



**COLÁISTE
BHRÍDE**



BORD OIDEACHAIS AGUS OILIÚNA
CHILL DARAGUS CHILL MHANTÁIN
KILDARE AND WICKLOW
EDUCATION AND TRAINING BOARD

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

(Draft)

REVISED AUGUST 2021

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Note: 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 post primary schools.

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). Coláiste Bhríde is required to have a COVID-19 Response Plan. This document sets out the information that Coláiste Bhríde needs to implement a School COVID-19 Response Plan, including a COVID-19 Policy, lead worker representatives (LWRs) and a 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 of our school through the prevention, early detection and control of COVID-19. It provides key messages to minimise the risk of COVID-19 for staff, students, families and the wider community, while recognising the importance of education for the health and wellbeing of students and society as a whole.

This document focuses on the practical steps which are to be taken in our school to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and appendices in this Response Plan are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of our school and educational facilities.

This plan aims 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 plan aims to identify the steps we can take to do everything practical to avoid the introduction of COVID-19 into our school and the steps that can be taken to reduce the likelihood of the spread within our school itself in the event that COVID-19 is introduced to Coláiste Bhríde.

This COVID-19 Response Plan is a living document and will be updated in line with the public health advice and any other relevant agreement with education partners as appropriate for our school.

In line with the government’s 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, KWETB, staff, students and parents.

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

Covid Response Working Team

Every effort is made to ensure the accuracy of the information provided in this plan. However, should errors or omissions be identified, please notify the Covid Response Working Team (CRWT) so that appropriate measures can be taken to rectify same. CRWT members are:

Name	Role
<i>Linda Dunne</i>	<i>Principal</i>
<i>Denis Finn</i>	<i>Deputy Principal</i>
<i>Anna Gahan</i>	<i>Deputy Principal</i>
<i>Ciarán Somers</i>	<i>Deputy Principal</i>
<i>John Naylor</i>	<i>Board of Management Chairperson and School Advisor</i>
<i>Monica McGettrick</i>	<i>COVID Compliance Officer</i>
<i>Melissa McGuinness</i>	<i>Lead Worker Representative (Non-teaching)</i>
<i>Anthony Holly</i>	<i>Co-Lead Worker Representative (Teaching)</i>
<i>Eugene Lynch</i>	<i>Co-Lead Worker Representative (Teaching)</i>

2. COVID-19 Policy Statement

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

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

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

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

Signed: *John Naylor* (Chairman of Board of Management)

Linda Dunne (Principal)

Date: August 2021

3. Planning and Preparing for Return to School

The school aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. Our 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 our school and the applicable controls are outlined in this document.

The school will have processes in place through the CWRT to include the following:

- Keeping up to date with public health advice, changes to any Government plans and HSE advice and direction
- Passing on this information in a timely manner to staff, students, parents and others as required
- Ensuring that staff have reviewed the training materials provided by the Department of Education
- Providing staff with the Return to Work (RTW) form to complete and return
- Identifying Lead Worker Representatives
- Displaying posters and other signage to prevent introduction and spread of COVID-19
- Making and reviewing the necessary changes to the school layout to support the redesign of classrooms to support physical distancing
- Removing unnecessary clutter to facilitate ongoing cleaning of the school but take into account the importance of having educational materials to create a stimulating learning environment
- Updating the health and safety risk assessment
- Making necessary arrangements to restrict access to the school and maintain records of contacts to the school
- Reviewing the school buildings to check the following:
 - Check the water system to prevent Legionella disease
 - Check that windows can open to ensure rooms can be adequately ventilated
 - Check that bin collections and other essential services have resumed

3.1 Induction Training

All new 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 student 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 a member of the CRWT who is supported in this role by the BOM and KWETB.

3.2 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 electronically or from the principal. A copy is attached also at **Appendix 1**.

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

On receipt of the completed form the principal will provide details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

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**.

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.

