

Stewarts School Covid-19 Response Plan

Introduction

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

The Covid-19 Response Plan details the policies and practices necessary for Stewarts School to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills Plan for the safe and sustainable Re-opening of Primary and Special Schools. 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 Stewarts School 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 in Stewarts School. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which will be taken in Stewarts School to minimise the risk of the introduction of infection into schools while recognising that no interpersonal activity is without risk of transmission of infection at any time. The plan and checklists are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities. Details of that advice can be found here: <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

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

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

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s)**
5. **Control Measures**
6. **Dealing with a suspected case of Covid-19**
7. **Staff Duties**
8. **Covid related absence management**
9. **Employee Assistance and Wellbeing Programme**

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

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

rectify same.

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

1. Stewarts School 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, students, parents and others.

2. Planning and Preparing for Return to School

The Board of Management of Stewarts School aims to facilitate the resumption of school based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

Before reopening school in the 2020/2021 school year the school has process 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 students and 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 and an Assistant Lead Worker Representative
- Displayed posters and signage to prevent the introduction and spread of COVID 19
- Reconfigured classrooms and common school areas where possible to support physical distancing in line with DES guidance
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating environment.
- Updated the health and safety risk assessment
- Made necessary arrangements to limit access to school to necessary visitors and maintained records of contacts to the school
- Checked the water system to prevent the spread of Legionella disease
- Checked school equipment and mechanical ventilation for signs of deterioration or damage before being used again
- Ensured bin collections and other essential services have resumed.

3. 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 electronically or from the office. A hard copy is attached also at **Appendix 1**.

A RTW form should be completed **at least 3 days** prior to any proposed date of return to work.

The Principal will 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 and students 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):

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

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

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

4. Lead Worker Representative

The protocol provides for the appointment of a Lead Worker Representative (LWR) in the workplace. The LWR will work in consultation 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. 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 management.

Strong communication and a shared collaborative approach are 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 he/she should contact the lead workers 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.

The school has appointed one Lead Worker Representative, and an Assistant Lead Worker Representative. The role of the Assistant LWR will be to:

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

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
LWR Christine Kelly	01 6518285
Assistant LWR Jennifer Green	01 6518285

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

Full details of the arrangements which will apply for the LWR in primary and special schools are set out at **Appendix 3**.

5. Control Measures

Communication with Families

- Contact with and from the school will be by phone or email
- Textparent messages will continue to be used
- Updates will be available on the school website and on social media
- School email will be checked at weekends for any Covid 19 related messages from parents.

Signage

Stewarts School will display signage in prominent areas such as entrances, offices, corridors,

staffroom area, classrooms and toilets outlining the signs and symptoms of COVID- 19 and to support good hand and respiratory hygiene and social distancing. Directional floor markings and social distance markings will be displayed in the corridors and social distancing floor marking will be displayed in the Canteen of the Senior School Rosse Court . Staff areas are labelled for each bubble.' Maximum Number' of staff in a staff area signs are displayed.

Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimise the risk of the introduction and spread of COVID. Classrooms and other areas (as necessary) will be reconfigured where possible to support physical distancing in line with DES guidance in advance of school reopening.

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 is attached at **Appendix 4**.

The school has reviewed its 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 as identified have been documented and incorporated into the school's safety statement. The school has reviewed its 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 are documented and incorporated into the school safety statement.

First Aid/Emergency Procedure

The standard First Aid/Emergency procedure shall continue to apply in Stewarts School. Staff will wear appropriate PPE. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999. Contact the principal or school nurse or nearest first aider giving details of location and type of medical incident. Minor cuts and grazes will continue to be dealt with by classroom staff.

Access to School and Contact Log

Access to the school facility will be in line with agreed school procedures and will be restricted to essential purposes only and limited to those who have obtained prior approval for this from the Principal. This will be reviewed in line with public health advice.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained by designated staff members in each building. The school will maintain a log of each visitor's staff and students contacts while visiting school **Appendix 5**.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found at: <https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>. All Stewarts School records and data will be 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.

