Derrycreha National School

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Introduction

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

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol*', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

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

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

This document aims to provide details of:

1. COVID-19 School Policy
2. Planning and Preparing for Return to School
3. Procedure for Returning to Workplace (RTW).
4. Return to work safely and Lead Worker Representative
5. Safety Statement and Risk Assessment
6. Display Signage
7. Changes to school layout
8. Access to the school and Contact Log
9. Control Measures
10. Symptoms of COVID-19
11. Respiratory Hygiene
12. Hand Hygiene
13. Physical distancing
14. Use of PPE
15. Cleaning

16. Dealing with a suspected case of Covid-19
17. Special Education Needs
18. School Activities
19. Staff Duties
20. Covid related absence management
21. Employee Assistance and Wellbeing Programme

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

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

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

1. Derrycreha National School's COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

After thorough discussion with the Board of Management,this policy was signed (school hardcopy)and ratified on the 11th August 2020 by the Chairperson Connie Connolly and Principal Anna O' Sullivan.

COVID 19 Policy Statement

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

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

(Chairperson)

Signed: _____ Date: _____

(Principal)

2. Planning and Preparing for Return to School

The Board of Management 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 controls are outlined in this document. We will use the checklist in Appendix 1 to ensure all appropriate measures are in place before we return to school at the end of August.

3. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work Form,** which is available electronically or from the Principal.

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

On receipt of the completed form the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace 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.

Note: Induction Training for staff will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

4. Return to work safely and Lead Worker Representative

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

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

A LWR will be appointed in Derrycreha National School, please see Appendix 3 below for the details.

Name(s) of Lead Worker representative:	Contact details
Mrs Anna O' Sullivan	087-4146248

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

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. We have completed a Covid-19 Risk Assessment which is a separate document. We have also reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures should be documented. We have also reviewed our existing risk assessment to consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessment will also be documented.

6. Signage

We will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. These posters will be provided by the Department of Education. We will display these posters in prominent locations such as corridors, classrooms, toilets and the staffroom.

We will also display posters outside in the car park, in outside toilet, in or around PE shed and on front door to remind the pupils, parents and visitors of good hygiene and safety protocols.

7.Changes to the 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-19. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Where possible staff should maintain a minimum of 1m distance and where possible 2m from pupils. They should also take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

In order to maintain physical distancing insofar as practical for most of the school day we will seat pupils in the Senior Room (3rd -6th classes) one metre apart. It is recognised that younger children are unlikely to maintain physical distancing indoors and therefore we will seat pupils in the Junior Room in class groups. Junior and Senior Infant pupils will be seated together in one group\pod and 1st and 2nd class pupils will be seated together in two groups\pods with 5 pupils in each pod\group. Please see Section 13 for further details.

8. Access to the School and Contact Log

Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal. Visitors, including parents, should make contact via phone or a note in homework diary rather than coming in to the school.

If a parent is dropping in their child's belongings, e.g. forgotten lunch; forgotten book, it should be left in the designated area i.e. outside to the right of the school front door, in the porch area where it is sheltered.

A detailed sign in/sign out log of those entering the school facilities will be maintained. This log will maintain a record of staff and pupil contact with the visitor. This log can be found in Appendix 5 below.

9. Control Measures to prevent Introduction and Spread of Covid-19

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

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

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

If a staff member or pupil has symptoms (See Section 10) **they must not attend school**. They should phone their doctor and follow HSE guidance on self-isolation.

Staff and pupils who have been identified by the HSE as a contact for a person with COVID-19 **must not attend school** and must follow the HSE advice on restriction of movement.

Staff and pupils who have returned from an area that is subject to travel restrictions due to COVID-19 **must not attend school** and must follow the HSE advice on restriction of movement for 14 days. Check the list of affected areas on www.dfa.ie.

Staff and pupils who develop symptoms at school must bring it to the attention of the Principal promptly (See Section 16).

Everyone entering the school building must perform hand hygiene with a hand sanitiser (See Section 12).

Everyone entering the school building must follow the guidelines on respiratory hygiene (See Section 11).

Visitors to the school must be by prior arrangement (See Section 8).

Physical distancing (of 2m) must be maintained between staff and visitors where possible (See Section 13).

Masks are required to be worn by all school staff particularly in teaching situations or otherwise in which the social distancing cannot be maintained.

