



Covid-19 Response Plan for St Paul's YEP School (August 2020)

The purpose of this document is to provide clear and helpful guidance for the safe operation of our school, through the prevention, early detection and control of COVID-19.

One of the key challenges for us will be to balance the need for a practical and sensible level of caution with the need to provide a calm and supportive environment for teaching and learning.

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

The areas outlined below are taken directly from the Dept. of Education's publication *COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools*.

Actions taken / to be taken by our school are also outlined. It also takes into consideration the Roadmap to Reopening Schools and the Dept. of Education's update to the latter document on 7th August and will be modified as per instructions as they occur under guidance and advice of NPHE and government instruction.

Planning and Preparing for Return to School

"Before reopening schools for the 2020/21 school year each school will need to have processes in place to include the following:

- Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;"

Action: The Principal & Deputy Principal will check the relevant websites regularly and will draw the BOM's attention to any updates.

- "Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;"

Action: The principal will communicate any relevant new information to each of the stakeholder groups in a format appropriate to each group.

- "Ensured that staff have reviewed the training materials provided by the Department of Education"

Action: School staff will participate in all Covid-related training required by the Dept. of Education including the pre-return to work element.

<https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>

- "All staff must return the completed Return to Work (RTW) form to the principal 3 days before returning to work"

Action: All staff will be sent the RTW form by email to be completed before returning to work.

- “Identify a Lead Worker representative”

Action: The Lead Worker Representative is Deputy Principal **Ms Sharon Hilliard**. Assistant Representative is **Ms. Amy Lynch**.

- “Displayed posters and other signage to prevent introduction and spread of COVID-19”

Action: All toilets, classrooms and recreation area have Covid-related signage

- “Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing”

Action: Teachers to arrange tables so as to maximise distancing in their classrooms. Principal & Family Therapist have rearranged tables and seating arrangement in rec areas and canteen to ensure 2m distancing.

- “Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;”

Action: Teachers to remove any clutter from classrooms.

- “Updated the health and safety risk assessment”

Action: Updated Health and Safety statement and risk assessment will be presented to BOM August 2020

- “Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school”

Actions:

- All staff informed re need to arrange with principal for any visitors calling to school;
- Staff admitting visitors to ensure distancing; reception room to be used for visitors, staff room to be used as second waiting area if necessary;
- All visitors’ names and date of arrival to be recorded in a log book in reception room.

“Reviewed the school buildings to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;”

Action: All toilets and taps are served directly from the mains but were still run for a reasonable period in the closure period March – August and directly prior to opening to prevent Legionella disease.

- “Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;”

Action: No mechanical ventilation systems in use. All windows in working order.

- “Have bin collections and other essential services resumed”

Action: Greyhound have been contacted to ensure inclusion on the weekly collection route.

People at very high risk (extremely vulnerable):

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

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

The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff, which will be in accordance with those applying for the public service generally, will be updated by the Department of Education following consultation with management bodies and unions and a circular will issue to all schools.

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

Know the Symptoms of COVID-19

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

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

Role of the Lead Worker Representative and Assistant Representative

Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;

Keep up to date with the latest COVID-19 public health advice;

In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;

Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;

In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;

Conduct regular reviews of safety measures;

Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;

Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;

Following any incident, assess with the school management any follow up action that is required;

Consult with colleagues on matters relating to COVID-19 in the workplace;

Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) or the principal.

Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID- 19. All areas of the school have been examined by the principal. A minimum distance of one metre between students is feasible in all areas and for all activities and most areas have been measured and laid out to achieve two metres.

How to Minimise the Risk of Introduction of COVID-19 into School:

The principal will:

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school.

Everyone entering the school building will be expected to perform hand hygiene with a hand sanitiser;

Visitors to the school during the day should be by prior arrangement where possible and should be received at the front door and brought to reception room to sign in on the visitor's log.

Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Respiratory Hygiene

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

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

Hand Hygiene

Teachers will teach all students the HSE guidelines on handwashing:

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

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

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

There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Hand sanitiser dispensers can be deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

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

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

Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

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

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

Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

Ventilation

All rooms, but particularly rooms in which teaching is taking place, will be ventilated to the maximum level possible, while not creating an uncomfortable environment. Opportunities to fully ventilate rooms e.g. when students are out of the room, should be taken. If public health guidance at the time allows it, opportunities to go outside for an activity and/or some fresh air will be taken.

Physical Distancing

“Physical distancing can be usefully applied in special school settings allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care should be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

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

“For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection. Where symptoms are present - children should not attend school.”

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

Decreasing interaction

“The extent to which decreasing interaction is possible in a 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 special schools a distance of 1m should be maintained between desks or between individual pupils.”

The aim of the system within St. Paul’s is to achieve the balance between safety and normal school routine, it is proposed to have students from different class groups allowed in the canteen and the rec areas from room 8.50am -10.00pm. but that this number will be limited to ensure a 2m distance between students. However, as it is likely that anxiety levels in relation to the virus may be somewhat heightened upon schools’ reopening, our school will take a cautious approach. The main element of this will be the separation of class groups for break times and lunch times using the rec areas at the same time to create space and distance.

This also necessitates that art, home economics and other subjects offered by part time teachers are grouped so that only students from the same class group go together with cleaning and sanitising occurring after each group.

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

Where teaching and learning or recreation activities involve use of equipment, the contact surface of the equipment should be cleaned regularly and hand hygiene encouraged.”

Physical Distancing outside of the classroom and within the school

Consideration has been given to where pupils congregate as they arrive at school. The addition of a second rec area has enabled staff ensure the maintenance of a 2 metre distance which will ensure a proportionate level of safety.