3.3 COVID Compliance Officer

The COVID Compliance Officer is responsible for:

- Communication within CRWT
- Maintaining a shared OneDrive file of action plans, documentation related to school response
- Liaising individually with members of the team re. action, updates, records etc.
- Keeping updated with legislation, guidelines, recommended best practice by outside agencies
- Organising and chairing ongoing review meetings
- Overseeing school records of COVID-19 related documentation such as Return to Work Forms etc.

3.4 Lead Worker Representative

Co-Lead Worker Representatives (LWRs) have been appointed (see page 4). The LWRs 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.

These arrangements will operate for the 2021/22 school year and will be kept under review.

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

Strong communication and a shared collaborative approach are key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared obligation 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 one of the LWRs who will engage with school management.

The role of the LWRs 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
- Keep up to date with the latest COVID-19 public health advice
- 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
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19
- Promote good hygiene practices, in conjunction with school management, 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
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19
- Conduct reviews of safety measures that are in place to address and suppress COVID-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week)
- 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

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

3.5 Signage

Signage has been erected in prominent areas, outlining the signs and symptoms of COVID-19. It will stress the importance of good hand and respiratory hygiene.

3.6 Making Changes to School Layout

Maintaining physical distancing in the school environment is recommended as one of the key control measures to minimize the risk of the introduction and spread of COVID-19. In order to establish this, the school has carried out the following measures:

Health and Safety Risk Assessment

A full risk assessment is ongoing. This includes reviewing emergency procedures involving; fire safety, first aid, accidents, dangerous occurrences and to consider any new risks that arise due to the school's COVID-19 Response Plan.

First Aid/Emergency Procedure

The standard First Aid/Emergency Procedure will continue to apply in our school.

3.7 Access to School and Contact Log

Access to the school building will be as follows:

- Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the school
- A detailed sign in/sign out log of those entering the school facilities will be maintained
- A log of staff and students contacts within the school will be maintained through VSWare

All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts.

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

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, students, parents and visitors as far as possible within the school. The control measures will be reviewed and updated as required on an ongoing basis.

It is critical that staff, students, 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.

Staff and students are advised not to attend school in the following situations and should phone their doctor and follow HSE guidelines:

- If they have symptoms which are:
 - ✓ High temperature
 - ✓ Cough
 - ✓ Shortness of breath or breathing difficulties
 - ✓ Loss of smell, of taste or distortion of taste
 - ✓ Fatigue
 - ✓ Aches and Pains

Other uncommon symptoms of coronavirus include

- Sore throat
- Headaches
- Runny or stuffy noses
- Feeling sick or vomiting
- Diarrhoea

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take up to 14 days for symptoms to show. They can be similar to symptoms of [cold](#) and [flu](#).

If you have any symptoms of COVID-19 (coronavirus), [self-isolate](#) (stay in your room) and phone your family doctor straight away to see if you need [a free COVID-19 test](#). Getting an early diagnosis means, you can get the help you need and take steps to avoid spreading the virus, if you have it.

For the complete list of symptoms, please refer to the HSE [Website](#). Symptoms may be subject to change so regular review of the HSE Website is advised. If you **do not** have symptoms, you can get a free COVID-19 (coronavirus) test at a [COVID-19 walk-in test centre](#).

COVID-19 Tracker App

COVID Tracker app is a free and easy-to-use mobile phone app that will:

- alert you if you have been in [close contact](#) with someone who has tested positive for COVID-19 (coronavirus)
- keep other app users safe by alerting them if you test positive for COVID-19
- give you advice on what to do if you have symptoms

You can download the free app from [Apple's AppStore](#) or the [GooglePlay store](#)

Employers and workers must keep themselves up to date on Public Health information as this can be updated on a regular basis. Public Health information on [close contacts](#), [casual contacts and testing](#) is available from the HSE website.

