

Covid-19 School Response Plan Of Saint Patrick's Infants School

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

Rationale: What is a COVID-19 Response Plan?

This COVID-19 Response Plan of Saint Patrick's Infants NS is designed to support the staff and Board of Management (BOM) in putting measures in place that aim to prevent the spread of Covid-19 in the school environment.

The COVID-19 Response Plan details the policies and practices necessary for our school to meet the Government's 'Work Safely Protocol', to prevent the introduction and spread of Covid-19 in the school environment. The school-based teaching and learning and the operation of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others.

The response plan supports the sustainable operation 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 pupils in the school.

The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools. In line with the Work Safely Protocol, the key to maintaining a safe school requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents. The assistance and cooperation of all staff, pupils, parents, contractors and visitors is critical to the continued success of this 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 the same.

The Board of Management will continue to provide necessary information and advice to staff on the Covid-19 measures in St. Patrick's Infants School including their Covid-19 Response Plan and points of contact for addressing Covid related matters at work. The Board of Management and staff have a shared responsibility to implement the measures contained in Saint Patrick's Infants School's Response Plan.

Saint Patrick's Infants School COVID-19 Policy

A COVID-19 policy outlines the ongoing commitment of the school to implementing the plan and help prevent the introduction and spread of the virus.

Planning for return of in-person learning – Checklist Reviewed 20/9/2021				
		Yes	No	Action required
1.	Has the BOM a Covid-19 policy statement?	yes		
2.	Has the BOM prepared and revised the Covid-19 Response Plan in line with the “Work Safely Protocol”?	yes		
3.	Has the BOM a system in place to keep staff up to date with the latest public health advice?	yes		
4.	Has the BOM communicated with the selected Safety Representatives and staff in relation to any new or enhanced safety measures to be implemented?	yes		
5.	Have the specific measures and revised guidelines for supporting the return of in-person learning been implemented?	yes		
6.	Is the BOM adhering to the provisions of the “Work Safely Protocol” and in particular the pre return-to-work provisions for all staff members returning to work?	yes		
7.	Has a pre-return-to-work form been completed by all new staff in advance of returning to work?	yes		
8.	Have all other staff confirmed to the BoM that their COVID-19 status has not changed since they last completed a Return to Work form?	yes		
9.	Is there adequate Covid-19 signage on display throughout the school?	yes		
10.	Are staff provided with PPE and protective clothing in accordance with identified Covid-19 exposure risks and in line with public health advice?	yes		
11.	Is there a log of contacts to facilitate contact tracing?	yes		

Completed by: Board of Management

Date: 16/2/21

Reviewed September, 2021

Date: 20/9/21

Actions regarding Parents and Children:

- Ascertain from parents if children will be returning to school
- Ascertain from parents if children will be travelling by taxi
- Parents should be advised that grants are available from Department for private transport
- Arrange for parents to complete Return to School Declaration in respect of children returning to school and after any absence from school
- Remind parents of the importance of not congregating at or near school and that communication with the school must take place by phone or online
- Remind parents of school policy in relation to children with symptoms of COVID-19
- Remind parents not to send children to school if they are close contacts of a person with COVID-19, are awaiting a test or are experiencing symptoms of COVID-19

Actions regarding staff:

- Ascertain from all staff in special schools and relevant staff in mainstream schools, if they will be returning to school
- Refer all staff to Information Note 001 /2021 and Information Note 002/2021 re leave
- Allocate staff to provide remote support to children not returning to school
- All staff returning to work are required to complete the updated Return to Work Form
- Lead Worker/Deputy Lead Worker Representative are required to be available to answer staff concerns regarding return to school
- Staff should review issued HSPC guidance issued in January 2021
- Staff should refresh the relevant training undertaken prior to August 2020 return

Actions regarding PPE:

- Ensure sufficient PPE is available and in particular that surgical grade masks must be available for SNAs / SET teachers
- If additional funding for PPE is required, contact should be made with the Department of Education at COVID-19_alert@education.gov.ie

Useful contact numbers:

- **Dedicated Schools HSE COVID-19 line for Principals - (01) 2408785**
- **Public Health contact numbers for your region**
- **HSE LIVE 1850 24 1850**
- **Dedicated NCSE line for Principals – (01)-6033233**
- **IPPN – 1890 21 22 23 / 021 4524925 or info@ippn.ie**

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.hpsc.ie, www.hsa.ie; www.education.ie;

1. Saint Patrick's Infants N.S. 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.

COVID 19 Policy Statement

Saint Patrick's Infants N.S. 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 and pupils 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)

Mary Claire Hogan (Acting Deputy Principal/Lead Worker Representative), Cian Cadogan (Assistant Principal II), Noel Howley (Junior ASD Class), Sarah Moroney (SNA/Deputy Lead Worker Representative) and Emma Grimes (Teacher)

Signed: Dr Fiachra Ó Súilleabháin (Chairperson)

Date: 20/9/21

2. Reviewing the Safe Operation of Schools

The Board of Management aims to facilitate the continuation of school based teaching and learning and a safe working environment for staff. The operation of schools must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

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

Staff Training (New Staff)

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

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

Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities. If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the Board of Management, Lead Worker Representative and Covid Team.

