with COVID-19 it might not be possible for the child to be isolated from the other people in the house. In this case, other people living in the house must restrict their movements for 17 days from when the signs of COVID-19 disease started in the child (or the day of the test if the child does not have signs of COVID-19 disease). This is regardless of whether further cases are identified in the household.
4. If you are a close contact with a case of COVID-19, but you are fully vaccinated, please refer to '[Guidance on the impact of vaccination on contact tracing](#)'
5. Quarantine is a legal term which is used by the government to describe the obligation for persons who have returned to Ireland, to either (a) stay at home and self-isolate from others if they have returned from a non-designated state, or (b) to isolate in a mandatory quarantine hotel if they have returned from a designated state.