- If they have been identified by the HSE as a close contact for a person with COVID-19 and to follow the HSE advice on restriction of movement
- If they live with someone who has symptoms of the virus (in such instances staff are advised to consult and follow the latest Government advice in relation to foreign travel)

Staff and students are expected to cooperate with any public health officials and the school for contact tracing purposes (this includes downloading the HSE Covid 19 tracker app) and follow any public health advice in the event of a case or outbreak in the school. In the school context the following are required:

- If they develop symptoms at school to bring this to the attention of the principal (or deputy principal if the principal is unavailable) promptly
- Relevant persons to know the protocol for managing a suspected case of COVID-19 in school
- All persons entering the school building are required to perform hand hygiene with a hand sanitiser
- All visitors to the school during the day should be by prior arrangement with school management and should be received at a specific contract point
- Physical distancing of 2 metres should be maintained between staff and visitors where possible
- Undergo any Covid 19 testing that may be required in Coláiste Bhríde as part of mass or serial testing as advised by Public Health

4.1 Respiratory Hygiene

All parties must follow good respiratory hygiene. This means covering the mouth and nose with a tissue or bent elbow when coughing or sneezing. Then dispose of the used tissue immediately and safely into a nearby bin.

4.2 Hand Hygiene

All parties must understand why hand hygiene is important as well as when and how to wash their hands. Hand washing facilities should be used after activities that are likely to soil hands, playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

The school will follow the HSE guidelines on handwashing and will promote good hygiene and display posters on how to wash your hands. Measures and facilities have been put in place to ensure good hand hygiene practice.

Frequency of Hand Hygiene

Students and staff should perform hand hygiene:

- On arrival at school and when entering and leaving the buildings
- When exiting and entering vehicles
- Before eating or drinking
- After using the toilet
- After petting animals
- After playing outdoors
- When their hands are physically dirty
- When they cough or sneeze

NOTE: *Alcohol based sanitiser must not be stored or used near heat or naked flame.*

4.3 Physical Distancing and Ventilation

Physical distancing protocols will be followed as far as is feasible, allowing for some flexibility when needed. It will be applied in a practical way to recognise that the learning environment cannot be dominated by a potentially counterproductive focus on this issue. Care will be taken to avoid generating tension or potential conflict.

It will not always be possible for staff to maintain physical distance from students and it is not appropriate that they would always be expected to do so where this could have a detrimental impact on the student.

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

The suite of measures to be implemented by the school to increase physical distancing are:

- Reconfiguration of class spaces to maximise physical distancing
- Utilisation and reconfiguration of all available space in the school in order to maximise physical distancing

- Review of school timetables
- Reconfiguration of classes
- Access to available spaces within the local community

In order to decrease interaction, the following measures will be followed:

- Physical distancing of 2m where possible or at least 1m will be maintained between desks or between individual students or staff
- To reduce interaction in as far as is possible and practicable students will remain in the classroom and teachers will move between rooms
- Where students have an elective subject they will move quickly into the new class and will be seated with members of their class cohort, observing as much physical distance as possible and wearing face masks while on the move
- Hand washing and/or sanitising will be required when moving between classes by teachers and students
- Physical distancing between the teacher and class will be observed
- Where movement of class groups between rooms is required, it will be planned to minimise interaction with other class groups
- Every effort will be made to limit interaction on arrival and departure and in hallways and other shared areas
- Social physical contact (hand to hand greetings, hugs, etc) is not permitted
- Where students need to move about within the classroom to perform activities (access to a shared resource) it will be organised to the greatest degree possible to minimise congregation at the shared resource
- Staff and students must avoid sharing of personal items
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device will be cleaned regularly and hand hygiene encouraged

