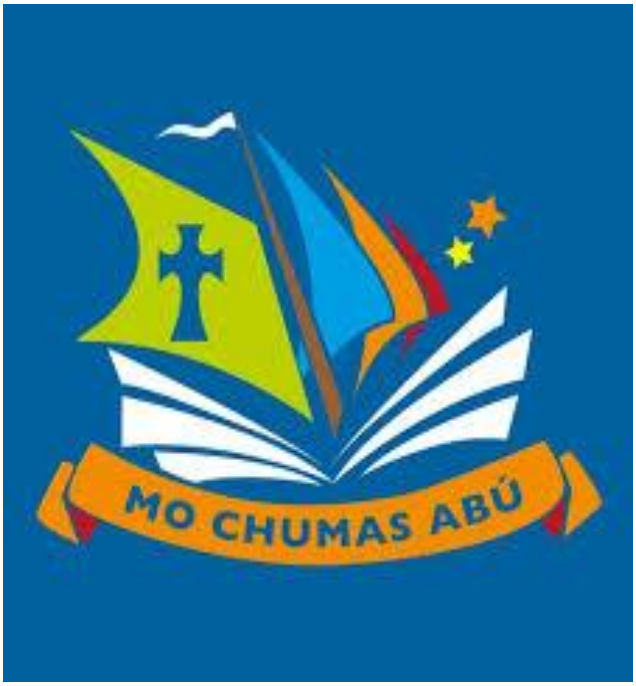

Bunscoil Rinn an Chabhlaigh
Covid-19 Response Plan

22 nd October 2020

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

Appendices

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This Plan should be read with a shared understanding that all members of our school community take ownership for the personal responsibility for their own actions……..

1) Introduction

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

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

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

This document focuses on the practical steps which can be taken in primary and special schools 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 documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities. That report is available here.

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

The Department has worked intensively with the education partners to develop consistent plans, advice, protocols and guidance for schools, including the School COVID-19 Response plan. There is a suite of documentation available to support schools to reopen safely and fully including guidance on learning, school programmes and wellbeing for the 2020/21 school year. There is also information on funding, staffing and resources to schools to support COVID-19 measures. Schools are advised to familiarise themselves with these documents. All of the documents will be available at **gov.ie/backtoschool**
In addition the Department has a communication plan for school reopening which focuses on ensuring that schools, school communities and all stakeholders will have the relevant information to support the reopening and continued operation of schools. There is a particular focus on supporting parents and students through the appropriate use of media channels, through schools themselves and on **gov.ie**

2) What is a COVID-19 Response Plan?

A Covid-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that aim to prevent the spread of Covid-19 in the school environment.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's '*Return to Work Safely Protocol'*, the Department of Education plan for school reopening and to prevent the introduction and spread of Covid-19 in the school environment.

It is important that the resumption of school-based teaching and learning and the reopening of school facilities complies with the public health advice and guidance documents prepared by the Department. Doing so minimises the risk to pupils, staff and others. The response plan supports the sustainable reopening of school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the pupils in the school. The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM/ETB, staff, pupils and parents.

The assistance and cooperation of all staff, pupils, parents, 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.

3) School COVID-19 Policy

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the chairperson and

principal of the BOM/ETB and brought to the attention of the staff, pupils, parents and others. Schools must have a COVID-19 policy in place prior to the reopening of schools for the 2020/21 school year. Bunscoil Rinn an Chabhlaigh's COVID-19 policy can be found at ***Appendix 1.***

4) Planning and Preparing for Return to School

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

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

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

- Arrangements to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Arrangements to pass on this information in a timely manner to staff, pupils, parents and others as required;
- Ensured that staff have reviewed the training materials provided by the Department of Education ***(details at Section 4.1);***
- Provided staff with access to the Return to Work (RTW) form (***details at Section 4.2);***
- Identified a Lead Worker representative ***(details at Section 4.3);***
- Displayed posters and other signage to prevent introduction and spread of COVID-19 ***(details at Section 4.4);***
- Made the necessary changes to the school or classroom layout if necessary to support the redesign of classrooms to support physical distancing ***(details at Section 4.5);***
- Removed unnecessary clutter to facilitate ongoing cleaning of the school taking into account the importance of having educational materials to create a stimulating learning environment;
- Updated the health and safety risk assessment ***(details at Section 4.6);***
- Made necessary arrangements to limit access to the school to necessary visitors and maintain records of contacts to the school ***(details at 4.7)***; Reviewed the school buildings to check the following:
    - Does the water system need flushing at outlets following low usage to prevent Legionella disease;
    - Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
    - Have bin collections and other essential services resumed.

There are checklists in place to assist schools on the details of what is needed for these arrangements in the Appendices of this plan.

4.1) Induction Training

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

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

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

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

Note: Induction Training for reopening schools in the new school year is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

Details of the training, once it becomes available, will be found here.

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

4.2) Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal. A copy is attached also at ***Appendix 2.*** A RTW form should be completed and returned **3 days** before returning to work.

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

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

People at very high risk (extremely vulnerable):

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

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

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

4.3) Lead Worker Representative

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

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

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

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff

and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others he/she should contact the lead worker(s) who will engage with the principal/BOM. **Role of the Lead Worker Representative**

In summary, the role of the LWR is to:

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

In Bunscoil Rinn an Chabhlaigh 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

Name of lead worker representatives: Mr Pat Murphy / Ms Edel O'Gorman	***Contact details: 130/126***
Deputy Lead Worker Representative Jerry Donaghue	**Office 0**

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

Full details of the arrangements which will apply for the LWR in Bunscoil Rinn an Chabhlaigh is set out at ***Appendix 3.***

4.4) Signage

Schools will be required to display signage outlining the signs and symptoms of COVID19 and to support good hand and respiratory hygiene.

