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**Updated Covid -19 Response Plan- SN Muire Naofa, Pullough.**

**February 15th 2021**

**Introduction**

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

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

The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others.

As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

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

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

This document aims to provide details of:

1. COVID-19 School Policy

2. Planning and Preparing for Return to School a. School Building b. Signage

3. Procedure for Returning to Work (RTW)

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

5. Safety Statement and Risk Assessment

6. General advice to prevent the spread of the virus-

* Wash your Hands Frequently
* Hand Hygiene and Hand Sanitiser
* Avoid Touching your Eyes, Nose and Mouth
* Physical Distancing
* Practice Respiratory Hygiene
* Do
* Do Not
* People at Very High Risk (Extremely Vulnerable)

7. Managing the Risk of Spread of Covid-19

8. Control Measures

* Return to Work Form
* Induction Training
* Induction Training – On-line Video
* Hygiene and Respiratory Etiquette
* Personal Protective Equipment (PPE)
* Wearing of Gloves
* Cleaning
* Access to the School Building / Contact Log
* First Aid / Emergency Procedure

9. Dealing with a suspected case of Covid-19

10. Staff Duties

11. Covid related absence management

12. Employee Assistance and Wellbeing Programme

**The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Every effort is made to ensure the accuracy of the information provided in this document. However, should errors or omissions be identified, please notify us so that appropriate measures can be taken to rectify same. Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie;** [**www.education.ie**](http://www.education.ie)**;**

**COVID-19 Policy Statement**

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

* continue to monitor our COVID-19 response and amend this plan in consultation with our staff
* provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
* display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
* agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
* keep a contact log to help with contact tracing
* ensure staff 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

1. School Buildings Before re-opening schools in the new school year we will 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; • bin collections and other essential services resumed
2. Entry/Exit protocols for staff/pupils.

Entry: Staff Will enter through the main door and fill in the daily entrance log and check their temperature as per protocol in place since May 18th. Each class teacher will proceed to their classroom and be in place for pupil entry from 9:20 am. SET staff and SNAs will be rostered to be on duty on the yard to monitor pupil entry from the gates.

Pupils: will be monitored from the school gates and directed to their own entry door as follows:

5th/6th in the main door and to their classroom.

3rd/4th in the door beside the staffroom and to their classroom.

1st/2nd in the door beside their classroom.

Infants in the door to the new extension and into their classroom through the link door there.

Exit: Pupils will exit from the same door as entry at all times during the day for breaks and evening exit.

Evening: Again SET and SNA staff will be on duty. For the purposes of social distancing between classes we will excuse class groups as follows:

3pm- 1st/2nd will go out to cars. First bus pupils will go straight to the bus. Second bus pupils will stay in their classroom until bus time.

3:05 pm – 3rd/4th will do the same.

3:10pm 5th/6th will follow suit.

When the bus has returned from the first run and contact surfaces wiped down the pupils for the second bus will be supervised going to the bus.

Staff will then finish cleaning their work area and other necessary preparation for the next day and log out when leaving school via the main entrance.

**Breaktimes: Staff will devise a new rota around breaktimes to allow for three breaks per day for pupils from 1st-6th to further allow for ventilation of the classrooms and pupils to get a movement break as classroom movement will be more restricted due to covid-19. Infants will have 2 breaks and their teacher will give them a movement break as suitable in their timetable. All pupils will still have their full allocation of breaktime. Lunches will be eaten at own desks and supervised. Water coolers have been fully re-cleaned and are ready for use.**

**\*Pupils are asked to bring their water bottle full to school and the teacher will outline re-filling protocols. (this may have to be changed in line with HSPC advice)**

c. Signage Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene.

(The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here

[**https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/**](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/)**)**

The DES will send posters and signage to school for use in late August and more can be downloaded/purchased as necessary.

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

In order to return to the workplace, staff must complete a Return to Work (RTW) form, which will be circulated to them by the Principal. A hard copy is attached also at Appendix 1. A RTW form should only be completed and returned to the Principal or Lead Worker at least 3 days prior to any proposed date of return to the workplace. Prior to receipt of the completed form the Principal will provide: details of the Induction Training for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member’s return to the school facility (Induction Training for staff will be developed by the Department in consultation with stakeholders and HSA and made available for all schools and staff in mid/late August. Staff will complete and inform Principal of same prior to return.