A national video information campaign to support parents and pupils on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools was shared with the school community via Aladdin in advance of schools reopening in September, 2021.

School Buildings

Before reopening schools in the new school year schools were reminded to check the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed.

Signage

Signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene has been displayed in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which is available online or from the Principal. A hard copy is attached also at **Appendix 4**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace. A RTW form should be completed and returned to the school before returning to work. Schools should request staff to confirm that the details in the Return to Work Form remain unchanged following subsequent periods of closure such as school holidays.

The Principal will also provide details of the Induction Training for completion by new staff and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility. Details of the working arrangements that apply to the very high risk school staff, is in accordance with those applying for the public service generally, and is detailed in the relevant Department of Education circulars available on the Department's website.

People at very high risk (extremely vulnerable):

The advice for this group is available from the HSE. Details of the working arrangements that apply to the very high risk school staff, is 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 be issued to all schools.

3. Return to work safely and Lead Worker Representative(s)

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. This section sets out how the provisions will operate in schools. The process for appointment of the lead worker representative in schools has been agreed centrally between the Department of Education and the education partners.

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.

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

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

- 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 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

The role of the Deputy LWR will be to deputise as LWR where the LWR is absent.

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

Signage

Saint Patrick's Infants School has displayed the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets. Saint Patrick's Infants School has also arranged to display signage at the entrance gates to the school, the pathways and the area outside our main door and at the door beside Room 19 and 20 outlining physical distancing requirements and public health advice on COVID-19.

Please see link below to these posters which will allow schools who may wish to have an additional supply of posters available. Any such supply can be sourced locally.

<https://www.education.ie/en/The-Department/Announcements/information-for-schools-preschools-and-third-level-institutions-on-the-coronavirus.html#1>

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. Our school has reconfigured classrooms and other areas as necessary to support physical distancing in line with the guidance in advance of school reopening.

Classrooms and other areas have been reconfigured as necessary to support physical distancing in line with the guidance.

4. Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings was carried out by school management.

Saint Patrick's Infants School reviewed these procedures on the 19th of January, 2020.

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings has been completed.

First Aid/emergency procedure

The standard First Aid/emergency procedure shall continue to apply in our school. In an emergency or in case of a serious incident, our school will call for an ambulance or the fire brigade on 112/999 giving details of location and type of medical incident.

Access to School and Contact Log

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

Access to the school building will be in line with agreed school procedures. Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 is maintained. The school maintains a log of staff and pupil contacts.

All school records and data are maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with the school in its role as data controller.

5. Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

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

A range of essential control measures have been implemented to reduce the risk of the spread of COVID -19 virus and to protect the safety, health and welfare of staff, pupils, parents and visitors as far as possible within the school. The control measures shall continue to be reviewed and updated as required

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

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

6. Procedure for Returning to Work

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

The Pre-Return to Work form must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the questions, a staff member is advised to seek medical advice before returning to work.

7. Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

- Promote awareness of COVID-19 symptoms (details at Section 5.1);
- Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
- Advise staff and pupils not to return to or attend school in the event of the following:

if they are identified by the HSE as a close contact of a confirmed case of COVID-19

if they live with someone who has symptoms of the virus

If they have travelled outside of Ireland; in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel.

Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

- Advise staff and pupils that develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Rooms will be well ventilated at all times during school hours
- Visitors to the school during the day must be by prior arrangement with the Principal and will be received at a specific contact point – the main school door by the Secretary's office;
- Physical distancing of 2 metres will be maintained between staff and visitors where possible.

Know the Symptoms of COVID-19

If any member of the school community feels sick or even just off form, he/she must isolate and contact a GP.

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

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.

COVID-19 Tracker App

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

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

You can download the free app from [Apple's AppStore](#) or the [GooglePlay store](#)

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on close contacts, casual contacts and testing is available from the HSE website.

Information for Parents/Guardians:

Parents/Guardians are provided with the most up to date Isolation quick guide for parents and guardians of children older than 3 months and up to 13 years of age (V2.5. 09V.09.2021). This document which is shared via Aladdin outlines the most up to date symptoms and recommended actions.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/factsheetsandresources/Isolation%20quick%20guide%20under%2013s.pdf>

Information for parents/guardians:

<https://www2.hse.ie/conditions/covid19/symptoms/overview/>

If a child has a diagnosis e.g. asthma, a letter from the child's GP/consultant confirming the diagnosis must be issued to the school by the child's parent/guardian.

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 closed bin.

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

Hand Hygiene

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands. Saint Patrick's Infants School will promote good hygiene and display posters throughout the schools on how to wash your hands.

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

Use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of pupils and staff waiting to use wash hand basins and hand sanitisers. There is a toilet rota in operation.

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 are readily available for use at exit and entry points of the school and classrooms and care will be taken to clean up any hand sanitiser spills to prevent risks of falls.

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

Hand washing facilities will be maintained in good condition and supplies of soap and towels 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 are displayed 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.