There will be more regular and thorough cleaning of areas and surfaces within the school (See Section Point 15).

Guidance documentation and Information posters are available at various locations within the school facility. (See Section 6).

10. 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

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

11. Good 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.

*Pupils will be reminded of the above frequently and encouraged to follow this guidance.

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

12. Hand Hygiene

*Regular hand washing with soap and water is effective for the removal of COVID-19.
*Good hand hygiene will be promoted and posters displayed in Derrycreha N.S.
*We will follow the HSE guidelines on hand washing: https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html.
* Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).
*Hand sanitisers will be deployed at entry and exit points of the school and classrooms.

Pupils and staff will perform hand hygiene:

- On arrival to school
- Before eating or drinking

- After using the toilet
- After playing outside
- When hands are physically dirty
- When they cough or sneeze

13. Physical Distancing

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-19. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue.

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

In the classroom: In order to maintain physical distancing insofar as practical for most of the school day we will seat pupils in the Senior Room (3rd -6th classes) one metre apart.

It is recognised that younger children are unlikely to maintain physical distancing indoors and therefore we will seat pupils in the Junior Room in class groups. Junior and Senior Infant pupils will be seated together in one group\pod and 1st and 2nd class pupils will be seated in two groups or pods (5 children will be in each of these pods).

As the sharing of supplies, books, etc. should be minimised, every pupil will be provided with their plastic tub which will be used to keep their books, stationary, resources etc. Each pupil will be responsible for their own box and only items currently in use will be removed from the box. The only person handling items in each box will be the pupil the box is assigned to.

There will no longer be a communal supply of books, stationary, etc. that is shared between pupils. This will also ensure that pupils will not need to be in close proximity to each other to hand out books, supplies, etc. Insofar as possible work stations will be allocated consistently to the same staff and children. However, when this is not possible the work station will be cleaned down before being used again.

School Drop off/Collection:
Interaction on arrival and departure to school and in the corridor will be limited.
Social physical contact (handshake, hug) will be discouraged.

Walking /cycling to school is encouraged as much as possible.

Parents/Guardians must maintain a distance of 2m from other parents/guardians and school staff when dropping to/collecting from school.

Pupils must enter their classroom and sit in their seat on entry to school in the morning to avoid congregation in the school corridor.

The Junior Room (Juniors to 2nd) will enter the building in the morning via the Junior Room side door. The Senior Class from 3rd to 6th can enter via the front door as normal.

At 2 O' Clock, The teacher or SNA will bring the children to the school carpark gate for collection, maintain social distancing when picking up.

For 3 0' Clock Pick up, all children will be escorted to the school gate and will be supervised as normal.

Staff:
Staff will keep a distance of 2m from each other. This is particularly relevant when they are not engaged in teaching. If 2m cannot be maintained in staff groups, then as much distancing as possible and the guidance on face covering will be observed.

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

A no handshake/hug policy will be implemented among staff.

Yard:
The risk of transmission from contact with outside surfaces or play areas is low.
It is not possible to maintain physical distancing when pupils in primary school play together outdoors.

However, at break times, pupils will remain in their classroom bubbles and only play with others from their classroom bubbles.

Equipment will still be available for use at break times but it will be cleaned between uses by different groups.

14. Use of PPE

PPE will be required to be worn within schools according to current occupational and public health guidance by all school staff when the 2m distance cannot be maintained and in the following situations:

- 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 also 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.

For staff, face coverings should be worn when the 2m distance cannot be maintained\when working alongside the children in groups or otherwise.

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

15. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school will be made.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and eating areas.

Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Staff should thoroughly clean and disinfect their work area before and after use each day.

There will be regular collection of used waste disposal bags from offices and other areas within the school.

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

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

The room should be cleaned as soon as practicably possible.

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

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

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

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

Pay special attention to frequently touched surfaces, the back of chairs, 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 the staffroom, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

16. 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 Derrycreha N.S will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school building, this is the cubby hole on right on entering front door. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in Derrycreha N.S, the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved (see section 15 for details)

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

17. 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 should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID19 infection and where symptoms are present children **should not** attend school. Similarly, staff should 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 should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

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

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

- Equipment used to deliver care should be visibly clean;

- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.

- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;

- If equipment is soiled with body fluids:

-First clean thoroughly with detergent and water

- Then disinfect by wiping with a freshly prepared solution of disinfectant

-Rinse with water and dry.