School drop off/collection

- Arrangements for dropping off/collecting students should be arranged to maintain physical distancing of 2m where possible
- Walking/cycling to school is encouraged as much as possible
- Students will be informed where to go on arrival to school and should head straight to their designated area (this measure is essential for the safe operation of the school)
- The school will facilitate an additional area for bus parking
- Students not travelling to school on buses are encouraged to arrive at school no earlier than 8.30am
- Those who do not travel on buses MUST enter and exit school grounds by one of the following options:
 1. The steps towards the Enterprise Centre
 2. Walkway to the left in the main bus park
 3. Walkway to right in the main bus park

Staff

- A distance of 2 metres 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, staff workroom and arriving to work
- If 2 metres cannot be maintained in staff groups, as much as distance as is possible and guidance on face covering should be observed
- Staff members should arrange staff “pods” or teams who work together and take breaks together. Details of the agreed staff “pods” should be given to the school CCO and LWRs
- Full staff meetings will be held remotely or in the school gym
- A no hand shaking policy will be implemented

Ventilation

- The school will follow the guidelines and practical steps for good ventilation in accordance with public health advice published in *‘Practical Steps for the Deployment of Good Ventilation Practices in Schools’*
- The following must be adhered to:
 - Windows to be open as fully as possible when classrooms are not in use
 - Windows to be partially open when classrooms are in use
 - Doors to be left open where possible to assure good ventilation can be achieved without causing discomfort

Ventilation

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 provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The Department has also published guidance on how these practical steps measures can be supplemented and enhanced by the use of Carbon Dioxide (CO₂) monitors. Links to all aforementioned guidance can be accessed [here](#).

Tuck Shop

- The re-opening of the tuck shop will be reviewed in consideration of public health guidelines

Canteen

- School management will do everything that is practicable to ensure physical distancing is applied in canteen facilities
- All canteen purchases will be pre-ordered
- There will be multiple collection points with a queue management system
- Students must clean their hands before and after eating

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. The one-way system of movement must be observed at all times in this context.

Lockers

Lockers will be issued to sixth and first year students only. This is to minimise the congregation of students in corridors at breaks and between classes.

4.4 Use of PPE in Schools

PPE will be required to be worn when:

- The 2 metre distancing cannot be assured in classrooms
- Moving in corridors, stairwells, and at break times if physical distancing cannot be maintained
- Performing intimate care eg. first aid
- 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 people who are in a 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.

Face Coverings

- Wearing a face covering will be mandatory when social distancing cannot be maintained
- The purpose is not personal protection but to reduce onward transmission and the benefit is reliant on wearing the covering appropriately
- Wearing a face covering or mask does not negate the need to stay at home if symptomatic

5. Impact of COVID-19 on certain school activities

The school will work with the Department to provide more detailed advice on school activities on an ongoing basis.

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

Art – Where possible students 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 students and if sharing is required, the instruments should be

Library Policy – Where practical students 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. Students should be encouraged to perform hand hygiene after using any shared item.

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

6. Hygiene and Cleaning

- A thorough cleaning regime throughout the school will take place on a daily basis as per the written cleaning documentation issued to all caretaking and cleaning staff.
- Additional cleaning on frequently touched surfaces – door handles, handrails, chairs/arm rests, communal eating areas, sinks and toilet facilities will occur throughout the school day.
- When students move between classrooms students should use their wipes to wipe down their desk, chair and surface on entering the room.
- At the end of the last class each day all desks, chairs and surfaces should be wiped down by students and teachers before leaving the room.
- All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building.
- Staff will thoroughly clean and disinfect their work area before and after use each day.
- There will be regular collection of used waste disposal bags from offices and other areas within the school facility.
- Shower facilities will not be available for use by staff or students due to the increased risk associated with communal shower facilities and areas. This will be reviewed in line with government guidance.
- Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.).

- If using the dishwasher each staff member is responsible for putting items in the dishwasher. The staffroom rota will only be used for turning on and emptying the dishwasher

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

The rooms will be cleaned as soon as practicably possible.

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

7. Dealing with a Suspected Case of COVID-19

Staff or students should not attend school if displaying any symptoms of COVID-19.