Control Measures – to Prevent Introduction and Spread of COVID-19 in schools

One of the key messages to manage the risk 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 spread. The risk of spreading the infection once introduced exists in all interpersonal interactions; student-student, staff-staff and staff-student and must be managed in all settings.

A range of essential 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, students, parents and visitors as far as possible within the school. The control measures shall be reviewed and updated as required on an ongoing basis

It is critical that staff, students, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. *Staff 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 students that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and students 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 students that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and students 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 are by prior arrangement only and should be received at the main entrance;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Know the Symptoms of Covid19

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**

The school has reviewed its emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan. Changes to the schools existing emergency procedures will be documented.

The school has reviewed its existing risk assessments in line with the school's COVID-19 Response Plan and has documented these changes.

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

Parents/Guardians are advised that children should not attend school if they are in one of the following categories:

- Children who have been diagnosed with Covid-19
- Children who have been in close contact with a person who has been diagnosed with Covid-19
- Children who have a suspected case of Covid-19 and the outcome of the test is pending
- Children who have been in contact with a person who has a suspected case of Covid-19 and the outcome of the test is pending
- Children with underlying health conditions who have been directed by a medical professional not to attend school
- Children who have returned home after travelling abroad and must self-isolate for a period of 14 days
- Children who are generally unwell or present with any respiratory symptoms
- Children who have been an inpatient in hospital must self-isolate for a period of 14 days after discharge or can return after a negative Covid-19 test result on discharge from hospital.

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. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19. Students will be encouraged where possible to use good respiratory hygiene.

Hand Hygiene

Staff and students should understand why hand hygiene is important as well as when and how to wash their hands. Students will be encouraged and taught appropriate cough/sneezing etiquette and good hand washing hygiene as appropriate.

Stewarts School promotes good hygiene and displays posters throughout the school on how to wash your hands and follow the HSE guidelines on handwashing. Students 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) <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand hygiene can be achieved by hand washing or the use of hand sanitisers (when hands are clean). Use of hand washing facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use the wash hand basins and hand sanitisers. Hand washing facilities will be accessible after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitisers does not work on dirty hands. Two new portable sinks have been made available for students and staff in the DAC school building.

Hand sanitisers will be deployed at entry and exit points into the school and in classrooms and other areas as required and care will be taken to clean up any spills to prevent risk of falls.

Frequency of Hand Hygiene

Students and staff are requested to 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.

Physical distancing

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

Given the nature of the additional educational needs of our students and the complexity of the needs of many of our students it will frequently not be possible for staff to maintain physical distance from students during the school day. However, where possible staff will maintain a minimum of 1m distance and where possible 2m. Staff will (where practicable) also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

Students will be taught to observe social distancing as appropriate.

Physical distancing falls into two categories:

Increased separation

Decreased interaction

Increasing separation

The guidance documents provided by the Department of Education on optimal school layout and referenced at **Section 4.5** will be used where possible to increase separation to the greatest degree possible.

To maintain physical distancing in the classroom the school will:

- Reconfigure class spaces to maximise physical distancing.
- Utilise and reconfigure all available space in the school in order to maximise physical distancing in line with public health advice. Rooms will be clear of any unnecessary furniture/shelves etc.
- The teacher's desk will be at least 1m and where possible 2m away from student desks.

Decreasing interaction

A common-sense approach to interactions will be applied that recognises the limits to which this can be achieved between students. Maintaining physical distancing in many instances will not be practical or appropriate to implement, in particular, given the complex educational needs of the students in Stewarts School. It will be emphasised to parents/guardians that they 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 will be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

A distance of 1m will be maintained between desks or between individual students as much as possible. It is recognised that younger children and children with additional needs are unlikely to maintain physical distancing indoors. Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.

Students and their staff will be structured into Class Pods (i.e. a class grouping which stays apart from other classes as much as possible) to the extent that this is practical. Shared areas will be considered as Bubbles with the student 'pods' remaining separate. Staff in the Bubble can assist students within the area Bubble in the mornings at the buses and if needed during the school day, for example, in a situation where additional staff is required in a classroom.

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.

To the greatest extent possible, students and staff will consistently be in the same Class Pods although this will not be possible at all times. Different Class Pods will where possible have separate breaks and meal times.