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

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

Schools can then arrange to display the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

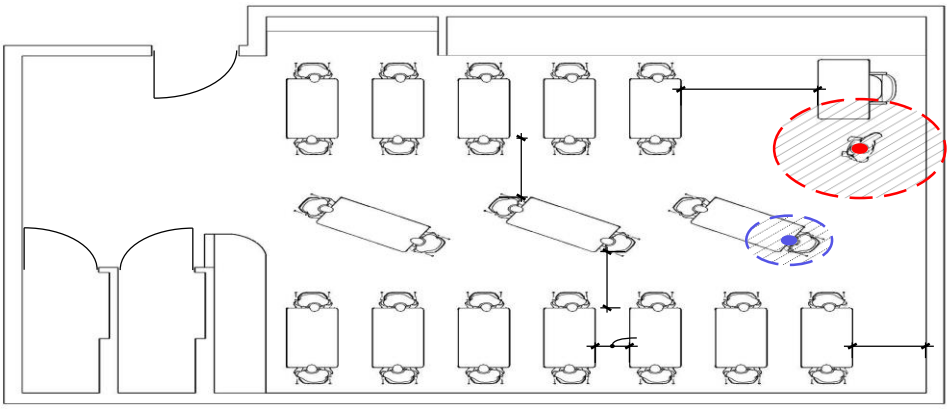
Note: Signage is under development by the Department. This will be made available to all schools and staff in advance of school reopening.

The signage, once it becomes available, will be found here.

4.5) Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID19.

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



4.6) Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at ***Appendix 4.***

All changes to the school's existing emergency procedures are to be documented and incorporated into the school's safety statement.

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

First Aid/Emergency Procedure

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

4.7) Access to School and Contact Log

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

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

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities should be maintained. The school

should maintain a log of staff and pupil contacts. Bunscoil Rinn an Chabhlaigh contact log is available at ***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 here:

https://www.dataprotection.ie/en/news-media/data-protection-implications-return-worksafely-protocol

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school in their role as data controller.

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

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

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

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

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

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

Promote awareness of COVID-19 symptoms (***details at Section 5.1***);

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;

- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school ***(details at Section 8);***
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point;
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

5.1) 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

5.2) Respiratory Hygiene

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

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

5.3) Hand Hygiene

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

Schools should promote good hygiene and display posters throughout the schools on how to wash your hands. Follow the HSE guidelines on handwashing:

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

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).
Use of hand hygiene facilities including wash hand basins needs to be managed so as to avoid congregation of people waiting to use wash hand basins and hand sanitisers.

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

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

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

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

Posters displaying hand washing techniques and promoting hand washing should be placed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.

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

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

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

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

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework is at an advanced stage and it is intended that these materials will be available for drawdown in early August. Further guidelines will be issued shortly. The Department will provide funding for the costs associated with hand sanitising and PPE requirements in schools. This funding will be available in advance of school reopening at the end of August.

5.4) Physical Distancing

Physical distancing can be usefully applied in primary allowing for some flexibility when needed. It must be applied in a practical way to recognise that the learning environment

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

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

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

To maintain physical distancing in the classroom, primary schools and special schools should:

1. Reconfigure class spaces to maximise physical distancing
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing

To support primary schools and special schools in the implementation of physical distancing in the classroom, the Department has developed a suite of illustrative classroom layouts of potential options (including arrangements for special classes) which are in accordance with the public health advice, and assumes

➢ Room is clear of any unnecessary furniture/shelves etc. on the walls ➢ A variety of classroom sizes.

A link to the suite of illustrative primary classroom layouts is available here.

A link to illustrative special classes is available here.

The teacher's desk should be at least 1m and where possible 2m away from pupil desks.

Decreasing interaction

The extent to which decreasing interaction is possible in a primary or special school will depend on the school setting and a common-sense approach is required recognising the limits to which this can be achieved between pupils.

In primary schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore achieving this recommendation in the first four years of primary, is not a pre-requisite to reopening a primary or special school for all pupils. Where possible work stations should be allocated consistently to the same staff and children rather than having spaces which are shared.

The risk of infection may be reduced by structuring pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles, to the extent that this is practical.

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

Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.

The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measures, to limit the extent of close contact within the Class Bubble.

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

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

Different Class Bubbles will have separate breaks and meal times or separate areas at break or meal times (or this could be different class years i.e. 2nd class, 3rd class etc.)

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

Staff members who move from class bubble to class bubble should be limited as much as possible.

Additional measures to decrease interaction include:

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

Social physical contact (hand to hand greetings, hugs) should be discouraged.
Where pupils need to move about within the classroom to perform activities (access to a shared resource) it should be organized to the greatest degree possible to minimize congregation at the shared resource.

Staff and pupils should avoid sharing of personal items.

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

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

Physical Distancing outside of the classroom and within the school

School drop off/collection

Arrangements for dropping off/collecting pupils should be arranged to encourage physical distancing of 2m where possible.

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

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

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

The staff carpark can be used for staff vehicles as normal. From 8.40am it will be used as a pedestrian entrance and will not be accessible for vehicles thereafter, similarly at home time. Staff arriving after that time will need to park on the public road.

A third entrance to the school will be in use by certain classes (between the usual pedestrian entrance and the priest's house to allow for additional access points.

All doorways from classes leading directly outside will be utilised.

The school drop and collections plan is contained in **Appendix 11.**

Staff

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

If 2m cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed.
Physical distancing should be observed between staff members within the staff room through the use of staggered breaks.

Staff meetings will be held remotely or in small groups or in large spaces to facilitate physical distancing.

Implement no hand shaking policy.

Minimise gathering of school staff at the beginning or end of the school day.

Staff can rotate between areas / classes but this should be minimized where possible.

In Bunscoil Rinn an Chabhlaigh, staff will be allocated into groups within their level. SET teachers will be assigned as class teachers to classes within their level, sharing curricular responsibility for that class.

Withdrawal of children from the mainstream class is discouraged in Bunscoil Rinn an Chabhlaigh to avoid the mixing of bubbles / pods and to ensure effective use of the teacher allocation.

Staffroom

Teacher groups will be allocated their SEN room for their use during breaks. Each room will have a kettle, the usual sundries (tea, coffee, UHT milk, sugar).

Staff must bring their own utensils and cups.