A designated isolation area (Gym Store) has been identified within the school building.

If a staff member/student displays symptoms of COVID-19 while at school, the following are the procedures that will be implemented:

- If the person with the suspected case is a student, the parents/guardians will be contacted immediately
- The person will be isolated and a first aid person or school management will 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
- When a student is in isolation he/she will be required to hand his/her mobile phone and iPad to the staff member dealing with him/her (the phone and iPad will be returned when the student is collected)
- The virus is spread by droplets and is not airborne so physical separation/social distancing 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 2 metres, the staff member caring for the individual will wear a face covering or mask. Gloves will not be used as the virus does not pass through skin
- A mask will be worn by the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises
- The staff member caring for the individual 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
- The person presenting with symptoms will remain in isolation if they cannot immediately go home and they will be facilitated by calling their doctor. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrangements for them to be transported home

by a family member, as soon as possible will be made. They will be advised to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used

- If they are too unwell to go home or advice is required, the school will contact 999 or 112 and inform them that the sick person is a COVID-19 suspect
- An assessment of the incident will form part of determining follow-up actions and recovery
- Appropriate cleaning of the isolation area and work areas involved will take place

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 student confidentiality is essential at all times. School staff should be encouraged to download the HSE Covid-19 Tracker app to assist Public Health for contact tracing purposes. Both in and out of the school setting.

8. 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 COVID19 and to protect health and safety as far as possible within the school. All staff have a key role to play.

In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- 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.
- Complete COVID-19 Induction Training and any other training required prior to their return to school.
- Be aware of, and adhere to, good hygiene and respiratory etiquette.
- Coordinate practices and work with their colleagues to ensure that physical distancing where feasible 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.

- Adhere to the procedure outlined above if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

9. COVID-19 related absence management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the DES and HSE, through KWETB.

10. Employee Assistance and Wellbeing Programme

The Department recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for individual staff members 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'.

The EAS is a self-referral service where employees have access to 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. The service is also available via SMS, WhatsApp, e-mail, live chat and call back request. All points of contact for the service are qualified, accredited and experienced mental health professionals.

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

The EAS also provides advice and support to managers and delivers interventions to help them deal with health and wellbeing issues in the workplace.

A bespoke wellbeing portal and app is available which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programmes across mental health, sleep and a range of wellbeing topics are 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. Spectrum Life also provides a series of webinars and presentations to promote wellbeing in schools.

Appendix 1 Pre-Return to Work Questionnaire COVID-19

Updated August 2021

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. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?		
4. Have you been advised by a doctor to self-isolate at this time?		
5. Have you been advised to restrict your movements at this time?		
6. Are you awaiting the results of a Covid 19 test?		
7. Have you be categorised as “Very High Risk” or “High Risk” by the Occupational Health Service.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating, awaiting results of a COVID-19 test or been advised to restrict my movements. Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: _____

COVID-19 Risk Template (List identifies COVID-19 as the hazard and outlines control measures required to deal with this risk)

Hazard	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice	YES	<p><u>List of Actions Undertaken</u></p> <p>Follow public health guidance from HSE re hygiene and respiratory etiquette</p> <p>Completed School COVID-19 Policy Statement</p> <p>Completed SchoolCovid-19 response plan</p> <p>Return to Work Forms received and reviewed</p> <p>Undertake Induction Training</p> <p>Maintain log of staff, student and visitors – visitors by appointment only.</p> <p>Complete checklists as required:</p> <p>School Management</p> <ul style="list-style-type: none"> • How to deal with a suspected case • Formation of C.R.W.T. • SMT Covid specific meetings to plan for return to school • Physical distancing requirements <p>Other actions:</p> <ul style="list-style-type: none"> • Introduction of a staggered timetable • Room audit to match size of classes to rooms 	C.R.W.T. And S.L.T.