When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic. Alcohol-based sanitiser must not be stored or used near heat or naked flame

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

Choosing a Hand Sanitiser

Hand sanitising gels are biocides and fall under the Biocidal Products Regulation (BPR) – Regulation (EU) 528/2012. The Pesticide Registration and Control Division (PRCD) of the Department of Agriculture, Food and the Marine (DAFM) is the competent authority for biocides in Ireland. Only biocidal products listed on the DAFM biocide product register are legal to market and use in Ireland.

Schools should ensure that all sanitisers and disinfectants they have carry a PCS 9xxxx, PCS 1xxxxx, IE/BPA 7xxxx or an EU-000xxx-xx registration number on the label.

Each product registered by DAFM will carry a unique registration number specific to that particular product. **If the product label does not contain any of these number formats, Schools should not purchase or use the product.** To confirm the biocide can be used on the Irish market, Schools can check the registers of products online at Biocidal Product Registers. Further information from DAFM on Sanitisers and Disinfectants is available by contacting them at biocide-enforcement@agriculture.gov.ie or at the Department of Agriculture, Food and the Marine website.

Hand sanitisers for use against COVID-19 must contain a minimum of 60% alcohol. Non Alcohol based hand sanitiser may also be used. However, in choosing a hand sanitiser, it is important to ensure that it is effective against Coronavirus.

Follow the HSE guidelines on handwashing:

How to wash your hands with soap and water (HSE Guidelines)

1. Wet your hands with warm water and apply soap.
2. Rub your hands together palm to palm until the soap forms a lather.
3. Rub the back of one hand with your palm and fingers spread so you wash between fingers. Repeat with the other hand.

4. Interlock the top of your hands and rub your fingertips - this cleans your fingertips and knuckles.
5. Then finally grasp your thumb tightly and twist to make sure your thumbs are cleaned. Repeat with the other hand.
6. This should take at least 20 seconds.

Saint Patrick's Infants School will have alcohol based sanitisers at the entrance doors. There are sanitisers for each class at the classroom door containing non-alcohol based sanitizers. Our pupils will not have independent use of containers of alcohol gel.

Frequency of Hand Hygiene Pupils and staff must 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.
- Children who are unable to wash their hands by themselves will be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean);
- SNAs to wash/sanitise hands when moving from one pod to another within a class or before moving to another class;
- SET team to wash/sanitise hands after working with each group on their caseload;

A drawdown framework which was established for the 2020/21 school year will continue to remain in place for the 2021/22 school year to enable schools to purchase necessary supplies of hand-sanitisers and PPE requirements. The Department will provide funding for the costs associated with hand sanitising and PPE requirements in schools.

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the Deployment of Good Ventilation Practices in Schools' The guidance sets out an overall approach for schools that windows should be open as fully as possible

when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance regarding 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 at:

<https://www.gov.ie/en/publication/ad236-guidance-on-ventilation-in-schools/>

Physical Distancing

Physical distancing can be usefully applied in a primary school setting 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. Physical distancing will look different across the various ages and stages of learning. Care will be taken to avoid generating tension or potential conflict and some flexibility in the implementation of measures may be required at times.

Staff are requested to please emphasize to Parents their responsibilities and stress that there is always a danger of children infecting children.

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

However where possible staff will maintain a minimum of 1 m 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.

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

The guidance documents provided by the Department of Education on optimal school layout and were used by our school to increase separation to the greatest degree possible. To maintain physical distancing in the classroom, we have:

1. Reconfigured class spaces to maximise physical distancing
2. Utilised and reconfigured all available space in the school in order to maximise physical distancing

Saint Patrick's Infants School has used the guidance on p.11 of the DES document to configure all classrooms. All non-essential furniture has been removed from the classrooms. In all rooms the teacher's desk and SNA work station is 2m away from pupil desks.

[A link to the suite of illustrative primary classroom layouts is available here.](#)

[A link to illustrative special classes is available here.](#)

Funding has been provided under the enhanced minor works grant to facilitate this classroom re-configuration works.

Decreasing interaction

The extent to which decreasing interaction is possible in a primary 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 Saint Patrick's Infants School a distance of 1m will be maintained between groups.

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 prerequisite to reopening a primary or special school for all pupils.

Where possible work stations will be allocated consistently to the same staff and children rather than having spaces which are shared. The risk of infection may be reduced 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.

Saint Patrick's Infants School will use the Bubble and Pod system. There will be at least 1m distance between individual Pods within the Class Bubble. Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.

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

The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble. Pod sizes will be kept as small as is likely to be reasonably practical in the specific classroom context. In Saint Patrick's Infants School, the Pods will consist of 4 to 6 pupils. To the greatest extent possible, pupils and teaching staff will be consistently in the same Class Bubbles although this will not be possible at all times. Junior and Senior Infants will have separate play areas/yards. Sharing educational material between Pods will be avoided/minimised where possible. Staff members who move from class bubble to class bubble will be limited as much as possible.

Additional measures to decrease interaction include:

Limit interaction on arrival and departure and in hallways and other shared areas.

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

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

Staff and pupils should avoid sharing personal items.

Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

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

Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting pupils will be arranged to maintain physical distancing of 2m where possible. Walking to school has been encouraged. Aim of any arrangements is to avoid a congregation of people outside the school building where physical distancing requirements may not be respected. There is a keep to the left system on the pathways to the school. Parents of our pupils may accompany their children to the main entrance door. All Junior and Senior Infant parents who drop their children to school are requested to respect physical distancing while on school grounds and leave immediately after drop off. Pupils will be dropped to the main door by a parent/guardian and will be met by the Deputy Principal who will be waiting inside the main reception area. The pupils will walk directly to their classrooms without congregating. Pupils from the EIC and the Junior ASD class will be met by their class teacher who will wait inside the entrance beside rooms 19 and 20 and will be accompanied by their class teacher to their designated classroom and sit in their Pods.

As we are operating in a shared building with Saint Patrick's Girls' N.S.; we are operating a strict policy of not sharing entrances/exits with the Girls' School to avoid interaction.

Staff

If a staff member feels sick or even just off form, as with the children, he/she must isolate and contact a GP.

If a staff member is working with children he/she is asked to bring a change of clothes to school and to change from work clothes before going home. This also applies to pupils in Special Classes should they soil their clothes.

It is recommended that all staff wear face coverings. 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 in the staff room and when arriving to work.

Everyone has to stay in their pods and absolutely NO congregations are permitted. The COVID and ISM team will monitor the protocols.

Physical distancing will be observed between staff members within the staff room through the use of staggered breaks etc. Saint Patrick's Infants School will stagger staff breaks to ensure 2m distancing in the staffroom. **The staff room is accessible to a limited number of people only at any one time and staff**

members must remain socially distanced by at least 2 metres. Access to the staffroom is on a rota basis only. Excess furniture has been removed. All touch points are to be wiped down after use and windows must remain open for ventilation.

The area around the sink will not be congested and staff must clean the boiler handle after use. Staff meetings will be held remotely.

Staff meetings

Staff meetings should be held remotely or in small groups or in large spaces to facilitate physical distancing. A no hand shaking policy is in place. Staff will minimise gathering at the beginning or end of the school day. Staff can rotate between areas/classes but this will be minimized where possible.

Corridors and Stairwells

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

Yard/Supervision

The risk of transmission from contact with outside surfaces or play areas is low. Adjust play time/outdoor activities to minimise crowding at the entrance and exits. Saint Patrick's Infants School has organised yard so that only two classes at any one time are using each yard. There are staggered times to avoid crowding at entrance/exits. It is not possible to maintain physical distance when pupils in primary schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups. Saint Patrick's Infants School will organise that classes remain in their Bubbles at yard time. Break times and outdoor access are staggered at Saint Patrick's Infants School. Children will be encouraged to perform hand hygiene before and after outdoor activities. Minimise equipment sharing and clean shared equipment between uses by different people.

Use of PPE in Schools

The Department has published "Guidance to Primary and Special Schools on PPE consumables and equipment" on www.gov.ie/backtoschool

This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the safe and sustainable operations of schools.

The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. The Department has accepted this recommendation. Accordingly, it is now a requirement for face coverings to be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. Workers should be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE.

The HPSC has produced posters and videos on the correct donning and doffing of PPE available on the HPSC and HSA websites https://www.hsa.ie/eng/topics/covid19_coronavirus_information_and_resources/covid19_business_supports/business_supports/hse-hpsc_posters_and_videos/

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

- Performing intimate care
- 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 in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category
- Administering first aid

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

If a child from a class on the main corridor has a toileting accident or needs to be changed, Parents will be contacted by phone and asked to come to the school to change their own child.

Reception Areas

The hatch in the reception area is used as much as possible as it is not possible for staff to maintain a physical distance of 2 metres from other staff or pupils in the office.

Masks

Cloth face coverings act as a barrier to help prevent respiratory droplets from travelling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks or raises their voice. Cloth face coverings are therefore intended to prevent transmission of the virus from the wearer (who may not know that they are infected) to those with whom they come into close contact.

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

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

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

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

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

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

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

Information should be provided on the proper use, removal, and washing of cloth face coverings

<https://www.youtube.com/watch?v=T6ZqdpLfSqw>

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

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

Additional disposable face coverings are available for staff in case a back-up face covering is needed during the day.

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

The use of medical face masks, to EU Standard EN 14683 is mandatory for staff where staff by necessity need to be in close and and continued proximity with pupils with intimate care needs such as SNAs.

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

Gloves

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. 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.

Gloves must be worn by SNA when engaging in duties such as intimate care needs.

Aprons

Aprons may also be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

Impact of COVID-19 on certain school activities

Sports Activities

Sports activities will be permitted at Saint Patrick's Infants School in outside venues (yard) and in the PE hall. Pupils will use hand sanitisers before and after PE. Schools should refer to the 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/>

The procedure for using the PE hall is as follows:

1. Hand hygiene on leaving classroom
2. Pupils – hands to self, stay in pods
3. Teacher sanitises after opening main door of hall and turning on lights
4. After lesson, teacher sanitises after closing main door of hall and turning off lights
5. Pupils will use hand sanitiser on returning to the classroom

Shared Equipment

Toys

All toys will be cleaned on a regular basis if used. This will remove dust and dirt that can harbour germs. Toys that are visibly dirty or contaminated with blood or bodily fluids will be taken out of use immediately for cleaning or disposal. When purchasing toys we will choose ones that are easy to clean and disinfect (when necessary). If cloth or soft toys are used they will be machine washable. Jigsaws, puzzles and toys that young pupils and those with special educational needs may be inclined to put into their mouths will be capable of being washed and disinfected. All play equipment will be continually checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they will be discarded. Clean toys and equipment will be stored in a clean container or clean storage unit. The manufacturer's instructions will always be followed. At this time soft modelling materials and play dough where used will be for individual use only.

