COVID-19 Response Plan for the safe and sustainable reopening of

St Joseph’s N.S., Mell

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

1. **Introduction**

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

It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the “Return to Work Safely Protocols” developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA). Each workplace is required to have a COVID-19 Response Plan. In addition to being places of learning, schools are also places of work. This document sets out the information that primary schools need to implement a School COVID-19 Response Plan, including a COVID-19 policy, lead worker representative and process to deal with a suspected case of COVID-19.

The purpose of this document is to provide clear and helpful guidance for the safe operation through the prevention, early detection and control of COVID-19 to St. Joseph’s N.S. Mell. It provides key messages to minimise the risk of COVID-19 for staff, pupils, families and the wider community while recognising the importance of education for the health and wellbeing of pupils and society as a whole.

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

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps we can take to do everything practical to avoid the introduction of COVID-19 into the school and the steps that can be taken to reduce the likelihood of the spread within the school itself.

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to reopen safely and fully including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at **gov.ie/backtoschool**

In addition the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting parents and students through the appropriate use of media channels, through schools themselves and on **gov.ie**

1. **School COVID-19 Policy**

St. Joseph’s N.S., Mell 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 handwashing techniques
* agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
* keep a contact log to help with contact tracing
* ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
* implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* 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: Fr. John McAlinden Date: 19/8/2020

1. **Planning and Preparing for Return to School**

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

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

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

* Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
* Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
* Ensured that staff have reviewed the training materials provided by the Department of Education
* Provided staff with access to the Return to Work (RTW) form
* Identified a Lead Worker representative
* Displayed posters and other signage to prevent introduction and spread of COVID-19
* Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing
* Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
* Updated the health and safety risk assessment
* Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school
* Reviewed the school buildings to 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.

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

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

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

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

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

1. **Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff will complete a **Return to Work (RTW)** form, which is available online or from the principal.

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

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

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

[**People at very high risk (extremely vulnerable):**](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)

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

* are over 70 years of age - even if fit and well
* have had an organ transplant
* are undergoing active chemotherapy for [cancer](https://www2.hse.ie/conditions/coronavirus/cancer-patients.html)
* are having radical radiotherapy for lung cancer
* have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* are having immunotherapy or other continuing antibody treatments for cancer
* are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* have severe respiratory conditions including cystic fibrosis, [severe asthma](https://www2.hse.ie/conditions/coronavirus/asthma.html), pulmonary fibrosis, lung fibrosis, interstitial lung disease and [severe COPD](https://www2.hse.ie/conditions/coronavirus/copd.html)
* have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
* are [taking medicine that makes you much more likely to get infections](https://www2.hse.ie/conditions/coronavirus/weak-immune-system.html) (such as high doses of steroids or immunosuppression therapies)
* have a serious heart condition and are pregnant

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

1. **Lead Worker Representative**

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 measure

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

## Role of the Lead Worker Representative

In summary, the role of the LWR is to:

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

|  |  |
| --- | --- |
| ***Name(s) of lead worker representative:*** | ***Contact details:*** |
| Ms Colette McNulty  Ms. Linda Cruise (Deputy LWR) | 0419833990  0419833990 |

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 measure

1. **Signage**

We will display signage outlining the signs and symptoms of COVID-19 and support good hand and respiratory hygiene.

The Department will provide printed posters, with age appropriate key health messages – hand washing, sneeze and cough etiquette

We will arrange the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets

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

* 1. **Health and Safety Risk Assessment**

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

We will review our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school's existing emergency procedures will be documented and incorporated into the school’s safety statement.

We will also review our existing risk assessments to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school’s current risk assessments should also be documented and incorporated into the school safety statement.

**First Aid/Emergency Procedure**

The standard First Aid/emergency procedure will continue to apply in St. Joseph’s. In an emergency or in case of a serious incident, an ambulance or the fire brigade will be called on 112/999 giving details of location and type of medical incident.

1. **Access to School and Contact Log**

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

Arrangements for necessary visitors such as contractors and parents with 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 shall be maintained. The school shall maintain a log of staff and pupil contacts.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols.

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

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

A range of essential control measures will be 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.*

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

Promote awareness of COVID-19 symptoms

* Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
* Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
* Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
* Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
* Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
* Visitors to the school during the day shouldbe by prior arrangement and should be received at a specific contact point;
* Physical distancing (of 2m) should be maintained between staff and visitors where possible.

**Know the Symptoms of COVID-19**

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

* High temperature
* Cough
* Shortness of breath or breathing difficulties
* Loss of smell, of taste or distortion of taste
  1. **Respiratory Hygiene**

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

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

* 1. **Hand Hygiene**

Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.

Our school will promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing

Hand hygiene will 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 people waiting to use wash hand basins and hand sanitisers.

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

Warm water is preferable to hot or cold water for hand washing but if the plumbing system only supplies cold water, a soap that emulsifies easily in cold water will be used.