						<ul style="list-style-type: none"> • Rooms cleared to maximise space • Replacement of double desks with singles • Removal of fabric seating – replaced with wipeable alternatives • Development of one-way system throughout the school • Isolation rooms identified and prepared • Development of covered seating area • Development of external walkways • Increased signage • Development of thorough student induction • Use of community spaces – investigated and procured two 	
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If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _Date: / /

Appendix 3 Contact Tracing Log August 2021/2022

Name of School	Coláiste Bhríde		School Contact Person	
Address of School	Carnew, Co. Wicklow Y14WA00		For Queries only: Phone No	0539426318
			Email	cbcarnew@kwetb.ie
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	____/____/____ /____	Time	Entry to school	Exit from School
			_____ am <input type="checkbox"/> pm <input type="checkbox"/>	_____ am <input type="checkbox"/> pm <input type="checkbox"/>
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
Contact details of visitor	Company Name (if applicable)			
	Address			
	Contact No.		Email Address	
	Reason for Visit			
Who the visitor met with (separate line required for each person the visitor met with)				
Name of Person visited				Length of time spent with each person in the school

Appendix 4 Checklist for School Management

CHECKLIST FOR SCHOOL MANAGEMENT



This checklist supports planning and preparation, control measures and induction needed to support a safe return to school for students, staff, parents and others.

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan. This is likely to be the principal (with supports as agreed with the Department).

Planning & Systems

NO.	TOPIC	YES/NO	ACTION REQUIRED
1	Is there a system in place to keep up to date with the latest advice from Government and DES, to ensure that advice is made available in a timely manner to staff and students and to adjust your plans and procedures in line with that advice?	YES	
2	Have you appointed staff member/s to the LWR position (detailed at Section 4.3 above) in accordance with the agreed protocol?	YES	
3	Have you advised staff as to who has been appointed to the position of LWR?	YES	
4	Have you prepared a school COVID-19 response plan and made it available to staff and students? Department of Education guidance and templates provided.	YES	

5	Have you a system in place to provide staff and students with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them?	YES	
6	Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19?	YES	
7	Have you told staff and students of the purpose of the COVID-19 contact log?	YES	
8	Have you a COVID-19 contact log in place to support HSE tracing efforts if required? (Contact log template attached).	YES	
9	Have you informed staff on the measures that have been put in place to help prevent the spread of the virus and what is expected of them, and provided a system for them to raise issues or concerns and to have them responded to?	YES	
10	Have you reviewed and updated risk assessments in line with Department advice to take account of any controls to help prevent the spread of COVID-19? (Risk template attached)	YES	
11	Have you updated emergency plans, in particular to take account of the COVID response plan?	YES	

Staff and Students

NO.	TOPIC	YES/NO	ACTION REQUIRED
12	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?	YES	
13	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 Department of Education's agreed arrangements for management of those staff?	YES	
14	Have you advised staff and students they must stay at home if – - sick or if they have any <u>symptoms of COVID-19</u>	YES	
15	Have you told staff and students what to do and what to expect: - if they start to develop symptoms of COVID-19 while in school, including where the isolation area is? - to cooperate with any public health officials and the school for contact tracing purposes in the event of a case or an outbreak in the school?	YES	
16	Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life?	YES	

Training and Induction

17	Have you advised staff and students to view the Department of Education's training materials which are available online?	YES	
18	Have you taken the necessary steps to update your school induction / familiarisation training to include all information relating to COVID-19?	YES	
19	Have first aiders, if available, been given updated training on infection prevention and control re hand hygiene and use of PPE as appropriate? (<i>It is intended that training will be provided as part of the DES online training programme</i>).	YES	