Sharing educational material within Pods will be avoided/minimised where possible. It will not always be possible to limit contact and sharing of common facilities between people in different Class Pods and Bubbles.

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

Additional measures to decrease interaction include:

There is limited interaction on arrival and departure and in hallways and other shared areas.

Staff are requested to 'pass through areas without delay.

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

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

Staff and students will avoid sharing of personal items. Where teaching and learning involves use of keyboards or tablets, the contact surface of the device will be cleaned regularly and hand hygiene encouraged. Students will be encouraged to avoid behaviours that involve hand to mouth contact (putting objects in the mouth).

Physical Distancing outside of the classroom and within the school

School Transport

Transport arrangements with Bus Eireann continue to operate. Parents are asked to

- sanitise their child's hand prior to getting on the bus
- wear a face covering when at the door of the bus with their child
- not to engage the bus escort in conversation or ask them to pass on any messages for the school.
- telephone the school or send an email to the school with any messages they need to pass on to the school

Bus escorts will wear appropriate PPE and students travelling on the buses and will sit in the same seats daily, maintaining as much physical distance as possible. Students over 13 years or any student who tolerates wearing masks should wear one while travelling on the transport bus. Bus escorts will sanitise a student's hands should the need arise during the bus journey to school. The bus contractor is responsible for cleaning the bus.

Bus/taxi arrival times have been staggered to avoid congestion in the bus area in the mornings. The management of the arrival of buses will be overseen by staff members and students will enter the school building via the door closest to their classroom. Classroom members will meet the children at the buses and take them to their classrooms. Staff from the Bubble can also assist, if required.

Parents/Guardians dropping Children to School

- When a parent is dropping their child to the school, on arrival at the school they should park in a safe space and not drive into the bus area
- Parents are requested to ring the school on 01 6518285 (Junior School), 01 6518261 (DAC) and 01 4647819 (Rossecourt School) go to the designated school building entrance where a staff member from their child's class will collect their child.
- Parents are requested to wear face covering when handing over a student to a staff member.
- Parents are requested to observe social distancing, as marked on the ground, if any other people are present.
- Parents are requested not to engage a staff member in conversation or to pass on a message. Messages for teachers can be sent by email or by phoning the school office.
- We ask for co-operation with these times as it will mean that the numbers outside the school at any one time will be minimised.
- No adults other than staff members, should enter the building.

Collection of Children during the School Day/at the End of the School Day

If an adult has to collect a child during the course of the school day or at the end of the school day, the following arrangements will apply

- When the adult arrives at the school, they will need to ring the school on 01 6518285 (Junior School), 01 6518261 (DAC) and 01 4647819 (Rossecourt School) and go to the designated school building entrance where a staff member from their child's class will bring their child to them. If there are other adults present outside the school they will need to observe social distancing as marked on the ground and wait in line.
- Parents are requested to wear face covering when handing over a student to a staff member.
- No adult should enter the school building, unless by prior arrangement or invited to do so.

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 areas and arriving to work. If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face mask should be observed.

Physical distancing will be observed between staff members within the staff areas through the use of staggered breaks etc. A portacabin has been installed on the Junior School campus to facilitate additional staff area facilities at break times, including additional toilets and handwashing facilities.

Staff meetings will be held remotely or in small groups in large spaces to facilitate physical distancing. There is a no hand shaking policy in the school.

Gathering of school staff at the beginning or end of the school day will be avoided by staff going directly to their work area on arrival at the school building. Staff will generally use designated entrance doors that leads to their own work area. Staff will be reminded not to congregate in staff/other areas at any time during the school day.

Staff can rotate between areas/classes but this will be minimised where possible.

Canteen Area

Physical distancing measures will be applied in canteen facilities. Canteen use will be scheduled and only one class will use the canteen area in the Rossecourt school building. A queue management system will be implemented. Students will clean their hands before and after entering the canteen area.

Corridors and Stairwells

Staff will avoid physical contact and informal group discussions when passing on corridors.