It is the policy of Saint Patrick's Infants School that:

- ❖ **Soft toys if used will be washed daily in a hot wash according to manufacturers' instructions**
- ❖ **Hard toys if used will be washed weekly with warm water and detergent, rinsed and dried thoroughly**
- ❖ **Maths manipulatives if used will be washed weekly with warm water and detergent, rinsed and dried thoroughly**
- ❖ **Personal whiteboards if used will be washed weekly with warm water and detergent, rinsed and dried thoroughly**

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.

- Toys that cannot be immersed in water (electronic or wind up) will be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths or toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant will be used diluted to a concentration of 1,000ppm available chlorine. The item will be rinsed and dried thoroughly.

Art

Where possible pupils will have their own individual art and equipment supplies. At Saint Patrick's Infants School

1. Every class has its own materials: Paint, paper, card, clay
2. Each pod has its own set of: brushes, scissors

Electronics

Shared electronic devices such as tablets, touch screens, keyboards will be cleaned between use.

At Saint Patrick's Infants School

1. Each classroom has a computer
2. Each class will have access to a shared set of iPads. The set of iPads will be cleaned between use.

Music Performance

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

Musical Equipment/Instruments

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

Library Policy

Where practical pupils or pods will have their own books. Textbooks (e.g. PM library books) that are shared have a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils will be encouraged to perform hand hygiene after using any shared item.

At Saint Patrick's Infants School:

1. There will be no shared library in the classrooms.
2. Each Pod may have a selection of books to choose from.
3. This set of books will be disinfected each week and moved to the next Pod.

Shared Sports Equipment

Minimise equipment sharing and clean shared equipment between uses by different people. At Saint Patrick's Infants School

1. Sports equipment needs to be cleaned after use
2. Class based equipment/class PE equipment will not be shared between classes where possible
3. PE equipment not to be returned to storage area until cleaned

4. Each teacher to keep a record of when/what PE equipment is used and how it was cleaned

Materials between home and school

At Saint Patrick's Infants School there will be limited transferring of items between home and school: 1. Homework will be limited and will use Aladdin Homework and Padlet as platforms.

3. Water bottles should be washed at home daily

Hygiene and Cleaning in Schools

The Department of Education will provide additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19. Details of the funding supports will be provided to schools by way of circular and will be updated as required.

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

Staff members are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate. The management will take particular care of the hygiene arrangements for wash hand and toilet facilities.

In summary, each school setting will be cleaned at least once per day. Additional cleaning if available will be focused on frequently touched surfaces – door handles, handrails, 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 will these cleaning materials be removed from the building.

Staff will thoroughly clean and disinfect their work area before and after use each day. There will be a 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.).

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID-19 was present The rooms will be cleaned as soon as practicable possible. Children in the same pod as a suspected case will be moved away from the area. Once the room is vacated the room will not be reused until it has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. Therefore when disinfection is required it is always in addition to cleaning. Person/s assigned to cleaning will avoid touching their face while they are cleaning and household gloves and a plastic apron. Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach). Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

All toilets and floors will be cleaned daily by an external cleaner after school hours. Each toilet block will have a labelled colour coded mop to enable staff to mop up any bodily fluids and gloves/wipes to clean soiled toilets which are noticed during the school day.

Rooms where a pupil/staff member with suspected COVID-19 was present will be closed off until such time that the room has been cleaned and disinfected and all surfaces are dry.

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, play area or if they used the toilet facilities, then the areas will be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

8. 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 our school will deal with a suspected case that may arise in our school setting.

School staff members 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.

A designated isolation area has been identified within the school building at Saint Patrick's Infants School. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases has been put in place (2 isolation areas are

available for use). The designated isolation areas are the areas outside the SET Room 2, the 2 adjacent SET rooms off the halla and the area inside the halla fire exit away from other staff and pupils. The Principal or Deputy Principal will accompany a suspected case to an isolation area. PPE 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 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 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times;
- If both isolation areas are in use an area which will be 2m away from others in another room will be used;
- 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 will wear a face covering or mask. Gloves will 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 will wear the mask if in a common area with other people or while exiting the premises;
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home;
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual must avoid touching people, surfaces and objects. Advice will 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;
- A temperature check may be carried out to assess the situation

- 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 will 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.

With regard to contact tracing, the instructions of the HSE will be followed and staff and pupil confidentiality will be essential at all times. School staff members are encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes. Both in and out of the school setting.

If a child has a diagnosis e.g. asthma, a letter from the child's GP/consultant confirming the diagnosis must be issued to the school by the child's parent/guardian. A common sense approach will be used in the case of a child having a cough. If there is any doubt a child will be accompanied to an isolation room. If it is recommended by the GP that the child should return to school a note stating that the child is fit for school must be issued to the school.