Fridges are available to use, along with microwaves provided staff then return to their allocated break-room.

SNAs will use the staffroom as their break room.

Corridors and Stairwells

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

Yard/Supervision – Appendix 12

The risk of transmission from contact with outside surfaces or play areas is low.

Adjust play time/outdoor activities to minimise crowding at the entrance and exits.

It is not possible to maintain physical distancing when pupils in primary or special schools play together outdoors, but in so far as practical it is helpful to keep to consistent groups.

Stagger break times and outdoor access.

Children should be encouraged to perform hand hygiene before and after outdoor activities.

Minimise equipment sharing and clean shared equipment between uses by different people.

5.5) Use of PPE in Schools

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

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

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

Masks

It is mandatory for all staff to wear masks.
The school has purchased disposable masks for all staff. However it is recommended by Bunscoil Rinn an Chabhlaigh that staff use their own mask as necessary when a 2m distance cannot be maintained, and ensure these coverings are cleaned as per the guidelines.

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

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

For staff, face coverings should not be required if physical distancing is possible while eating in staffroom.

While in the staffroom there should be no more than 5 staff members at any one time.

Breaks are for 15 minute periods.

Gloves

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

Routine use of disposable gloves is not a substitute for hand hygiene.

6) Impact of COVID-19 on certain school activities

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

Choir/Music Performance

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

Sport Activities

Schools should refer to the HPSC guidance on Return to Sport. Link to return to sport protocols is found here.

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

Shared Equipment

Toys

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

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

When purchasing toys choose ones that are easy to clean and disinfect (when necessary).

If cloth or soft toys are used they should be machine washable.

Jigsaws, puzzles and toys that young pupils to 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 should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.

At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water that is electronic or wind up should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID19 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 – Where possible pupils should be encouraged to have their own individual art and equipment supplies.

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

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

Library Policy – Where practical pupils should have their own books. Textbooks that are shared should be covered in a wipeable plastic covering that can be wiped with a suitable household cleaning agent between uses. Pupils should be encouraged to perform hand hygiene after using any shared item.

In Bunscoil Rinn an Chabhlaigh, the school library will be closed to pupils. The class libraries will remain accessible. Children should borrow a book in a controlled, orderly manner. When returning the books, they should be placed 'in quarantine' for 72 hours before going back into the library.

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

7) Hygiene and Cleaning in Schools

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

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Schools are asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.

In summary, Bunscoil Rinn an Chbhlaigh will be cleaned by our contract cleaners **once per day**. Additional cleaning will be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.

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

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

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

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

Cleaning/Disinfecting rooms where a pupil/staff member with suspected COVID19 was present

The room should be cleaned as soon as practicably possible.

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

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

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

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

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

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

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

8) Dealing with a Suspected Case of COVID-19

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

A designated isolation area should be identified within the school building. 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.

The designated isolation room in Bunscoil Rinn an Chabhlaigh is LS9 (upstairs next to Staff room).

In the event of more than one person displaying symptoms, Room RR2 (Reading Recovery 2, next to Coiscéim) may be used as an extra Isolation room.

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

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

Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times;

Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room;
If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin;

Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises;

Note: In Bunscoil Rinn an Chabhlaigh, a supply of face masks/ gloves will be placed in every SEN/Tea Room at each level and a supply of individually wrapped face masks will be provided in the First Aid box in every classroom– These masks can be used if a person at a level presents with Covid-19 symptoms.

Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home;

Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided;

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

If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect;

Carry out an assessment of the incident which will form part of determining follow-up actions and recovery;

Arrange for appropriate cleaning of the isolation area and work areas involved – (***details at Section 7***).

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a

diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff and pupil confidentiality is essential at all times.

The following steps will be followed in Bunscoil Rinn an Chabhlaigh when dealing with a suspect case of Covid-19:

SYMPTOMS OF COVID-19
ISOLATE IMMEDIATELY IF THERE IS ONE OR MORE OF THE FOLLOWING:

- **A fever**
- **A cough**
- **Shortness of breath**
- **Loss of or change in smell or taste**

Scenario A: Suspected case of Covid-19 in a pupil

1. **Phone the principal** first (150), if unavailable, phone the deputy (149).
2. **Principal arranges for the child's parents to be contacted** to collect their child (Parents will make arrangements with their family GP).
3. **Class Teacher will isolate the child to the back of the room** and he/she (or the SEN teacher or the SNA) will **retrieve a face mask for the child** to wear.
4. The principal will arrive in PPE to the classroom and will escort the pupil to the Isolation Room (LS9).
5. Principal will reassure the symptomatic child and take child's temperature.
6. The office will telephone Room LS9 (138) to inform that child's parents have arrived.
7. The principal will escort the child to the nearest exit (main yard door) and walk the child to meet the parents for collection.
8. Principal will inform child's parents if a high temperature is present and will describe child's symptoms and advise to contact family's GP immediately.
9. Principal will dispose of PPE as per protocol and ensure the Isolation room is clean and disinfected as per Section 7 (Hygiene and Cleaning in Schools).
10. Principal will ensure a record is made in the school's Covid-19 Incident database.

Scenario B – Suspected Case of Covid-19 in a Staff member

1. If a member of staff becomes unwell and shows symptoms of Covid-19, he/she will immediately contact the principal or the deputy principal and inform them about his/her symptoms.
2. If the staff member is a class teacher, the principal will immediately arrange cover for the teacher's class.
3. The symptomatic staff member will wear a face mask and will maintain a 2 metre distance from other people.
4. If he/she is well enough, he/she will immediately exit the school building and go to his/her car. If the staff member does not drive to work, he/she will make contact with a family member who will collect them from the school gate. The staff member should contact his/her GP immediately.

NOTE: If the staff member is too unwell to go home or if advice is required, the principal or deputy principal will escort the staff member to the Isolation Room LS9. The principal will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. The emergency services will advise accordingly.

5. The principal will then arrange for cleaning and disinfection of the Isolation Room and the work area used by the symptomatic staff member.