18. Impact of Covid-19 on certain school activities

Derrycreha N.S. will follow the detailed advice on certain school's activities which will be issued by the Department of Education in advance of school reopening.

Sport Activities: We will refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here. https://www.gov.ie/en/publication/07253-return-to-sport-protocols/

Shared Equipment\Toys: Pupils will be asked to use hand sanitiser before playing with toys/games.

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.

When purchasing toys, we will choose ones that are easy to clean and disinfect (when necessary). Cloth or soft toys should be machine washable.

Jigsaws, puzzles and toys that young pupils or those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.

All play equipment should 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 should always be followed.

Soft modelling materials and play dough will be for individual use only. Pupils will be given play dough which will be kept in their storage box.

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 or that are electronic 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 have their own scissors and glue which will be kept in their personal boxes. Pupils will have their own drawing and colouring supplies which they will not be permitted to share.

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

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

Books: Pupils will have their own books that will be kept in their own personal tub or basket.

School Library books or readers will be put in an isolation box for at least 72 hours once completed by a pupil before being used by another pupil. We will limit the number of books travelling between home and school. Certain books will be kept at home to be used for homework.

Shared Sports Equipment: PE activities that require little or no equipment will be prioritised.

Where equipment is used, pupils and staff will be asked to sanitise their hands before and after the lesson.

19. 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. 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. 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.

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 and contact their GP promptly for further advice if they display any symptoms of Covid19

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

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 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

Keep informed of the updated advice of the public health authorities and comply with same, the latest is the requirement for all school staff to wear a mask where the 2m social distancing rule cannot be maintained.

20. Covid-19 related absence management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

21. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has

caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

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

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

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service.

The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: "Folláinne Le Chéile". Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc.

Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).

A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available.

In addition, online cognitive behavioural therapy is provided. As part of the services provided by Spectrum Life, a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service.

They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.

Appendices

Appendix 1: Checklist before Re-opening

Appendix 2: Return to Workplace Form (RTW form)

Appendix 3: Lead Worker Representative (LWR)

Appendix 4: Contact Tracing Log

Appendix 5: Checklist for managing a case of suspected Covid-19

Appendix 6: Checklist for Cleaning

Appendix 7: Cleaner's Checklist and Log

Appendix: 8: Checklist for Lead Worker

Appendix 9: Information leaflet for Parents

Appendix 1: Checklist for School Management

Composite Checklist for Schools

This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for pupils, staff, parents and others. For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems:

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice?

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

3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?

4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?

5. Have you told staff of the purpose of the COVID-19 contact log?

6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required?

7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to?

8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19?

9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan?

Staff:

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace?

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 pupils they must stay at home if sick or if they have any symptoms of COVID19?

13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is?

14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?

15. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) 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

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?

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

25. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate?

26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?

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 pupils 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 pupils when they need to wash their hands or to 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 pupils 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 pupil desks?

39. Have you arranged in each room that pupils 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 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?

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 pupils 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 pupils 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 2 Pre-Return to Workplace 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: Derrycreha National School
Name of Principal: Anna O'Sullivan 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 your doctor and Principal re return to work.*		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or 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 will be held securely in line with our retention policy.

Signed: _____

Appendix 3: Lead Worker Representative

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).

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. COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools.

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.

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
• COVID-19 Response Plan for the safe and sustainable reopening of primary and special schools
• Hand sanitising
• Staff awareness around hand hygiene in the school
• Respiratory hygiene
• Personal Protective Equipment
• At Risk Groups
• Visitors/Contractors

Lead Worker Representative

Every school will appoint one Lead Worker Representative.

Deputy Lead Worker Representative/ Assistant Lead Worker Representative

In schools with less than 30 staff, a Deputy Lead Worker Representative will be appointed in addition to the LWR. The role of the Deputy LWR will be to deputise as LWR where the LWR is absent. In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

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

Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

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

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR. The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

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

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

- Receive information and training in respect of their role [further detail to be provided];

- Be consulted by school management on the control measures being put in place by the school to minimise the risk of being exposed to COVID-19;

- Regular communication with school management on issues related to COVID-19;

- Be informed of changes in practice arising from COVID-19 response measures

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role. Where the LWR/ Assistant LWR is an SNA, 10 of the "72 hours" will be utilised by the LWR and Assistant LWR to carry out their duties in that role. Where the LWR/ Assistant LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role.