Special Educational Needs - Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus will therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Similarly staff are aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness. Staff working with children with special educational needs will wear face coverings and/or visors as appropriate and manage the risk.

Hand hygiene

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

Equipment

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

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

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

9. 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:

- Not to return to or attend school in the event of the following:
 - ❖ if they live with someone who has symptoms of the virus
 - ❖ If they have travelled outside of Ireland; in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel.
 - Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school
 - Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health
-
- Adhere to the School COVID-19 Response Plan and the control measures outlined.
 - Complete the RTW form before they return to work.
 - Must inform the Principal if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
 - 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.
 - 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.

- 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 themselves informed of the updated advice of the public health authorities and comply with the 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

10. 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.

11. Employee Assistance and Wellbeing Programme

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

The EAS is a self-referral service where employees have access to 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. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

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 is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are 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. A series of weekly webinars and live talks to promote staff wellbeing in schools is currently available on the wellbeing portal.

COVID-19 Policy Statement

Saint Patrick's Infants 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 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 engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

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

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

Signed: Dr Fiachra Ó Súilleabháin (Chairperson) Date: 20/9/21

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
Mary Claire Hogan	LWR	maryclairehogan@stpatricksinfants.ie
Sarah Moroney	DLWR	sarahmoroney@stpatricksinfants.ie
Cian Cadogan		ciancadogan@stpatricksinfants.ie
Noel Howley		noelhowley@stpatricksinfants.ie
Emma Grimes		emmagrimes@stpatricksinfants.ie

APPENDIX 1: Before Coming to School

Further information on COVID-19 symptoms in children is available at: –

Isolation quick guide - Adults and children from their 13th birthday V3.1. 17.08.2021

<https://www2.hse.ie/conditions/covid19/symptoms/overview/>

- Should a parent/guardian be in any doubt, please visit [ie](#) OR phone HSE Live 1850 24 1850 OR contact your GP before sending your child to school.
- Please wear a tracksuit/uniform Monday and Tuesday. WWW – Wear What you Want Wednesdays and tracksuit/uniform Thursday and Friday. Please change out of school clothes after school and wash if possible.
- Please give your child a proper (water only) filled water bottle which has his/her name on it for his/her use only which will go home each day for washing and refilling with water.
- Bring school books in a labelled carrier/shopping bag to the class teacher and leave other books at home for homework if requested by the class teacher.
- Please use velcro on shoes as staff cannot tie laces and will ask children to do so themselves or tuck laces in. Likewise with coats – please ensure your child can tie coats, buttons etc. Please keep coats and shoes clean.

APPENDIX 2 Arrival and Collection at school Information for Parents/Guardians

- Start Times – see the school website/Aladdin notices for staggered entry and exit times. It's very important to be on time.
- When accessing the grounds keep the 2 metre distance and stand aside if this is not possible on the path or steps.
- Do NOT congregate – swift through movement is essential

- A child friendly video of outside and inside health and safety procedures has been shared by the school. This is in addition to those already available on our Website.
- Only Infant Pupils and Staff are allowed in the Infant building and must use sanitizer on entry and exit.
- The school office must be contacted if you wish to collect your child early.
- Access to the building is only allowed with the Principal's permission. Please phone ahead if you wish to make an appointment.

APPENDIX 3 When your child is in school

- Pupils and Staff will wash and sanitise their hands regularly in accordance with the HSE guidelines and use correct sneezing and coughing techniques
- All staff will wear a mask as per the current guidelines
- Breakfast and lunch will be provided in each Bubble so please let the class teacher know if your child has any dietary requirements
- There will be a box of stationary supplies, wipes and tissues available in your child's pod for his/her personal use.
- Homework will be provided online and in your child's 'at home' book

APPENDIX 4 Return to Work Form

This form must be completed by staff 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: _____

Name of Principal: _____ Date: _____

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 a doctor 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)?

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

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

Signed: _____

APPENDIX 5 Lead Worker Representative – Primary and Special Schools

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

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

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

This document should be read in conjunction with:

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

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

1. Collaborative Approach

- Responsibility for the development and implementation of the COVID-19 Response Plan and the associated infection prevention control measures lies primarily with the Board of 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 pupils. Adherence to the Work Safely 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 Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to infection prevention control 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.

- 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;
 - 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.

Glossary of Terms

COVID-19 Response Plan: plan designed to support the staff and BOM/ETB in putting infection prevention control 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 Work Safely Protocol, Department of Education and public health guidance 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.