6. The principal will ensure a record is made in the school's Covid-19 Incident database.

THE COVID RESPONSE EXPLAINED

What to do when a child / staff member presents with a Covid 19 symptom / symptoms in school:

1. **A Cough:**
   Persistent coughing, getting worse, new & sustained
   *** **NOT** a once off dry cough for a few minutes, clearing of the throat, a cough after eating / exercise

2. **Breathing difficulties**:
   Wheezing, shortness of breath etc

3. **Fever:**
   Child / staff member is unwell / lethargic, is visibly hot and feverish – sweating / shivering – despite good ventilation in room
   *** **NOT** 'I feel hot, teacher….'

4. **Loss of taste / smell**
   Harder to detect, adult / older child might communicate

   PROCEDURES:
   - For any of the above symptoms call principal / deputy.

- Teacher gives a mask to the child / staff member to put on and isolates him / her at end of the class.
- Principal / deputy ring for Parents to collect child or organises for staff member to go home / ambulance
- Principal / deputy arrives and escorts child to Covid room as per guidelines

This is Winter season and children / staff, as per guidelines attached, can come to school with sniffles / sneezes / sore throats. It is when one of the 4 main Covid 19 Symptoms are presenting that we follow the procedures above. Otherwise we educate our pupils and remind each other on cough etiquette, hand hygiene, disposal of tissue, maintaining social distancing from others etc

Return to School / Work

A child / staff member who displays Covid symptoms is swabbed by the HSE. If positive for Covid, the HSE contacts the school. If negative the child / staff member is free to return once they are well.

The school does not receive this personal medical information – it is a personal responsibility to abide by HSE / public health advice and it must be assumed people – parents, on their children's behalf, and staff – are adhering to that advice.

BSRAC COVID RESPONSE PROTOCOL

As per HSE guidelines attached, there are **4 clear Covid19 symptoms** to which we will respond by isolating child / staff member before exiting the school. Yes, there are numerous other symptoms, but our direction from the HSE is to base our procedures on the 4 main symptoms below.

This is a fairly traumatic happening for any child / staff member in itself. It will also most probably follow with a Covid 19 swab test. We all need to be clear on the protocols and know when it is appropriate to act with "Covid Response".

The Covid Response is different to a normal phone call home when a child isn't well and needs to be collected. The usual 'I feel sick' and 'I've a headache' will still occur and the office can phone home as usual. That does not necessitate a Covid Response.

The LWR or the SEN teacher has no role in the Covid Response. If you are concerned about a child's health, direct your concerns to the principal / deputy. This ensures clarity for all concerned and avoids miscommunications.

9) Special Educational Needs

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs,

symptoms or changes in baseline which suggests illness/COVID-19 infection 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.

10) Staff Duties

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

- Adhere to the School's COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.

- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the publ**ic** health authorities and comply with same.

11) 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.

All efforts will be made to ensure a teacher is with each class. The following order will be used in the event of a teacher absence:

1. Substitute teacher from supply panel
2. Substitute teacher from school supply
3. Allocated SET teacher from the level
4. Allocated SET teacher from within the school
5. Unqualified supervision

If a teacher cannot be organised, parents will be notified that a teacher is unavailable and the children cannot attend school that day.

In such a situation, Seesaw will be utilised by the class teacher, in the first instance if their health allows, to continue learning at home.

12) Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective selfcare. 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, shortterm 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.

APPENDIX 1 COVID-19 Policy Statement

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

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

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

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

Signed: _____ Date: _____

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: _____
Name of Principal: _____ 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

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 COVID19 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/ and school management.

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

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

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;

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

3. What can a Lead Worker Representative Do?

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

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

4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Procedure for dealing with issues that arise

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

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

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.

- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.

- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.

- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

Appendix 4 Bunscoil Rinn an Chabhlaigh Risk Assessment

BSRAC Risk Assessment is laid out under the following headings:

1. Risk Assessment and Training
2. Hygiene
3. Social Distancing
4. Cleaning
5. Office and Administration Areas
6. Use of PPE
7. Handling books and other resources
8. Using hand tools or equipment
9. Dealing with a suspected case of Covid 19
10. Covid 19 Cleaning Regime
11. Cleaning a space with a conformed/ suspected case of Covid 19
12. Travel to and from work and trips
13. Dropping and Picking up children
14. Visitors to school
15. Management of deliveries and supplies to the school
16. Curricular Control Measures

Updated Risk Assessments to minimise the risk of being exposed to Covid-19

Who may be affected?	Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus:	The Board of Management will develop a **Covid 19 response plan** for the prevention and mitigation of Covid-19 following **a risk assessment** of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school. The staff representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches. The Board of Management will: ✓ Ensure that all staff receive necessary **return to work training** prior to returning to work ✓ The BOM will ensure **Lead Worker Representative/ Assitant Lead Worker/ Deputy Lead Worker is** appointed. BOM will ensure LWR is aware of his role and completed the necessary training ✓ All staff to complete the **RTW health questionnaire**	Negligible	Board of Management Principal Staff

	• A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	✓ **LWR to provide posters, information and message** boards to increase awareness of Covid-19 among staff and pupils ✓ Promote safe individual practices within the school campus ✓ Engage with staff in providing feedback on the preventive measures and their effectiveness ✓ Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation ✓ Emphasise the effectiveness of adopting protective measures especially good personal hygiene ✓ **Provide specific training in the proper use of PPE for staff**, where required ✓ Staff to ensure the children use the toilets within their own dedicated classroom. If in library/ OT room the child uses the toilet in their designated classroom only ✓ **BOM to ensure that all teaching staff have organized POD groups- 5 groups within the class. That all classroom supplies- book rental/ copies/ library books etc are kept within the individual pods.** ✓ **Staff to be shown an agreed procedure for bringing children into and out of the classroom, ensuring children remain in pods and allowing for easy movement on corridors and stairs.**		P Murphy E o Gorman J O Donoghue

Risk Level Calculation		Risk Level Action	
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5	Trivial risk — Acceptable
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk — Requires monitoring
(c) Risk Rating = (a) X (b)		11-15	Severe risk — Requires immediate further action and control
		16-25	Emergency risk — Halt activity and review immediately