Yard/Supervision

Play time will be adjusted to minimise crowding at the entrance and exits. It is not possible to maintain physical distancing when students play together outdoors, but in so far as practical students will be kept to consistent class bubbles. Break times and outdoor access will be staggered. Individual classes will have break times with their own bubble only.

Students will be encouraged/assisted to perform hand hygiene before and after outdoor activities. Equipment sharing will be minimised and shared equipment cleaned between uses by different people.

Use of Personal Protective Equipment (PPE) in schools

The DES published "Guidance to Post Primary Schools on PPE consumables and equipment" on [gov.ie/backtoschool](https://www.gov.ie/backtoschool). This provides schools with the information needed on the appropriate quantities of PPE consumables and equipment to support the full and safe reopening of schools. PPE will be worn within the school according to current occupational and public health guidance.

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 students.

Given the complex educational needs of the students in the school and the difficulties experienced maintaining physical distance all staff will wear face masks and some staff will also wear visors. All staff have been trained in the use of PPE.

Masks/Face Coverings

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.

It is therefore a requirement that teachers, staff and students attending schools wear a face covering when a physical distance of 2m from other staff or students cannot be maintained.

Students aged over 13 years can wear face coverings once they have practised wearing them and can tolerate the face covering.

The DES has advised cloth face coverings should not be worn by any of the following groups:

- 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.

Staff will be provided with 3 face masks per day. All staff and students wearing face coverings will 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.

Advice on the proper use, removal, and washing of cloth face coverings can be found on <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

All staff are aware that they should wash or sanitize hands (using a hand sanitizer) before and after helping a student put on or adjust a face covering.

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 students or staff is not generally appropriate but may be necessary for matters such as cleaning, intimate care settings, 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.

Aprons

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

Perspex

Perspex has been installed in the reception area.

Docupocket Holders

Docupockets have been installed on walls outside each classroom to reduce/eliminate the need for staff members to enter classes to deliver written messages and information.

Impact of COVID-19 on Certain School Activities.

Choir/Music Performance:

Choir practices/performance and music practices/performance will be given special consideration to how they are held ensuring the room is well ventilated and the distance between performers is maintained.

Sports Activities

Stewarts School will refer to the HPSC guidance on Return to Sport <https://www.gov.ie/en/publication/07253-return-to-sport-protocols/>

Where possible PE classes will take place outside with limited use of equipment. Where the PE hall is used commonly touched areas will be cleaned during the school day.

Shared Equipment

Toys

- All toys will be cleaned on a regular basis. 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.
- Only toys jigsaws and puzzles that are easy to clean and disinfect (when necessary) will be purchased. Cloth/soft toys will be machine washable and will

- only be for individual use.
- All play equipment will be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.
- Clean toys and equipment will be stored in a clean container or clean cupboard. The manufacturer's instructions will be followed.
- Soft modelling materials, theraputty 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.
- Allow toy to air dry when possible
- 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.
- Toys/equipment may need to be disinfected following cleaning for example: toys/equipment that students 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 air dried when possible or thoroughly dried with disposable paper.

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

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

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

Class Library Policy – Where practical students will have their own books. Students will be encouraged/assisted to perform hand hygiene after using any shared item.

Shared Sports Equipment – equipment sharing will be minimised and equipment cleaned between uses by different people.

Personal Student 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 will be followed, detailing when and how the equipment is cleaned and the cleaning products to be used in accordance with the manufacturers' instructions. Each class will make their own arrangements to ensure that personal equipment is kept clean. Each class teacher will keep a cleaning record.

Arrangements for the more regular and thorough cleaning of areas and surfaces within the school

Stewarts School will follow the cleaning advice and implement an enhanced cleaning regime as set out in the HPSC advice and the enhanced cleaning required in the event of a suspected cases of COVID-19.

Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities. Arrangements are in place to

facilitate additional cleaning during the school day to facilitate this. There will be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

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

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

Add in cleaning guidelines here.

Cleaning/Disinfecting Rooms where a Student/Staff Member with Suspected COVID- 19 was Present

The room will be left for 1hour to allow droplets to fall to the surface and then cleaned as soon as practicably possible.

Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

The person assigned to cleaning should avoid touching their face while they are cleaning and should wear gloves, a mask 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).

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 student or staff suspected 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.

6.Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of Covid-19 or if presenting with any respiratory symptoms. The following outlines how Stewarts School will deal with a suspected case that may arise in school.

A designated isolation area has been identified within each of the school buildings. 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 put in place. The designated isolation area should be behind a closed door and away from other staff and students.

If a staff member/student displays symptoms of Covid-19 while at work in Stewarts School the following are the procedures to be implemented:

- If the person with the suspected case is a student, the parents/guardians should be contacted immediately
- Contact the nurse immediately.
- Isolate the person in the room and put on full PPE which will be located outside each isolation room.
- The isolation area does not have to be a room but if it is not a room it should be at least 2m

away from others in the room.

- Remember that the virus is spread by droplets and is not airborne so physical separation is enough **to reduce** the risk of spread to others even if they are in the same room.
- Provide a mask for the person presenting with symptoms if the person can tolerate wearing a mask. He/she should wear the mask if in a common area with other people or while exiting the premises.
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used. The school transit bus may be used to transport a child home if parents have no transport. It can also be used to transport a staff member home.
- If the person is well enough to travel home on their own they can do so
- 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.
- When the person has left the isolation room remove all PPE at the door and place same into clinical waste bin which will be available at every isolation room.
- 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, work areas involved and school bus if used for transport home.
- Poster on donning (putting on) and doffing (taking off) PPE will be available at each isolation room.

Public health advice will be followed in relation to suspect and confirmed cases of Covid 19. The instructions of the HSE will be followed and student/staff confidentiality is essential at all times. See Schools Pathway for Covid-19, the Public Health Approach is available on <https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#additional-guidelines-and-procedures>. 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.

Schools have been informed that do not need to inform parents that a student or staff member has been moved due to their symptoms. Other students or staff do not need to be moved from class. HSE Public Health will take action if the person has confirmed Covid-19 infection on testing, which will include HSE advice and guidance on communication to school pupils and staff where needed.

7. 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 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 Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace

- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Must be aware of, and adhere to, physical distancing 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 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
- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Keep informed of the updated advice of the public health authorities and comply with same.

8.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 & Skills.

9.Employee Assistance and Wellbeing Programme

The DES 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 the Health Protection Team. An Occupational Health Strategy (OHS) 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. A series of webinars and presentations to promote staff wellbeing in schools will be available and during the upcoming school year.

Ratified by Board of Management 20/08/20

Updated: 28/09/20

APPENDIX 1 **COVID-19 Policy Statement**

Stewarts School is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our students. 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 students 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
- in consultation with staff appoint a Lead Worker Representative (LWR) and an Assistant Lead Worker Representative who are easily identifiable to carry out the role outlined in this plan
- inform all staff and students 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 students 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: _____
Chairperson, Board of Management

Date: August 10th 2020

Signed: _____
Principal

Date: August 10th 2020

Appendix 2**Pre-Return to Work Questionnaire COVID-19**

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

Name: _____

Name of School: Stewarts School

Name of Principal: Mary Carrig

Date: _____

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

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

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

Signed: _____

Appendix 3 Lead Worker Representative –Special Schools

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

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

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

This document should be read in conjunction with:

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

1. Collaborative Approach

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

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands

regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;

- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;
- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Assistant Lead Worker Representative

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

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

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

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

The 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) head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.

Glossary of Terms

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

Hazard is anything with the potential to cause harm to the safety, health or welfare of staff, students, visitors and contractors – a wet or slippery floor, an unguarded machine, stressful work, a blocked entrance, hazardous chemicals etc. Hazards may be classified as physical, chemical, biological, environmental or human.

Risk is the likelihood that someone will be harmed by a hazard and the severity of that harm.

Control measures: A control measure is an applied measure that reduces the level of risk. Control measures can be applied at the planning stage, can comprise physical measures, can be management issues and can include training. Good control measures will require a combination of some or all of these.