Work Safely 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 6 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? Yes
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils? Yes

Department guidance and templates provided

3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them? Yes
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? Yes
5. Have you told staff of the purpose of the COVID-19 contact log? Yes
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? Yes
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? Yes
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? Yes
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan? Yes

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? Yes
11. Have you request confirmation that the details in the Return to Work Form remain unchanged following periods of closure such as school holidays? Yes
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? Yes
13. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19? Yes
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? Yes
15. Have you advised staff and pupils consult and follow latest Government advice in relation to foreign travel? Yes
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? Yes
17. Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school? Yes
18. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life? Yes
19. Has a lead worker representative been identified (in line with the process agreed with the DE and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is? Yes

Training and Induction

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

22. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? Yes

Buildings / Equipment

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

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

25. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again? Yes

26. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned once a day
Infection Prevention Control Measures in place? Yes

Hand / respiratory hygiene

27. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance from the national framework provided by the Department? Yes

28. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance? Yes

29. Have arrangements been made for staff and pupils to have regular access to handwashing/hand sanitising facilities as appropriate? Yes

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?
Yes

31. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked? Yes

32. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient? Yes

33. Have you informed staff about the importance of hand washing? Yes

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? Yes

35. Have you shown new staff and pupils how to use hand sanitiser correctly and where hand sanitising stations are located? Yes

36. Have you displayed posters on how to wash hands correctly in appropriate locations? Yes

37. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? Yes

This includes:

- before and after eating and preparing food
- after coughing or sneezing
- after using the toilet
- where hands are dirty
- before and after wearing gloves
- before and after being on public transport
- before leaving home when arriving/leaving the school /other sites
- when entering and exiting vehicles
- after touching potentially contaminated surfaces
- if in contact with someone displaying any COVID-19 symptoms

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

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? Yes

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

41. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary? Yes
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? Yes
43. Have you arranged in each room that pupils would be at least 1m away from each other? Yes
44. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared? Yes
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? Yes
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? Yes
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? Yes
48. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context? Yes
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? Yes
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? Yes
51. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas? Yes
52. Have you encouraged walking or cycling to school as much as possible? Yes
53. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion? Yes
54. Can you provide a one system for entering and exiting the school, where practical? No
55. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing? Yes

56. Have you a system to regularly remind staff and pupils to maintain physical distancing? Yes
57. Have you advised staff not to shake hands and to avoid any physical contact? Yes
58. Have you advised staff of the Department's guidance to achieve good ventilation? Yes
59. Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used? N/A

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? Yes
61. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection? Yes
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? Yes

Appendix 7 Checklist for dealing with a suspected case of COVID-19

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

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

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? Yes
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? Yes
4. Is the route to the isolation area accessible? Yes
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? Yes

6. Are the following available in the isolation area(s)? Yes

- 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? Yes
- 8. Are staff familiar with this procedure? Yes
- 9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? Yes
- 10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? Yes

Arranging for the affected person to leave the school (to be completed in the event of a suspected case)

- 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?

Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*

Appendix 8 Checklist Lead Worker Representative - Completed by Response Team on 14/8/2020 and by LWR on 20/8/2020

1. Have you agreed with your school to act as a Lead worker representative for your school? <i>(Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally).</i>	Yes
2. Have you been provided with information and training in relation to the role of lead worker representative? <i>(Training for this role is currently being explored with the HSA).</i>	
3. Are you keeping up to date with the latest COVID-19 advice from Government?	Yes (20/8/20)
4. Are you aware of the <u>signs and symptoms of COVID-19</u> ?	Yes
5. Do you know <u>how the virus is spread</u> ?	
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?	Yes
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?	Yes
9. Have you completed the COVID-19 return-to-work form and given it to your school? (<i>Department template Return-to-Work form available</i>)	Yes
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? (<i>Checklist for School Management available</i>)	Yes
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>	Yes
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?	Yes
13. Are you co-operating with your school to make sure these control measures are maintained?	Yes
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (<i>Checklist for Cleaning and Disinfection available</i>)	Yes
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?	Yes
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?	Yes
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?	Yes
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?	Yes
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (<i>Checklist for dealing with suspected case of COVID-19 available</i>)	Yes
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?	Yes
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?	Yes

Appendix 9 Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice? Yes
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**? Yes
3. Have you explained the need for the enhanced cleaning regime to staff? Yes
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? Yes
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime? Yes
6. Have you provided training for cleaning staff on the enhanced cleaning regime? Yes
7. Have you made arrangements for the regular and safe emptying of bins? Yes
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? Yes
9. Are you aware that each school setting should be cleaned once per day? Yes
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace? Yes
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? Yes
12. Have you advised staff and pupils to avoid sharing items such as cups, bottles, cutlery, and pens? Yes
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? Yes

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? Yes

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? n/a

17. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? Yes

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? Yes

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? Yes

Appendix 10 Procedures for Staff accessing Multiple Classrooms/Settings

SET

- Support teachers will work only with classes to which they are assigned, except in circumstances where cover for teacher absences is required; YES
- Support teachers will collect children from their classrooms at their allocated times; In class support for September
- A maximum of three pupils will attend the support room at a given time (children be seated 2 meters apart from each other and the teacher) In class support for September
- Desks and hard surfaces will be cleaned between groups; In class support for September

- Pupil chairs will be cleaned 3 times a day (before each break and at the end of the school day) In class support for September
- The children will use their own materials (pencils, markers etc.) while in the support room; In class support for September
- Materials will not be shared between classroom and support room settings YES
- Materials in the support room will need to be sanitized after each use - In class support for September
- Support teachers will clean any shared area after use. In the event that this cannot happen immediately for any reason (a child becoming upset/irate, for example), the area will be marked with a cone or marker and cleaning will take place as soon as possible thereafter. - In class support for September