Assessment Date: June, 2020

Assessor's Name:

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with contro	Action implementation

			Is	
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste	The BoM will ensure that all staff can wash their hands regularly. Hot water and appropriate **santitisers (i.e. hand gel dispensers, etc.), paper towel dispensers , pedal bin for disposal of paper towels will be available throughout the school in every classrrom**. Staff should: ✓ Wash their hands properly and often. Hands should be washed: ○ After coughing or sneezing ○ Before and after eating or preparing food ○ Before and after using protective gloves ○ Before and after being on public transport ○ When arriving and leaving the school campus ○ After toilet use ✓ Cover theirmouth and nose with a tissue or their sleeve when coughing and sneezing. ✓ Put used tissues into a bin and wash their hands ✓ Develop a routine of incresed cleaning and disinfecting of frequently touched objects and surfaces The BoM will supply required cleaning products, will ensure the correct use and storage of disinfectants and will ensure all products are stored safely and securely. **No employees are permitted to attend work if they display any of the symptoms below:** - ✓ Fever (temperature of 37.5 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.	Requires monitoring	Board of Management Principal Staff Visitors

	•Death	Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850**		

Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties	The Board of Management will ensure that: ✓ **Appropriate signage in line with public health guidelines will be displayed** throughout school facility (buildings and grounds). ✓ All staff required to clean their own work area/ shared work stations regularly during the day and will have access to cleaning products provided in every classroom ✓ All staff required to maintain a clear work station (ie teachers desk) with essential books etc only on the table. ✓ **Appropriate social distancing markings are in place** ✓ **Necessary PPE is available to staff** ✓ Standard cleaning and maintenance regimes are put in place and detailed records retained ✓ Toilet facilities are cleaned regularly ✓ All drinking water facilities will be shut down ✓ **Equipment sharing is minimised. Staff are encouraged not to share equipment** ✓ There is **regular cleaning of frequently touched** surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) ✓ All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people for example in the designated SET rooms- all use is recoded by the particular POD group and recorded the cleaning complete ✓ Covid compliant work areas to be available where social distancing guidelines can be applied ✓ There is staggered use of canteen/kitchen or other communal facilities ✓ **Bins are provided for disposal of waste materials (tissues, paper towels,**	Requires monitoring	Board of Management Principal Staff Visitors

	• Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	**wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow** ✓ **Hand sanitizer outside every classroom** ✓ **Paper towel dispenser/ soap dispenser in very classroom toilet** ✓ All waste collection points are emptied regularly throughout and at the end of each day. ✓ **Staff use gloves when removing rubbish bags** or handling and disposing of any Rubbish and they wash hands with soap and water for at least 20 seconds afterwards No toys, games,arts & crafts, cuddly toys, Rubik's cubes etc etc to be allowed in school for Golden time or at any other time? Personal hand sanitiser allowed for all class levels if allowed by parents		

Risk Level Calculation		Risk Level Action		
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5	Trivial risk	Acceptable
(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	6-10	Medium risk	Requires monitoring
(c) Risk Rating = (a) X (b)		11-15	Severe risk	Requires immediate further action and control
		16-25	Emergency risk	Halt activity and review immediately

Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Social Distancing Controls	Risk Rating with controls	Action implementation
All staff Pupils Visitors Contractors Public	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	Physical distancing is currently a key control measure in reducing the spread of infection. The Board of Mangement will ensure that: ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school ✓ **All communication beween home and school will be electronic… messages for teachers/ office/ Principal …. Use the school email teacher@bsrac.ie** ✓ **BOM ensure that all staff check their school email before going home** ✓ **physical spacing (2 metres apart currently) for work stations and common spaces,** such as entrances/exits, lifts, kithchen areas, canteens, stairs, where congregation or queuing of staff, or students of visitors might occur ✓ **Parents encouraged to collect and not loiter and keep 2 m distance- Classes will be spread out at a distance to accomadate this and using multiple yards/ access points – see plan…MS. PARENTS NOT ALLOWED IN TO SCHOOL ?? Can we do this by bringing children to gate and not letting parents in** See below under No 13 Dropping & Picking up Children ✓ **We will no longer use Infant sticks at Infant collection times** ✓ **Lunches/ books dropped off by Parents should be eliminated and encouraged not to do so. If essential Parents to leave items to school in plastic bag with childs name on it and dropped into the box in reception/ email Jerry and not to speak to him** ✓ **All classrooms will be laid out using the recommended layout from the DES and accomadating a 1 m distance around the teachers desk** ✓ **Break times will be staggered and school supervision procedures** must be strictly adhered to ✓ Lunchtime cover – covering teacher not to use desk	Requires monitoring	Board of Management Principal Staff Visitors

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	✓ **BOM to ensure staff collect their class promplty form the yard** ✓ **BOM to ensure that staff ensure the POD groups are in place when mvoing around the school/ lining up** ✓ **Use of staffroom is not permitted- all appliances- dishwasher/ microwave, toaster not to be used in the staffroom** ✓ **Staff to bring their own utensils and bring them home** ✓ **Staff to adhere to the designated SET room for their breaks and keep in within their designated Class/POD level** ✓ **Staff will have a supply of UHT milk/ tea and coffee in each of SET rooms** ✓ **BOM will ensure all staff aware of the entry/ exits points and timetable for use of communal areas/ break times** ✓ Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) ✓ Appropriate social distancing arangements will be in place throughout the facility ✓ **Meetings of staff will take place online and by using teleconferencing facilities….. All IEP/ PT Meetings online/ zoom** ✓ **SET teachers are to work in the mainstream classes at their level. There is to be minimal withdrawal of PODS from their bubbles unless it is timetabled- meditation room/ OT/ Sensory room but not to the SET room** ✓ **The staff POD at every class level refers to the 3 class teachers and 2 SET Teachers so a group of 5 or at some levels 3 SET teachers so a POD of 6 . These PODS must be strictly adhered to.** ✓ **These PODS will have their breaks togeher is designated SET room** ✓ **Support teachers covering for lunch breaks to avoid using the class teacher's work area.** ✓ There is currently a strict **no handshaking policy** in place within the school ✓ All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible **Where 2 metre distance cannot be maintained** Requirements for personnel working within 2 metres of each other (where activity cannot be suspended): ✓ No worker has symptoms of Covid-19	Seriou s	