Procedure for dealing with issues that arise

Where an issue of concern is identified by the LWR (or is notified to the LWR by a staff member), the LWR should bring this to the attention of the Principal. Action points for addressing the issue should where possible be agreed between the LWR and the Principal. Staff should be informed of the outcome. If agreement cannot be reached, the LWR may notify the Board of Management (Chairperson of the BOM in the first instance)/ Education and Training Board head office of the issue. Action points for addressing the issue should where possible be agreed between the LWR and the BoM/ETB head office. Staff should be informed of the outcome.

Appendix 4 Contact Tracing Log

Name of School	**Derrycreha National School**	**School Contact Person**	**Anna O' Sullivan**
Address of School	**Derrycreha,** **Glengarriff,** **Co.Cork.**	**For Queries only: Phone No**	**027-63143**
		Email	

Name of Visitor				Was the visit pre-arranged with the Principal? Yes ☐ No ☐
Date of Visit	__ __ / __ __ /_____	**Time**	**Entry to school** _____ am ☐ pm ☐	**Exit from School** _____ am ☐ pm ☐
Visitor Status	Contractor ☐	Parent/Guardian ☐	Other ☐ Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			

Who the visitor met (separate line required for each person the visitor met)	
Name of Person visited	**Length of time spent with each person in the school**

Appendix 5:

Checklist for dealing with a suspected case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member 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. 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
- Hand sanitiser
- Disinfectant/wipes
- Gloves/Masks
- Waste Bags
- Bins

Isolating a Person

1. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
2. Are staff familiar with this procedure?
3. 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 DES online training)
4. 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

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

6. 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.
7. The affected person should be advised to avoid touching other people, surfaces and objects.
8. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
9. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
10. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
11. Has the affected person been advised they must not use public transport?
12. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up

13. Have you carried out an assessment of the incident to identify any follow-up actions needed?
14. Have you advised the LWR of the incident in accordance with the agreed protocol?
15. Are you available to provide advice and assistance if contacted by the HSE?

Cleaning

16. Have you taken the isolation area out-of-use until cleaned and disinfected?
17. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
18. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?

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

Appendix 6

Checklist for Cleaning

1. Have you a system in place for checking and keeping up to date with the latest public health advice from Government and the Department of Education, to ensure that advice is made available in a timely manner to staff and students and to adjust your cleaning procedures in line with that advice?
2. Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular ***Section 5.6 Environmental Hygiene***?
3. Have you explained the need for the enhanced cleaning regime to staff and students?
4. Are you aware that cleaning is best achieved using a general purpose detergent ad 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? (*DES 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 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 in place a system for regular cleaning of the following frequently touched surfaces?
    - Door handles,
    - Hand rails
    - Chairs/arm rests
    - Communal eating areas
    - Sinks
    - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace?
12. 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? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed.
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens?
14. 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
15. Details of how to clean following a suspected case of COVID-19 are at Section 15 of the Plan above**.**

16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning?

17. If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves?

18. 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.*

19. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?

20. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use?

Appendix 7:

Cleaner's Checklist\Log

Derrycreha National School Cleaning Checklist – Toilets/Bathrooms

1. Clean toilets daily using blue cloths and general purpose detergent. Pay close attention to:
   Toilet flush handles
   Toilet seats
   Toilet door handles
   Toilet roll dispenser
   Bins in girl's toilets to be cleaned and emptied

2. Clean sinks daily using pink cloths and general purpose detergent. Pay close attention to:
   Basin and taps
   Hand dryer
   Towel Dispenser
   Soap Dispenser
   Bins to be cleaned and emptied

3. Floors - brush and mop daily.

4. Replenish supplies of toilet roll, soap, paper towels.

Sign and date checklist below:

Week Commencing					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Derrycreha National School Cleaning Checklist – Environmental Cleaning

1. Clean at least once daily in each classroom using general purpose detergent and yellow cloths:
   Door handles
   Light switches
   Soap/towel/sanitiser dispensers
   Chairs
   Desks
   Eating areas
   Sink
   Bins (emptied and cleaned)
   Floors - brush and mop daily

2. Clean at least once daily in hallway using general purpose detergent and yellow cloths:
   Door handles
   Light switches
   Sanitiser dispenser
   Floors - brush and mop daily

3. Clean at least once daily in kitchen using general purpose detergent and white cloths:
   Door handles
   Light switches
   Surfaces
   Fridge door handle
   Microwave door
   Bins (emptied and cleaned)
   Soap/towel/sanitiser dispensers
   Floor – brush and mop daily

Sign and date checklist below:

Week Commencing					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Appendix 8:

Checklist for Lead Work Representative (LWR)

Checklist of questions in line with the protocol at Appendix 3 as agreed between the Department and management bodies

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be 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? www.hse.ie
5. Do you know how the virus is spread? www.hse.ie
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school?
11. 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?
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with your school to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination?
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?
17. 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?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
19. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?