Staff

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

If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.

Staff meetings will be held in a space large enough to facilitate physical distancing.

Hand shaking is discouraged.

Corridors

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

However, students and/or staff pausing and interacting in corridors will be discouraged.

Use of PPE in School

PPE is not required to be worn within special schools according to current occupational and public health guidance. However, PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

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

Appropriate PPE will be made available for staff.

Masks

“Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- Has trouble breathing;
- Is unconscious or incapacitated;
- Is unable to remove it without help;
- Has special needs to who may feel upset or very uncomfortable wearing the face covering.”

“For staff, face coverings should not be required if physical distancing is possible and practiced appropriately. Wearing a face covering will conceal facial expression and make communication difficult.”

The most recent guidance from the DES (August 7th) states that “Staff, including teachers at both primary and post primary levels, who cannot maintain a 2m distance from students or other staff will be required to wear face coverings.” The August 7th update makes no reference to special schools. Other guidance issued states that special schools require a more flexible approach in relation to distancing and face coverings.

“The use of a visor as an alternative may be considered where there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets.” Preferences in relation to masks and visors will be discussed on an individual basis between the staff member and the principal.

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate. Routine use does not protect the wearer and may expose others to risk from contaminated gloves.

Routine use of disposable gloves is not a substitute for hand hygiene. Use disposable gloves for Home Economics and Woodwork may be required to help prevent cross contamination.

Impact of COVID-19 on certain school activities

Minibus

As most all out of school activities require transport with the school minibus, these are not possible until there is an ease on the level of distancing required.

On site sport activities

We will refer to the Government instruction, NPHE guidelines on physical distancing and HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

<https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Any updates to this will be checked closer to reopening.

Hygiene and Cleaning in School

Cleaning

The Department of Education has provided the school with additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

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

infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

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

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 after use each day.

All rooms will have a pedal bin for the safe disposal of tissues and other general waste.

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

Although the Guidelines advise that “Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)” this advice is issued with staff rooms in which teachers congregate at break times and eat together in mind. This is not the case in our school where staff share meals with the students. The use of a dishwasher is more effective washing than staff washing their own items so this will continue to be our practice.

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

The room should be cleaned as soon as practicably possible.

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

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

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

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

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

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

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

Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any symptoms of COVID-19. The following outlines how a school should deal with a suspected case that may arise in a school setting.

“A designated isolation area should be identified within the school building.” This is the **Board Meeting Room**. The possibility of having more than one person displaying signs of COVID-19 should be considered and a contingency plan for dealing with additional cases put in place. In the unlikely event that there are two suspected cases at once, the **staff room** at the top of the building will be used to isolate. If this is not possible, the **principal’s office** will be used.

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

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately;

Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 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;

Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;

If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

Provide a mask for the person presenting with symptoms if one is available. 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.

Student behaviour

Students are expected to cooperate with efforts to prevent the virus entering and to reduce risk of it spreading.

A Covid addendum to The School's Code of Behaviour and Health & Safety statement now includes the following:

"Deliberately putting the health and safety of staff or other students at risk by engaging in spitting, coughing, sneezing or any other act in close proximity to a student/staff member/visitor that is commonly known to increase the risk of spreading an infection/virus during a pandemic." The school's response to such behaviour will be to regard it as a serious incident of misbehaviour and will be dealt with accordingly.

Staff Duties and Welfare

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.

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.

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.

COVID-19 related Absence Management

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

Employee Assistance and Wellbeing Programme

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

“Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short- term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition, online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.”

Appendices

- Appendix 1** COVID-19 School Policy Statement
- Appendix 2** Pre-Return to Work Questionnaire COVID-19
- Appendix 3** Lead Worker Representative and Assistant Representative
Roles and Checklist
- Appendix 4** School Contact Tracing Visitor's Log
- Appendix 5** Checklist for Managing a Suspected Case of COVID-19
- Appendix 6** Checklist for Cleaning



APPENDIX 1

COVID-19 Policy Statement

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

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

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.



Appendix 2

Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: St. Paul's School

Name of Principal: David Carter

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

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____ Date: _____



Appendix 3

Lead Worker Representative and Assistant Representative – Primary and Special Schools

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

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

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

This document should be read in conjunction with:

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

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

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

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained

- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

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

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

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

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

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

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

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

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

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

- Receive information and training in respect of their role [*further detail to be provided*];
- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;
- Regular communication with school management on issues related to COVID-19;
- Be informed of changes in practice arising from COVID-19 response measures;

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

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

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

8. Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome.

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

Checklist Lead Worker Representative and Assistant

- 1.** Have you agreed with your school to act as a Lead worker representative for your school?
(Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally).
- 2.** Have you been provided with information and training in relation to the role of lead worker representative? *(Training for this role is currently being explored with the HSA).*

3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school?
(*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.



Appendix 4

Contact Tracing Visitor's Log

Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	____/____/____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met (separate line required for each person the visitor met)				
Name of Person visited				Length of time spent with each person in the school



Appendix 5

Checklist for dealing with a suspected case of COVID-19

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

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

Isolation Area

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

Isolating a Person

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

Arranging for the affected person to leave the school

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

12. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

19. Have you carried out an assessment of the incident to identify any follow-up actions needed?
20. Are you available to provide advice and assistance if contacted by the HSE?

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? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*

Appendix 6

Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
(*Department of Education intends to provide online training for cleaning staff*)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?

- 16.** If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?
- 17.** Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.*
- 18.** Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?
- 19.** Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?