		✓ The close contact work cannot be avoided ✓ Installation of physical barriers e.g. clear plastic sneeze guards ✓ PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice ✓ An exclusion zone for <2m work will be set up pre task commencement ✓ Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly ✓ Swimming cancelled this year ✓ No big gatherings so whole school assemblies will not take place		

Risk Level Calculation	Risk Level Action
(a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Staff especially cleaning staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above)	All cleaning will be undertaken in line with DES and public health guidance. ✓ Staff are responsible for **cleaning personal items that have been brought to work and items handled at work or during breaks.** Staff advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed ✓ **Cleaning staff will be trained in the new cleaning arrangements for the school** ✓ Sufficient cleaning materials and PPE will be available to allow for increased cleaning ✓ Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves ✓ System in place for the disposable 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 ✓ System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use ✓ System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use	Requires monitoring	Board of Management Principal Staff

	• A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Office and administration areas Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	• Office capacity to be limited to facilitate the maintenance of physical distancing between designated workstations and staff • The number of employees permitted to work in an office at any particular time shall be limited as a necessary control measure to protect health and safety. • Office staff to maintain clear workstations- files/ supplies not in daily use should be stored away • Office staff are responsible for wiping down and disinfecting shared equipment/ shared work areas • The Servery will be used a COVID isolation room	Requires monitoring	Board of Management Principal Administration staff

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Use of PPE Controls	Risk Rating with	Action implementation

			controls	
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath	**The correct use of Personal Protective Equipment (PPE) such as face masks or clear plastic barriers or Perspex screens etc**. may be required in some circumstances to address identified risks of spread of the virus. Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE. Particularly SNA in event of caring for a child with medical, intimate care needs PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary. **First Aid bags replenished to include PPE- mask, gloves, hand sanitizers in every bag** Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: **https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html** **Face masks will be provided to all staff** and are available for optional use. Gloves are not required generally within the workplace for infection prevention and control purposes according to current guidance. Due to the risks associated with the usage of gloves, the Board of Management will not be providing gloves to staff for general use. *Face coverings are not recommended to be worn by children under 13 years.	Requires monitoring	Board of Management Principal Staff

	or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Handling books and other resources during Covid-19 Controls	Risk Rating with controls	Action implementation
Staff (particularly SNAs, school secretaries and school book rental co-ordinator)	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	The Board of Management has to prepare for the return of school books (book rental scheme) and other resource materials (including IT equipment) so that these will be available to pupils for the start of the new school year. The following guidelines are recommended for staff when receiving or assisting in compiling resource packs: • Maintain physical distancing (currently 2 metres) • Observe good hygiene (hand washing and respiratory etiquette, do not touch your eyes, nose, mouth with unwashed hands, etc.) before and after handling books and other materials returned to the school • Follow the agreed school protocols if you are displaying symptoms of Covid-19 • Any books or other items (resource packs, computers, etc.) being returned to the school should be quarantined for 72 hours. Quarantining means placing these items in sealed boxes that are labelled with the time and date of the start of the 72-hour quarantine period. These boxes should be stored in a separate location away from active work areas within the school • Keep individual Pod bundles within the classroom • Following the expiry of the 72-hour quarantine period the items may be unboxed, cleaned and prepared for the next school year • Hands should be washed in line with relevant guidance • **Set of teacher's books for each level to be kept for use by subs?** • Instructions for subs to include supplying their own stationary	Requires monitoring	Board of Management Principal Staff

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Using hand tools or equipment Controls	Risk Rating with contro	Action implementation

			Is	
All staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing	✓ Staff must wear the appropriate PPE for the nature of the work that they are undertaking ✓ All tools and equipment must be properly sanitised to prevent cross contamination ✓ Arrangements should be put in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable ✓ Cleaning material will be available so that all tools can be wiped down with disinfectant between each use ✓ All mobile machinery (including lawnmowers) must be thoroughly cleaned and santisied prior to use	Requires monitoring	Board of Management Principal Staff

	difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 Controls	Risk Rating with	Action implementation

			controls	
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath	**The Board of Management will*:*** X Appoint an appropriate person for dealing with suspected cases ? ✓ **Have a designated isolation area available within the school building**. The designated area and the route to the designated area should be easily accessible and as far as is reasonable and practicable, should be accessible by people with disabilities. The possibility of having more than one person displaying signs of Covid-19 needs to be considered so having additional isolation areas available or another contingency plan for dealing with additional cases must be planned. It would be important that the designated area has the ability to isolate the person behind a closed door and away from other workers ✓ **Designated area**- the servery ✓ **Additional room** – adjacent to A Carneys office **If a person displays symptoms of Covid-19 the following procedure is to be implemented**: ✓ 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 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	Requires monitoring	Board of Management Principal Staff

	or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	the tissue in the waste bag provided		

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Dealing with a suspected case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors Contractors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	✓ 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.	Requires monitoring	Board of Management Principal Staff

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Covid-19 cleaning Controls	Risk Rating with contro	Action implementation