Wash hand basins, running water, liquid soap and hand drying facilities will be 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 shall be topped up regularly to encourage everyone to use these.

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

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

When hand rubs/gels are being used in school care will be taken to ensure that pupils do not ingest them as they are flammable and toxic.

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

**Frequency of Hand Hygiene**

Pupils and staff will perform hand hygiene:

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

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

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

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

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 referenced at ***Section 4.5*** above will be used 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

3. Room is clear of any unnecessary furniture/shelves etc. on the walls

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

***Decreasing interaction***

The risk of infection will 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.

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

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.

The aim of the system within the school is that class grouping 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 measures, to limit the extent of close contact within the Class Bubble.

Pod sizes shall be kept as small as is likely to be reasonably practical in the specific classroom context.

To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times.

Different Class Bubbles will where possible have separate breaks or separate areas at break times.

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) will be discouraged.

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

Staff and pupils will avoid sharing of personal items.

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

Where teaching and learning involves use of keyboards 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 encourage physical distancing of 2m where possible.

Walking/cycling to school will be encouraged as much as possible.

Arrangements will be made to maintain a distance of 2m between parents and guardians and between parents and guardians and school staff.

Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing may not be respected.

Staggered drop off/pick up times will be put in place where practical and feasible.

Consideration will be given to where pupils congregate as they arrive at school. This will include heading straight to the classroom.

***Staff***

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

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

Physical distancing will be observed between staff members within the staff room through the use of staggered breaks etc.

Staff meetings will be held in large spaces to facilitate physical distancing.

Implement no hand shaking policy.

Minimise gathering of school staff 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.

Play time/outdoor activities organised to minimise crowding at the entrance and exits.

Stagger break times and outdoor access.

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.

* 1. **Use of PPE in Schools**

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

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

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

**Masks**

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

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

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

The use of a visor as an alternative may be considered

**Gloves**

The use of disposable gloves in the school by pupils or staff is not generally appropriate but may be necessary for intimate care settings. 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.

1. **Impact of COVID-19 on certain school activities**

The Department will work with stakeholders to provide more detailed advice on certain schools activities in advance of school reopening.

*Choir/Music Performance*

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

*Sport Activities*

We will refer to the HPSC guidance on Return to Sport.

*Shared Equipment*

Toys

All toys will be cleaned on a regular basis for example weekly. This will remove dust and dirt that can harbour germs.

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

When purchasing toys, ones that are easy to clean and disinfect (when necessary) will be purchased.

Cloth or soft toys that are used will be machine washable.

Jigsaws, puzzles and toys that young pupils to 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 checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they shall be discarded.

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

Cleaning Procedure for Toys

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

Art – Pupils will be provided with their own individual art and equipment supplies.

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

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

Library Policy – Where practical pupils will have their own books. Pupils will be encouraged to perform hand hygiene after using any shared item.

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

1. **Hygiene and Cleaning in Schools**

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

We will take particular care of the hygiene arrangements for hand washing and toilet facilities.

Our school setting will be cleaned at **least once per day**. Additional cleaning shall focus on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances 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 regular collection of used waste disposal bags from offices and other areas within the school facility**.**

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

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

The room will be cleaned as soon as practicably possible.

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

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

Person assigned to cleaning will avoid touching their face while they are cleaning and will wear household gloves and a plastic apron. The environment and furniture will be cleaned using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Special attention will be paid to frequently touched surfaces, the back of chairs, door handles and any surfaces that are visibly soiled with body fluids.

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

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

1. **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.

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

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

If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately; The person will be isolated and a procedure will be in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

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;

A mask will be provided for the person presenting with symptoms. 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 who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice 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;

If the person is well enough to go home, arrangements will be for them to be transported home by a family member, as soon as possible and they will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used;

If they are too unwell to go home or advice is required, 999 or 112 will be contacted and they will be informed that the sick person is a Covid-19 suspect;

An assessment will be carried out of the incident which shall form part of determining follow-up actions and recovery;

Appropriate cleaning of the isolation area and work areas involved will be arranged.

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

1. **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 therefore will be on emphasising that parents/guardians will 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 will be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

*Hand hygiene*

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

*Equipment*

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

* Equipment used to deliver care will be visibly clean;
* Care equipment will 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 will be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
* If equipment is soiled with body fluids:
* First clean thoroughly with detergent and water;
* Then disinfect by wiping with a freshly prepared solution of disinfectant;
* Rinse with water and dry.

1. **Staff Duties**

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

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

1. **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.

1. **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](https://www.education.ie/en/Education-Staff/Information/Occupational-Health-Strategy/) is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of *‘Wellbeing Together: Folláinne Le Chéile’.*

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

Ratified by the Board of Management 19th August 2020

## Signed: Fr. John McAlinden Chairperson

Mary Hanafin Principal

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