SNA TEAM

- SNA to remain with pod(s) of child(ren) to which they are assigned or at their work station; except in circumstances where cover for SNA absences is required - YES
- SNA will be required to sanitize their hands before moving to a different pod or classroom; YES
- SNA will clean any shared area after use. In the event that this cannot happen immediately for any reason (A child becoming upset/irate, for example), the area will be marked with a cone or marker and cleaning will take place as soon as possible thereafter. YES
- SNA will wear gloves, apron, mask and a visor when assisting with any intimate care/toileting needs. YES

Contact Tracing Log

Name of School			School Contact Person	
Address of School			For Queries only: Phone No	
			Email	
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	

Cleaning Schedule - Management of Infectious Disease

General Classroom Cleaning			
Area	Method	Frequency	Responsibility
Door and cabinet handles	Clean with neutral detergent, warm water and clean cloth - Classroom D10 Cleaner	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry	Teacher
Tables	Classroom D10 Cleaner	Daily, after use and prior to food being served	Teacher

Window sills	Clean with neutral detergent, warm water and clean cloth	Twice Weekly	Teacher
Carpets in own room	Vacuum	Daily or as necessary	Teacher
Small Rugs	Spray with Dettol spray	After each Pod use	Teacher
	Launder	Weekly	SNA
Walls	Clean with warm water and general purpose detergent. If soiled with blood or body fluids, following cleaning, disinfect	Routine cleaning not required except in areas of frequent hand contact, such as lower wall/door frames in areas occupied by toddlers	SNA
Waste Bins	Empty Remove to reception	Daily Daily	Teacher/ SNA
	Clean with neutral detergent and warm water	Weekly and immediately if soiled	John
Cleaning Cloths	Reusable cloths must be laundered daily on a hot wash cycle (at least 60oC) in a washing machine and then tumble dried	After daily use	SNA
Mops	Mop heads should be washed in warm water and detergent, rinsed and air dried	After daily use	John

Classroom Floors	Sweep	Daily	Teacher SNA
	Mop	Daily	John
Classroom Sanitiser Dispenser	Visual Inspection to ensure an adequate supply	Daily – Each morning prior to pupil arrival	Teacher

Classroom Toy and Resource Cleaning			
Area	Method	Frequency	Responsibility
Soft Toys (if shared)	Machine washed in a hot cycle according to the manufacturer's instructions.	Daily. If soiled, take out of use immediately.	SNA
Hard Toys	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. Use a washing brush to get into crevices	Weekly or immediately if soiled/in contact with saliva or other bodily fluids	SNA
Hard Toys (electrical)	Toys that cannot be immersed into water should be wiped with a clean damp cloth and dried	Weekly	SNA
Dress-up clothes	Machine wash to manufacturers instructions	Weekly/Monthly according to usage or more frequently if required.	Teacher

Maths manipulatives	Clean with warm water and detergent, rinsed and dried thoroughly. Alternatively, they may be washed in a dishwasher. Use a washing brush to get into crevices	Weekly	Teacher
Personal Whiteboards and markers	Clean with warm water and detergent, rinsed and dried thoroughly.	Weekly	SNA

****** Please note No classroom toys or resources which are used/passed between pods need to be cleaned immediately**

****** Rigid classroom planning and management to ensure that resources remain in use by 1 pod only on a weekly basis. These resources can then be used by a different pod following their weekly clean – This is particularly relevant to Aistear Stations**

<u>Toilet Area Cleaning</u>			
Area	Method	Frequency	Responsibility
Wash hand basins, taps, surrounding counters, soap dispensers.	Clean with detergent and warm water.	At least daily	John
		immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.	All Staff

Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water.	At least daily	John
		immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry.	All Staff
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily	John
		immediately if soiled.	All Staff
Toilet Roll	Visual Inspection to ensure an adequate supply	Daily – Each morning prior to pupil arrival	Covid Team
Hand Soap	Visual Inspection to ensure an adequate supply	Daily – Each morning prior to pupil arrival	Covid Team
Adult Hand Sanitisers in reception area	Visual Inspection to ensure an adequate supply	Daily – Each morning prior to pupil arrival	Covid Team
Children's Hand Sanitisers in reception area	Visual Inspection to ensure an adequate supply	Daily – Each morning prior to pupil arrival	Covid Team

Communal Areas Cleaning

Area	Method	Frequency	Responsibility
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Corridor	Sweep/Vacuum	Daily	John
	Mop	Daily	John
Reception	Vacuum	Daily	John
Staffroom	Sweep/Vacuum	Daily	John

Risk Assessment COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines infection prevention control measures required to deal with this risk)

Hazards Is the hazard present?	Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls	(When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice	Yes	Yes	<p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Complete School COVID-19 Policy Statement</p> <p>Return to Work Forms received and reviewed</p> <p>Induction Training provided</p>	<p>BOM Principal LWR Covid Team Staff Pupils</p> <p>BOM LWR</p> <p>Principal LWR</p> <p>BOM Principal LWR</p>	

							Contact log in place	LWR Covid Team	
							Complete checklists as required	BOM	
							How to deal with a suspected case	Principal LWR Covid Team	
							Cleaning school specific checklist	Principal LWR Covid Team	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Board of Management of Saint Patrick's Infants School

Date: 20/9/21