			Is	
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing	All cleaning will be undertaken in line with DES and public health guidance. ✓ It is recommended cleaning an area with normal household disinfectant after a suspected coronavirus (Covid-19) case. This wil reduce the risk of passing the infection on to other people ✓ The area should be kept closed and secure for 72 hours (if possible) for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours ✓ For cleaning purposes, wear a face mask, disposable or washing up gloves. Thes e should be double-bagged, then stored securely for 72 hours and then put with the regular rubbish after cleaning is finished should be double-bagged, ✓ Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as toilets, banisters on stairwells and door handles ✓ If an area has been heavily contaminated, such as with visible bodily fluids, fro m a person with coronavirus (Covid-19) consider using protection for the eyes, mouth and nose, as well as wearing gloves and apron ✓ Wash hands regularly with soap and water for 20 seconds and after removing gloves, aprons and other protection used while cleaning ✓ Public areas where a symptomatic individual has passed through and spent min imal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned as normal ✓ All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including objects which are visibly contaminated with body fluids	Serious Requir es monito ring	Board of Management Principal Cleaning staff

	difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above)	All cleaning will be undertaken in line with DES and public health guidance. Use disposable cloths or paper roll and disposable mob heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using an approved and recognised detergent and disinfectant in line with the manufacturer's instruction for dilution, aplication and contact times Disinfectants used should be effective against viruses. **Additionally:** Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into wast bags as outlined below. When items cannot be cleaned using detergents or laundered (upholstered furniture of mattresses for example) steam cleaning should be used **Children's individual comfort cushions should not be used** **Bean bags to be steam cleaned regularly if in use** **Soft furnishings removed from all classrooms** **Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by washing should be disposed of ??? Can we think of any…. Kids**	Serious Requires monitoring	Board of Management Principal Cleaning staff

	• A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	**cushions** **Painting shirts not permitted?** If possible, keep an area closed off and secure for 72 hours. After this time the amount of viru contamination will have decreased substantially, and cleaning can take place as normal		

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Cleaning a space with a suspected/confirmed case of Covid-19 (continued) Controls	Risk Rating with controls	Action implementation
Staff Pupils Visitors	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	**Laundry** ✓ Wash items in accordance with the manufacturer's instructions. Use the warm st water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry as this minimises the possibility of dispersing the virus through the air ✓ Clean and disinfect anything used for transporting laundry with your usual pro ucts, in line with the cleaning guidance outlined above **Waste Management** ✓ Waste should be put in a plastic rubbish bag and tied when full ✓ The plastic bag should then be placed in a second bin bag and tied ✓ It should be put in a suitable and secure place and marked for storage until the individual's test results are known ✓ All waste should be stored safely and kept away from children. You should not pu waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours ✓ If the individual tests negative, the was can be put in with the normal waste. If the	Serious Requir es monito ring	Board of Management Principal Cleaning staff

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death	individual tests positive, then store it for at least 72 hours and put in with the norr al waste		

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Travel to and from work/ external trips Controls	Risk Rating with controls	Action implementation
Staff	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be	Where a staff member exhibits any signs of Covid-19 or has been exposed to a confirmed case **they should not travel to work.** Wherever possible, staff should travel to work alone using their own means of transport – staff should not share transport to or from work. If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles,roofstraps,isolation bars, etc. Wear a face mask and carry hand santiser (at least 60% alcohol) and use it regularly throughout your journey. **The school bus will not be used for transporting children**	Requires monitoring	All staff

	any kind of cough, not just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Dropping off and picking up of pupils Controls	Risk Rating with contro	Action implementation

			Is	
Staff Pupils Parents/guardians Bus and taxi drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing	Arrangements for dropping off and picking up pupils from the school facility will be organised to maintain, as far as is reasonably practicable, a safe social distance between drivers/parents/guardians and all school staff. **Parents/guardians will be encouraged to wait in the car outside of the school . Parents will be asked to meet their child at a designated point outside the school- older children** **Parents collecting young children will wait in a designated area marked on the appropriate yard. They will be allowed to enter just prior to the children coming out and will be required to leave promptly after collecting their child.** Where SEN pupils are dropped off and picked up by a private bus/taxi, the accompanying adult should remain in the car/bus with the pupil. A designated staff member will come to the car/bus to receive the pupil and will avoid or limit physical contact with the accompanying adult. **SNA TO COLLECT THEIR CHILD FROM CAR… NO INTERACTIONS WITH SNA AT ALL** Subject to available space there is no strict requirement for taxis/buses to arrive one at a time provided that those accompanying the pupil remain in the taxi/bus and do not interact with those accompanying other pupils. A similar process should be followed for pick up. **For those Parents of Infant children / SEN children and where it is essential that they come into the school there is a clear painted line where Parents will not cross the line and adhere to social distancing while they wait**	Requires monitoring	Board of Management Principal Staff Bus and taxi drivers

	difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Visitors to school Controls	Risk Rating with	Action implementation

			controls	
Staff Pupils Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath	The Board of Management will ensure the safety and wellbeing of all visitors to the school premises. Visits to the school will be severely restricted and visitors will be asked to: BOM will ensure **contact tracing log in** place thjat will record all vistors and duration of visit ✓ Make a prior appointment before visiting the school ✓ Remain at home if they have any Covid-19 symptoms ✓ Follow the agreed Covid-19 protocols for the school ✓ Sanitise before entering the premises ✓ Attendance to be recorded on entry to building ✓ Wear PPE if instructed ✓ Adhere to social distancing requirements ✓ Not to loiter – complete their business and leave premises	Requires monitoring	Board of Management Principal

	or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may	Identified Risks	Management of deliveries and supplies to school	Risk	Action

be affected?		Controls	Rating with controls	implementation
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not	▪ All drivers to remain in their vehicle and to follow instructions to set down area ▪ Ensure that all delivery transactions comply with physical distancing requirements ▪ Agree a delivery protocol with suppliers ▪ All deliveries to be planned with allocated times for collections and deliveries ▪ Arrangements to be made for paperless deliveries ▪ System to be agreed with suppliers to ensure reconciliations are accurate ▪ Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points. ▪ **No more deliveries to school for staff personal post** ·	Requires monitoring	Board of Management Principal Staff Delivery personnel

	just a dry cough • Shortness of breath or breathing difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Who may be affected?	Identified Risks	Class/ Curricular control measures Controls	Risk Rating with contro	Action implementation