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, 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 students and to adjust your plans and procedures in line with that advice?
2. Have you prepared a school COVID-19 response plan and made it available to staff and students? ***Department guidance and templates provided***
3. Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?
5. Have you told staff of the purpose of the COVID-19 contact log?
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? ***(Contact log template attached).***
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? ***(Risk template attached)***
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? ***(Template attached)***
11. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk (HSE guidance on people most at-risk) and advised them of the DES agreed arrangements for management of those staff?
12. Have you advised staff and students they must stay at home if sick or if they have any symptoms of COVID-19?
13. Have you told staff and students what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?
14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

Appendix 5

Contact Tracing Log

Name of School	Stewarts School			School Contact Person	Allison Looney
Address of School	Waterstown Ave Palmerstown Dublin 20 D20 TR62			For Queries only: Phone No	01 6518285
				Email	allison.looney@stewartscare.ie
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

15. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Training and Induction

16. Have you advised staff to view the Department of Education's training materials which are available online?
17. 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?
18. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? *(It is intended that training will be provided as part of the Department's online training programme).*

Buildings / Equipment

19. If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?
20. Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?
21. Have you visually checked, or had someone check, all equipment in the school for signs of deterioration or damage before being used again?
22. Have you arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
24. Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?
25. Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?
26. Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?
27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?
28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?
29. Have you informed staff about the importance of hand washing?
30. Have you arranged for staff to view how to wash their hands (with soap and water for at least

20 seconds) and dry them correctly through the use of the HSE video resource?

31. Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?
32. Have you displayed posters on how to wash hands correctly in appropriate locations?
33. Have you told staff and students when they need to wash their hands or use hand sanitiser? 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
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
34. Have you told staff and students of the importance of good respiratory measures to limit the spread of the virus?
 - avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

35. Have you identified all available school space to be used to maximise physical distancing?
36. 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?
37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from student desks?
39. Have you arranged in each room that students would be at least 1m away from each other?
40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
41. Have you structured students 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?
42. 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?
43. 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?
44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
45. Have you arranged to the greatest extent possible for students and teaching staff to be

consistently in the same Class Bubbles acknowledging that this will not be possible at all times?

- 46.** Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
- 47.** Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
- 48.** Have you encouraged walking or cycling to school as much as possible?
- 49.** Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
- 50.** Can you provide a one system for entering and exiting the school, where practical?
- 51.** Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
- 52.** Have you a system to regularly remind staff and students to maintain physical distancing
- 53.** Have you advised staff not to shake hands and to avoid any physical contact?

Visitors to Schools

- 54.** 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?
- 55.** Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection?
- 56.** Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log?

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

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

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

Isolation Area

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

Isolating a Person

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

Arranging for the affected person to leave the school

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student 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 students were located?
 23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
 24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*
-

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?

- 22.** Are you helping in maintaining the contact log?
 - 23.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
 - 24.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
 - 25.** Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
 - 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
-

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner in order to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC interim health advice for the safe reopening of schools, in particular **Section 5.6 Environmental Hygiene**?
3. Have you explained the need for the enhanced cleaning regime to staff?
4. Are you aware that cleaning is best achieved using a general purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying?
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime?
6. Have you provided training for cleaning staff on the enhanced cleaning regime?
(Department of Education intends to provide online training for cleaning staff)
7. Have you made arrangements for the regular and safe emptying of bins?
8. Are you familiar with the cleaning options for school settings set out in the interim HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management?
9. Are you aware that each school setting should be cleaned once per day?
10. Have you provided cleaning materials to staff so that they can clean their own desk or immediate workspace?
11. Have you advised staff that they are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks (for example, mobile phone and laptops) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed?
12. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, and pens?
13. Have you put in place a written cleaning schedule to be made available to cleaning staff including:
 - Items and areas to be cleaned
 - Frequency of cleaning
 - Cleaning materials to be used
 - Equipment to be used and method of operation?
14. Details of how to clean following a suspected case of COVID-19 are at **Section 7 of the Plan above**
15. Disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?
16. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly, both before and after wearing gloves?
17. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag?
Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection. Stewarts Care waste management policy will be followed for clinical waste within Stewarts ground.
18. Have you ensured there is a system in place to make sure reusable cleaning equipment including