Buildings/Equipment

20	If you have mechanical ventilation does it need cleaning or maintenance before the school reopens?	YES	
21	Does your water system need flushing at outlets following low usage to prevent Legionnaire's Disease?	NO	It has been done and water has been tested for legionella.
22	Have you visually checked, or had an appropriate person check, all equipment in the school for signs of deterioration or damage before being used again?	YES	
23	Have you arranged for the school including all equipment, desks, benches, doors and frequently touched surfaces points, to be thoroughly cleaned before reopening?	YES	

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Control Measures in place

Hand/respiratory hygiene

NO.	TOPIC	YES/NO	ACTION REQUIRED
24	Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department?	YES	
25	Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	YES	
26	Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	YES	
27	Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?	YES	
28	Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked?	YES	
29	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	YES	
30	Have you informed staff and students about the importance of hand washing?	YES	
31	Have you arranged for staff and students to view <u>how to wash their hands</u> (with soap and water for at least 20 seconds) and dry them	YES	

	correctly through the use of the HSE video resource?		
32	Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	YES	
33	Have you displayed posters on how to wash hands correctly in appropriate locations?	YES	
34	<p>Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:</p> <ul style="list-style-type: none"> ➤ 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 or buildings ➤ after each class ➤ after touching potentially contaminated surfaces ➤ after entering and exiting vehicles ➤ if in contact with someone displaying any COVID-19 symptoms 	YES	

NO.	TOPIC	YES/NO	ACTION REQUIRED
35	<p>Have you told staff and students the importance of good respiratory measures to limit the spread of the virus, including?</p> <ul style="list-style-type: none"> ➤ 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 	YES	

Physical Distancing

36	Have you identified all available school space to be used to maximise physical distancing?	YES	
37	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?	YES	
38	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	YES	
39	Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?	YES	
40	Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?	YES	
41	Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	YES	
42	Have you arranged the timetable to facilitate double classes where possible and practicable?	N/A	1 hour classes
43	Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?	YES	
44	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	YES	
45	Have you encouraged walking or cycling to school as much as possible?	YES	
46	Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	YES	

47	Can you provide a one system for entering and exiting the school, where practical?	YES	
48	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	YES	
49	Have you taken steps to minimise rotation of staff between classes where possible?	YES	
50	Have you a system to regularly remind staff and students to maintain physical distancing?	YES	

NO.	TOPIC	YES/NO	ACTION REQUIRED
51	Have you advised staff and students not to shake hands and to avoid any physical contact?	YES	
52	Have you stopped all non-essential travel for school activities?	YES	
Visitors to Schools			
53	Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	YES	
54	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	YES	
55	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?	YES	

Appendix 4 Checklist for dealing with a suspected case of COVID-19



Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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

Isolation Area

NO.	TOPIC	YES/NO	ACTION REQUIRED
1	Have you identified a place that can be used as an isolation area, preferably with a door that can close?	YES	
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.	N/A	
3	Is the route to the isolation area accessible, including to staff and students with disabilities?	YES	
4	Is the route to the isolation area accessible?	YES	
5	Have you a contingency plan for dealing with more than one suspected case of COVID-19?	YES	
6	Are the following available in the isolation area(s) <ul style="list-style-type: none"> ➤ Tissues ➤ Hand sanitiser ➤ Disinfectant/wipes ➤ Gloves/Masks ➤ Waste Bags ➤ Bins 	YES	

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?	YES	
8	Are staff familiar with this procedure?	YES	
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 DES online training)	YES	
10	Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?	YES	

Arranging for the affected person to leave the school

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

15	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	Agree that this will happen	
16	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	Agree that this will happen	
17	Has the affected person been advised they must not use public transport?	Agree that this will happen	
18	Has the affected person been advised to continue wearing the face mask until they reach home?	Agree that this will happen	
<u>Follow Up</u>			
19	Have you carried out an assessment of the incident to identify any follow-up actions needed?	Agree that this will happen	
20	Have you advised the LWR of the incident in accordance with the agreed protocol?	Agree that this will happen	
21	Are you available to provide advice and assistance if contacted by the HSE?	YES	
<u>Cleaning</u>			
22	Have you taken the isolation area out-of-use until cleaned and disinfected?	Agree that this will happen	
23	Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?	YES	
24	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	Agree that this will happen	COVID cleaners appointed.