* \*\***Feb 2021**- Sec 4.2 Procedure for Returning to Work (RTW) & Appendix 6 Checklist for School Management A RTW form should be completed and returned to the school before returning to work. Schools should request staff (verbally or in writing) to confirm that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

**5. Return to work safely and Lead Worker Representative**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies primarily with the Board of Management and the School Leadership. The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

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

* Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
* 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 with the implementation of measures to suppress COVID-19 in the workplace.
* Monitor adherence to measures put in place to prevent the spread of COVID-19
* Consult with colleagues on matters relating to COVID-19 in the workplace

. Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s) who will engage with the Principal/BOM

Name(s) of Lead Worker representative: Kathy Foley

Assistant LWR: Orla Kenny

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

* **February 2021- Sec 5 Infection Prevention Control Measures** - To prevent Introduction and Spread of COVID-19 in Schools
* • Advise staff and pupils to self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
* Advise staff and pupils not to return to or attend school in the event of the following: ¬
* if they are identified by the HSE as a close contact of a confirmed case of COVID-19 ¬
* if they live with someone who has symptoms of the virus ¬
* If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel. ¬
* Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;
* Sec 5.3 Hand Hygiene

• Alcohol-based sanitiser must not be stored or used near heat or naked flame

* Sec 5.4 Physical Distancing Ventilation – new section The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice ‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’ The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance 2 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.
* Sec. 5.5 Use of PPE in Schools
* Medical Grade Masks Schools must provide medical grade masks in the EN16483 category to all SNAs and teachers in special schools and special classes and those staff by necessity that need to be in close and continued proximity with pupils with intimate care needs.

**6. Safety Statement and Risk Assessment**

COVID-19 represents a hazard in the context of health and safety in the school environment. A completed risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at Appendix 2.

The school will review their existing emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Summer Provision Response Plan. Any changes to the schools existing emergency procedures will be documented.

**7. General advice to prevent the spread of the virus In order to prevent the spread of COVID-19**

it is important to know and recognise the symptoms. They are:

• High temperature

• Cough

• Shortness of breath or breathing difficulties

• Loss of smell, of taste or distortion of taste

**The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place. This can be achieved through the following measures**

• Promoting awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.

• Advising staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.

• Advising staff and parents of pupils who have been identified by the HSE as contact of a person with COVID19 not to attend schools and to follow the HSE advice on restriction of movement.

• Ensuring that staff and pupils know what to do if they develop symptoms at school.

• Everyone entering the school building will be required to perform hand hygiene with hand sanitiser.

• Visitors to school during the day should be by prior arrangement and will be received at a specific contact point. They will be logged in/out and temperature checked (adults only- not recorded once normal). Visitors to the building will be kept to a minimum.

If/when a pupil needs an item during the day (medication etc..) parents will be requested to call when outside and a staff member will come and take the item being delivered to minimize footfall inside.

Parents coming for any meeting will be signed in, asked to sanitize, given a visitor visor and directed to their meeting room.

**Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus. Updated advice from the HSE is available on its website**

[**https://www2.hse.ie/coronavirus/**](https://www2.hse.ie/coronavirus/)

**The Department of Education and Skills will ensure all updated advice is circulated to schools.**

**SN Muire Naofa will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner**

**8. Managing the risk of spread of COVID-19**

**a**. **Wash your Hands frequently-** Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing: For advice from HSE on how to wash your hands the following link will be helpful:

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

b. Hand Hygiene and Hand Sanitisers

**Hand sanitisers are deployed in all school settings to complement the use of hand washing facilities.**

**All classrooms except 5th/6th have handwashing facilities in the classroom and these will have new hands-free soap dispensers and wall mounted sanitizers for classroom use. 5th/6th will use the basins in the bathrooms nearby and will dry hands and sanitize in their classroom with teacher/staff supervision.**

**This means staff can monitor handwashing and sanitizing for maximum benefit to pupils and all classes will follow strict protocols around washing and sanitizing before/after eating/entry and exit and if engaging in activities where washing and/or sanitizing is necessary.**

Hand sanitizers are available at entry and exit points and in each classroom.

**c. Avoid Touching Eyes, Nose and Mouth** -Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

**d. Physical Distancing -**Physical distancing is recommended to reduce the spread of infection in the workplace. Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated over the summer period.

Staff have followed DES guidance on distancing in classrooms. They will follow best practice in the junior rooms (Infants-second) where seating pods will be used as group seating as is our norm but there is no strict requirement for full social distancing within the room.

From 3rd- 6th staff have laid out pods with 1m distancing and the best possible distancing within the pod as per DES guidance.

Each classroom will be called a bubble for the purposes of playtimes/entry and exit etc….

**Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated as advised .**

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

. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19. Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

**f. Do**

• Wash your hands properly and often

• Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze • Put used tissues into a bin and wash your hands

• Clean and disinfect frequently touched objects and surfaces. g. Do Not • Touch your eyes, nose or mouth if your hands are not clean

• Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

**h. People at Very High Risk** (Extremely Vulnerable : Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who are very high risk including those who-

:• are over 70 years of age - even if you're fit and well

• have had an organ transplant

• are undergoing active chemotherapy for cancer

• are having radical radiotherapy for lung cancer

• have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment

• are having immunotherapy or other continuing antibody treatments for cancer

• are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors

• have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs

• severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD

• have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)

• are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)

• have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service. Sec 8 Dealing with a Suspected Case of COVID-19

\*\* **February 2021**-School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contract tracing purposes both in and out of the school setting

**9. Control Measures**

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

**These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis. It is critical that staff, pupils, parents/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.**

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

The following control measures have been put in place:

1. **Return to Work Form** Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

\*\* **February 2021**-Appendix 2 Pre-Return to Work Form COVID-19 Number of questions increased from 5 to 7. Additional questions:

• Are you awaiting the results of a COVID-19 test?