20. Are you co-operating with your school in identifying an isolation area and a safe route to that area?
21. Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
22. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
23. Are you helping in maintaining the staff and student contact log?
24. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
25. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
26. Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
27. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
28. Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
29. If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
30. If you are an SNA, have you been provided with 66 of the "72 hours", as provided for in the protocol?

If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?

Appendix 9:

Information for Parents

Derrycreha National School
Glengarriff,
Co.Cork
Tel: 027-63143
Mobile: 087-3470722
derrycrehans@gmail.com

Dear Parent(s),

*Please take the time to carefully read this correspondence as it contains important information relating to the new procedures in our school for the safe reopening on Wednesday August 26th.

One of the key messages to manage the risks of Covid-19 is to do everything practical to avoid the introduction of the virus 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.

This letter will inform you of **the changes to our daily routines** when we return to school in late August.

Control Measures

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/guardians and visitors as far as possible within the school. It is critical that staff, parents and pupils are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements. These control measures shall continue to be reviewed and updated as required on an ongoing basis. They are as follows:

• If a pupil has symptoms (high temperature; cough; shortness of breath or breathing difficulties; loss of smell or taste or distortion of taste) they must not attend school. A parent/guardian should phone their doctor and follow HSE guidance on self-isolation.

• Pupils who have been identified by the HSE as a contact for a person with COVID-19 must not attend school and must follow the HSE advice on restriction of movement.

• Pupils who have returned from an area that is subject to travel restrictions due to COVID-19 must not attend school and must follow the HSE advice on restriction of movement for 14 days. Check the list of affected areas on www.dfa.ie

• Pupils who develop symptoms at school must bring it to the attention of a staff member promptly and our isolation procedure will be implemented.

*Please ensure we have up-to-date contact details for you in case we need to contact you.

*Please update the school on any new and relevant medical information pertaining to your child.

• Everyone entering the school building must perform hand hygiene with a hand sanitiser.

• Everyone entering the school building must follow the guidelines on respiratory hygiene.

• Pupils and staff will perform hand hygiene:

-On arrival to school-

-Before eating or drinking

-After using the toilet

-After playing outside –

-When hands are physically dirty

-When they cough or sneeze

Toileting: Currently we are upgrading all the toilet facilities, including our outside toilet facilities.

We are blessed with space in Derrycreha but toilet space is quite limited, therefore the toilet arrangements will be amended for this coming school year.

There are two toilet cubicles for both boys and girls, one cubicle will be allocated for Senior girls and the other for Junior girls, similarly in the boys' bathroom.

School Visitors: Visitors to the school must be by prior arrangement and will be kept to necessity. If you wish to speak to a member of staff please phone or message the school mobile, school mobile will be readily available.

• **Cleaning**: There will be more regular and thorough cleaning of areas and surfaces within the school.

• Guidance documentation and Information posters will be available at various locations within our school.

•We will try to limit paper correspondence and endeavour to communicate via text and email. If you have changed your contact phone details or e-mail address, please let us know before school reopens.

Communication between home and school is always a priority but is particularly crucial during these times, while we can't have a daily natter in the carpark at pick up, please remember we are here on the other side of the phone to discuss any concern you may have.

In the classroom:

• In order to maintain physical distancing insofar as practical for most of the school day we will seat pupils in the Senior Room (3rd -6th classes) one metre apart with each child having their own individual desk.

It is recognised that younger children are unlikely to maintain physical distancing indoors and therefore we will seat pupils in the Junior Room in class groups. Junior and Senior Infant pupils will be seated together in one group and 1st and 2nd class pupils will be seated together and split into two groups to keep the numbers to 5 in each group.