25	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 in line with the guidance which will be provided shortly)	YES	
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Control Measures in place

Hand/respiratory hygiene

NO.	TOPIC	YES/NO	ACTION REQUIRED
24	Have you accessed supplies of hand sanitizers and any necessary PPE equipment in line with the HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? This framework close to being finalised and will be available for drawdown with guidance as to how and what to order accompanying it.	YES	
25	Are there hand washing/hand sanitising stations in place to accommodate staff, students and visitors adhering to hand hygiene measures in accordance with Department guidance?	YES	
26	Have arrangements been made for staff and students to have regular access to hand-washing/hand sanitising facilities as appropriate?	YES	
27	Are hand sanitisers easily available and accessible for all staff, students and visitors – e.g. in each classroom and at entry and exit points to school buildings?	YES	
28	Have you made arrangements to ensure hand hygiene facilities are regularly checked and	YES	

	well-stocked?		
29	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?	YES	
30	Have you informed staff and students about the importance of hand washing?	YES	
31	Have you arranged for staff and students to view <u>how to wash their hands</u> (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource?	YES	
32	Have you shown staff and students how to use hand sanitiser correctly and where hand-sanitising stations are located?	YES	
33	Have you displayed posters on how to wash hands correctly in appropriate locations?	YES	
34	<p>Have you told staff and students when they need to wash their hands or use hand sanitiser? This includes:</p> <ul style="list-style-type: none"> ➤ 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 <p style="padding-left: 40px;">after each class</p> <ul style="list-style-type: none"> ➤ after touching potentially contaminated surfaces ➤ if in contact with someone displaying any <p style="text-align: center;">COVID-19 symptoms</p>	YES	

NO.	TOPIC	YES/NO	ACTION REQUIRED
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35	<p>Have you told staff and students the importance of good respiratory measures to limit the spread of the virus, including?</p> <ul style="list-style-type: none"> ➤ 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 	YES	
Physical Distancing			
36	Have you identified all available school space to be used to maximise physical distancing?	YES	
37	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?	YES	
38	Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines?	YES	
39	Have you arranged in each room that the teacher's desk should be at least 1m (and where possible 2m) away from student desks?	YES	
40	Have you arranged in each room that students would be, at least 1m and (where possible 2m) away from each other?	YES	
41	Have you where possible and practicable assigned students to main class cohorts to minimise the risk of infection from COVID-19?	YES	
42	Have you arranged the timetable to facilitate double classes where possible and practicable?	N/A	1 hour classes
43	Have you advised staff and students that when students are moving to an elective subject they would, where practicable be seated with members of their main class cohort?	YES	

44	Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?	YES	
45	Have you encouraged walking or cycling to school as much as possible?	YES	
46	Have you made arrangements, in so far as possible, to open additional access points to school to reduce congestion?	YES	
47	Can you provide a one system for entering and exiting the school, where practical?	YES	
48	Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?	YES	
49	Have you taken steps to minimise rotation of staff between classes where possible?	YES	
50	Have you a system to regularly remind staff and students to maintain physical distancing?	YES	

NO.	TOPIC	YES/NO	ACTION REQUIRED
51	Have you advised staff and students not to shake hands and to avoid any physical contact?	YES	
52	Have you stopped all non-essential travel for school activities?	YES	

Visitors to Schools

53	Have you identified the activities that involve interacting with essential visitors to schools, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible?	YES	
54	Are there arrangements in place to inform essential visitors to schools of the measures to help prevent the spread of infection?	YES	
55	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?	YES	

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school?
2. Have you been provided with information and training in relation to the role of lead worker representative if you are new to the role?
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 have been 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?
- 27.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 28.** If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
- 29.** If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?