			Is	
Staff Pupils Drivers Wider Community	Spread of Covid-19 virus Persons currently deemed most at risk of complications if they catch the coronavirus are: • 60 years of age and over • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer • pregnant women Known effects of the coronavirus: • A fever (high temperature of 37.5 degrees Celsius or above) • A cough - this can be any kind of cough, not just a dry cough • Shortness of breath or breathing	✓ Class divided into POD groups ✓ POD groups stay together for duration of school year ✓ POD groups can mix within their class bubble on yard at break time ✓ Books/ supplies divided into bundles according to POD groups ✓ No After school classes this year ,,, ✓ Children who cannot attend school – as per Tusla guidelines. Where a child cannot come to school due to Covid isolation, the school will make arrangements through both class teachers to support the child remotely • Role of SNA – vital in supporting children presenting with additional care needs • . Contingency plan in event of school closure – in progress • SPHE/ Wellbeing guidelines for all – to be circulated and addressed at induction • Curriculum guidelines to be addressed at Induction • Homework – reduced homework for first fortnight • Coats – names on coat hooks in class Laminated signs with blue tac will keep falling off, children will pick them up,not hygienic, any alternative? Many hooks need to be replaced as they are broken. • Each class teacher to implement the most suitable and effective system for storage of pupils' books and belongings that minimises sharing of books and movement around the classroom eg. Junior Infants to 2nd may implement a system of one large box/basin per pod; 3rd to 6th Class teachers may implement a system of one basket/basin per child … Teachers can discuss at each level… Teachers will be reimbursed by school for any purchase of baskets/basins.	Requires monitoring	Board of Management Principal Staff Delivery personnel

	difficulties • Loss of sense of smell • Loss of sense of taste or distortion of sense of taste •Death			

Risk Level Calculation (a) Severity of risk/injury 1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality (b) Likelihood of event 1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable (c) Risk Rating = (a) X (b)	Risk Level Action 1-5 Trivial risk Acceptable 6-10 Medium risk Requires monitoring 11-15 Severe risk Requires immediate further action and control 16-25 Emergency risk Halt activity and review immediately
Assessment Date: June, 2020	Assessor's Name:

Appendix 5 Contact Tracing Log

<table>
<tr><td>Name of School</td><td colspan="2"></td><td>School Contact Person</td><td></td></tr>
<tr><td rowspan="2">Address of School</td><td colspan="2" rowspan="2"></td><td>For Queries only:
Phone No</td><td></td></tr>
<tr><td>Email</td><td rowspan="2">Was the visit pre-arranged with the Principal?
Yes ☐ No ☐</td></tr>
<tr><td>Name of Visitor</td><td colspan="3"></td></tr>
<tr><td>Date of Visit</td><td>__ __ / __ __ /_____</td><td>Time</td><td>Entry to school _____ am ☐ pm ☐</td><td>Exit from School _____ am ☐ pm ☐</td></tr>
<tr><td>Visitor Status</td><td>Contractor ☐</td><td>Parent/Guardian ☐</td><td colspan="2">Other ☐ Please complete: _____</td></tr>
<tr><td rowspan="4">Contact details of visitor</td><td>Company Name
(if applicable)</td><td colspan="3"></td></tr>
<tr><td>Address</td><td colspan="3"></td></tr>
<tr><td>Contact No.</td><td></td><td>Email Address</td><td></td></tr>
<tr><td>Reason for Visit</td><td colspan="3"></td></tr>
<tr><td colspan="5">Who the visitor met (separate line required for each person the visitor met)</td></tr>
<tr><td colspan="4">Name of Person visited</td><td>Length of time spent with each person in the school</td></tr>
<tr><td colspan="4"></td><td></td></tr>
</table>

Appendix 6 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? ***Department guidance and templates provided***
3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?
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 pupils they must stay at home if sick or if they have any symptoms of COVID-19?
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) 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?

<u>Control Measures in place</u>

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, 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 handwashing/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 handsanitising 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 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. Has 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?

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 pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
    - Tissues
    - Hand sanitiser
    - Disinfectant/wipes
    - Gloves/Masks
    - Waste Bags
    - Bins

Isolating a Person

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

Arranging for the affected person to leave the school

11. Staff – have you established by asking them if the staff members feel well enough to travel home?
12. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.
13. The affected person should be advised to avoid touching other people, surfaces and objects.
14. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.

15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
17. Has the affected person been advised they must not use public transport?
18. Has the affected person been advised to continue wearing the face mask until the reach home?

Follow up

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

Cleaning

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? (*It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*

Appendix 8 Checklist Lead Worker Representative

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?

Appendix 9 Checklist for Cleaning

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

waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.

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

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

APPENDIX 10

IF THERE IS A CONFIRMED POSITIVE CASE:

1. The HSE will notify the school and request information on our pods, classroom maps and school layout

2. The HSE will carry out a risk assessment decide if a pod / class / class level / whole school must isolate and advise the school

3. **Parents of students affected / staff members will be contacted directly by HSE** The school will not be given confidential medical information on a child / staff member. **Do not expect the school to name the individuals / class / classes involved.**

4. The Principal / Deputy Principal will immediately notify the school community if the HSE advise us to do so
    - Confirming that there has been a confirmed case
    - Informing that the HSE will be / has been in contact with the affected close contacts of the confirmed case
    - Informing that all other students / staff members will continue to attend school as the school will remain open (remembering that there is no interaction between pods and bubbles and that the risk of transmission to other bubbles is low)

TO REDUCE RISK OF SPREADING:

- Sanitisation equipment / cleaning routines / cough etiquette / handwashing procedures are all in place
- Social distancing is practiced among staff, among students from 3rd class up, and all children are reminded of the importance of keeping their distance at an age appropriate level
- Staff & students are organised into pods and bubbles. There is minimal interaction between individuals in a pod, no interaction between pods indoors and zero interaction between bubbles
- There are staggered entry times (8.40am – 8.50am) and staggered exit times (1.30pm & 2.20pm – 2.30pm) through different doors and gates
- Anyone displaying any Covid19 symptoms, regardless of severity, should not be in school

SCHOOL WORK WHILE ISOLATING:

- Students / staff who are isolating but are otherwise well must begin online learning / teaching through Seesaw (codes have been distributed)
- Siblings, family or household members of anyone isolating / awaiting a test result should consult the HSE for advice around isolation requirements (if any)