'This will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue' (Covid***-19 Response Plan 5.4***)

• As the sharing of supplies, books, etc. should be minimised every pupil will be provided with their own plastic box which will be used to keep their books, stationary, etc. Each pupil will be responsible for their own box and its contents.

The only person handling items in each box will be the pupil the box is assigned to. There will no longer be a communal supply of books, stationary, etc. that is shared between pupils. This will also ensure that pupils will not need to be in close proximity to each other to hand out books, supplies, etc.

Please cover workbooks in plastic coverings to ensure effective cleanliness of same, these plastic covers can be easily wiped down.

Lunchboxes and Bottles should be sealed properly as they will no longer be kept on a communal area, please ensure they have a good supply of drinks as there will be no refilling facilities available in school.

School Uniform

●The uniform remains as normal (Infants can wear navy track bottoms and polo shirts for comfort and to reduce the necessity to intervene with dressing, thus, to reduce close contact.

School Drop off/Collection:

• Interaction on arrival and departure to school and in the corridor will be limited.

The Junior Room (Juniors-2nd) will enter and exit via the side Junior classroom door and The Senior Room (3rd-6th) will use the front door.

• Pupils must enter their classroom and sit in their seats on entry to school in the morning to avoid congregation in the school corridor.

• Social physical contact (handshake, hug) will be discouraged.

• Walking /cycling to school is encouraged as much as possible.

• We would ask that parents/guardians remain in their cars during drop off and picking up to maintain social distancing regulations.

Morning Drop Off

We would encourage all the children to leave their parents at the school carpark gate to prevent congregation in the school corridor.

The Junior Room will enter the school via The junior room side classroom door, Angela's 3rd-6th will enter normally through the front door.

Home-Time Pick Up

•**For 2 0' Clock Pick-up**, parents can no longer come into the school to collect their child. Myself or Marian will bring the children to carpark gate for collection and we will use the side classroom door for exiting.

For 3 0' Clock Pick up all children will be escorted to the school gate and will be supervised as normal.

Dropping off child's belongings

• If you are dropping in child's belongings, e.g. forgotten lunch; forgotten book, it should be left in the designated area which is the shelter to the right of school door and your child can get it under our supervision.

Yard

• It is not possible to maintain physical distancing when pupils in primary school play together outdoors. However, at break times, pupils will remain in their classroom bubbles, we will designate one part of yard to The Junior Room and another to The Senior Room.

• PE activities that require little or no equipment will be prioritised. We will minimise equipment sharing and clean shared equipment between uses by different people.

• When equipment is used pupils and staff will be asked to sanitise their hands before and after the lesson.

School Resources and equipment:

• Pupils will be asked to use hand sanitiser before playing with toys/games.

• Soft modelling materials and play dough will be for individual use only. Pupils will be given play dough which will be kept in their own personal tub.

• Pupils will have their own scissors and glue which will be kept in their personal tubs.

• Pupils will have their own drawing and colouring supplies which they will not be permitted to share, please ensure also all personal school equipment and belongings are clearly labelled.

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

• To the greatest extent possible, Musical instruments will not be shared between pupils.

• Pupils will have their own books that will be kept in their own personal box. Textbooks are covered in a wipeable plastic covering. Pupils will be encouraged to perform hand hygiene after using any shared item.

- Library Books will be put in an isolation box for at least 72 hours once completed by a pupil before being used by another pupil.

- We will limit the number of books travelling between home and school. Certain books will be kept at home to be used for homework.

Our school has been working very hard to make sure that the school building and playground will be safe for you all, this will mean some new routines and rules to keep everyone safe, we will support the children as we all learn these new habits.

It will take time for us and the children to adjust to being back in the school routine. Before engaging with the formal curriculum, we will focus on creating a safe and calm learning environment and give all the children a sense of security.

It's normal to feel anxious when things are changed, we all feel like this, we are in this together.

Strong communication and a shared collaborative approach is key to protecting against the spread of Covid-19 and looking after the health, safety and wellbeing of all of us.

We have a shared responsibility as a school community to make this new normal sustainable and workable.

Myself, Angela, Marian and Heather look forward to welcoming you back on Wednesday the 26th August, we will be all settling back in together as we reconnect with you all and get used to the new school safety routines.

In the meantime, enjoy the sunshine and keep safe. Finally, if anyone has a specific worry about their child or a query regarding return, please get in touch via email or school mobile.

Best Wishes,

Anna and Angela.