• In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?

• Other 5 are slightly reworded

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

• Latest up to-date advice and guidance on public health

• Covid-19 symptoms

• What to do if a staff member or pupil develops symptoms of Covid-19 while at school

• Outline of the Covid-19 response plan Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and 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.

**c. Induction Training for reopening schools** in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff in late August. The Principal will arrange staff to view relevant training when it is developed and with the Lead Covid Worker keep note of all training completed.

d**. Hygiene and Respiratory Etiquette**: It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices. Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety. Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility/toilets and are available in 3 of our 4 classrooms.

**e. Use of Personal Protective Equipment** (PPE) PPE will not be required to be worn within the school facility 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. Such include roles where:

• Performing intimate care

• Where a suspected case of Covid-19 is identified while the school is in operation Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre) Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

\*\*Updated October 2021- Staff will wear masks rather than visors in line with new advice re droplets condensing on visors and falling on others.

\*\* **March 2021** -Masks will also be worn on corridors and will be worn while gathering lunch from the staffroom while proceeding to eat in the hall.

**f. Wearing of Gloves**: The use of disposable gloves in the school setting by pupils or staff is not appropriate. It 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. Staff will have access to gloves for first aid purposes and if liked when cleaning their workspace after pupils leave .

**g. Cleaning Arrangements** for more regular and thorough cleaning of areas and surfaces within the school will be made. Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens.

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

**All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. 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. This shall be reviewed in line with government guidance.

Staff must use and clean their own equipment and utensils by either bringing their own or placing used items in the dishwasher after breaks.

**h. Access to the school building /contact** **log**

Access to the school facility will be in line with agreed school procedures. Arrangement for necessary visitors such as contractors and parents/guardians with be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained. The school will maintain a log of staff and students contacts. In addition a visitor log will be maintained at the main entrance to the school.

**i. First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in SN Muire Naofa. In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999 Contact the principal or nearest first aider giving details of location and type of medical incident.

**10. 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 SN Muire Naofa will deal with a suspected case that may arise during the course of work. A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases put in place.

The designated isolation area is behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in SN Muire Naofa 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

• The person will be isolated and brought to the designated isolation area via the isolation route. Staff member accompanying will keep 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

• An appropriately sized mask will be provided for the person presenting with symptoms . He/she should wear the mask if in a common area with other people or while exiting the premises

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

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

• If the person is well enough to go home, we will 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.

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

•We will carry out an assessment of the incident which will form part of determining follow-up actions and recovery

• We will arrange for appropriate cleaning of the isolation area and work areas involved.

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made.

The instructions of the HSE should be followed and staff confidentiality is essential at all times

\*\* **February 2021-** Staff Duties

• Not to return to or attend school in the event of the following: ¬ if they live with someone who has symptoms of the virus ¬ If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.

• Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their schoo

l • Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health

**11. Staff Duties**

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. In order to facilitate a safe return to work, these duties include, but are not limited to, the following:

• Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play

• Coordinate and work with their colleagues to ensure that physical distancing is maintained

• Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing

• Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid19

• Not return or attend school if they have symptoms of Covid-19 under any circumstances

. • If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above

• Complete the RTW form before they return to work

• Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace

• Must complete Covid-19 Induction Training and any other training required prior to their return to school

• Must be aware of, and adhere to, good hygiene and respiratory etiquette practices

• Keep informed of the updated advice of the public health authorities and comply with same.

**12. Covid related absence management**

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES. DES Circulars relating to absences and substitution will be adhered to in line with school local arrangements where subs cannot be procured. All staff will be advised of updates to circulars re leave/covid leave/substitution/EPV days etc.. amd the BOM will monitor same.

**13. Employee Assistance and Wellbeing Programme**. The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work.

The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people’s personal, family and social lives as well as their work arrangements.

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

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

This plan is a working document in line with DES guidance and will be ratified initially by the BOM in the week starting August 24th 2020. It may be subject to change/update as is needed during the school re-opening period and into the future.

Signed: …………………. Marie Bracken – Chairperson

……………………….. Marguerite White – Principal.

\*\* Pro-rata Ratified on August 24th by small BOM meeting – available on school website and in folder in the school Hall.

Fully ratified at online BOM meeting 21/20/2021

Updated on 15/02/2021 after DE prompts for partial reopening and an online BOM meeting 23/02/2021

This version will be shared with staff, BOM and school population via the website.