



**M A L A H I D E
P O R T M A R N O C K**
Educate Together
National School

School COVID-19 Policy Statement

Malahide/Portmarnock Educate Together National School 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, who will be supported in line with the agreement between the Department and education partners.

Signed:

Principal

Chairperson

Date: 15/09/2021



Malahide/Portmarnock ETNS COVID-19 Response Plan

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

Appendices

Appendix 1	MPETNS COVID-19 Agreement Form
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1. Introduction

The school has a responsibility to make every effort to ensure the safety, health and well-being of all members of our school community – children, parents and staff. This plan has been formulated to better ensure that the school can exercise that duty of care.

It should be read in conjunction with the Department of Education and Skills (DES) document: [COVID-19 Response Plan for the safe and sustainable reopening of Primary and Special Schools](#) which has been adopted by our Board of Management.

The plan supports the sustainable reopening of school for all pupils, where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the pupils in the school.

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

It is not possible to eliminate the risk of infection. However, with the assistance and cooperation of all staff, pupils, parents, contractors and visitors, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.

As well as co-operation, the flexibility and goodwill of all will be required to ensure the plan can be implemented. These are unprecedented times so as the weeks continue, we will review our policy and procedures to make sure they are working and add further guidance as it becomes available.

Parents, pupils and the Principal will co-sign the Malahide/Portmarnock ETNS Home School Agreement when the children return to school. [Appendix 1](#)

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.

2. Planning and preparing for Return to School

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

2.1 Induction Training

- Staff will be kept fully informed of the control measures in place in the school and their duties and responsibilities in preventing the spread of Covid-19 and will be updated with any changes to the control measures or guidance available from the public health authorities.
- If a staff member is unsure about any aspect of the Covid-19 Response Plan, the associated control measures, or his/her duties, he/she should immediately seek guidance from the Principal, who is supported in this role by the BOM
- A national information campaign to support parents and pupils will happen in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

2.2 Procedure for Returning to Work, Returning to School, Accessing the School

- In order to return to the workplace, staff must complete a **COVID-19 Pre-Return to Work Questionnaire** [Appendix 2](#)
- 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**. The advice for this group is available from the HSE. Details of the arrangements that will apply for these staff are in [Circular 10049/2020](#)
- In the interests of the safety of everyone in Malahide/Portmarnock ETNS, their families and the community, we ask that non-staff members will be asked to complete a **COVID-19 Self-declaration Form** prior to accessing the building [Appendix 2](#)

2.3 Lead Worker Representative

The Protocol provides for the appointment of a Lead Worker Representative (LWR) in each workplace. The LWR will work in collaboration with the employer to assist in the implementation of measures to prevent the spread of COVID -19 and monitor adherence to those measures and to be involved in communicating the health advice around COVID-19 in the workplace. See [Appendix 3](#) for further details about the role.

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

Lead worker representative:	Deputy Lead worker representative:
Lesleyann Cochrane	Margaret O'Reilly

2.4 Signage

DES Posters, with age appropriate key health messages – hand washing, sneeze and cough etiquette etc. have been displayed through the school.

Additional signage has been put in place:

- “Children only beyond this point’ signs at the two gates to the assembly area
- “Social Distance” signs at intervals along the fencing to the assembly area
- “How to use hand sanitiser” at the hand sanitising stations in classes
- Coloured footsteps and lines for assembly and dismissal times
- Two different coloured arrows along the floor in the corridor, spaced at 2m indicating that we walk on the left side of all corridors and stairs.
- Coloured lines to separate bubble play areas
- ‘Maximum Occupancy’ signage on SET rooms, staffroom, staff workroom and office

2.5 Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. The risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at [Appendix 4](#).

We continuously review emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school’s COVID-19 Response Plan. Any changes to the school’s existing emergency procedures will be documented and incorporated into the school’s safety statement.

First Aid/Emergency Procedure

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

2.6 Access to School and Contact Log

- Arrangements for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the principal.
- All visitors to the school must wear a face covering
- A detailed sign in/sign out log of those entering the school facilities is being maintained. The contact logs for non-staff members are in [Appendix 5](#).
- The attendance on Aladdin will be used as the pupil log.
- The teachers and SNAs timetables will be used for contact tracing purposes.
- SET, Secretary and Principal keep a weekly contact log.
- The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here: <https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>
- Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school (or ETB) in their role as data controller.

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

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

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

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

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

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

Promote awareness of COVID-19 symptoms (**details at Section 3.1**);

- Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
- Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
- Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
- Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school (**details at [Section 6](#)**);
- Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
- Visitors to the school during the day should be by prior arrangement and should be received at a specific contact point (**front door**);
- Physical distancing (of 2m) should be maintained between staff and visitors where possible.

3.1 Know the Symptoms of COVID-19

In order to prevent the spread of COVID-19 it is important to know and recognise the symptoms. They are:

- ✓ a fever (high temperature 38 degrees Celsius or above)

- ✓ a new cough (any kind of cough, not just dry)
- ✓ shortness of breath or breathing difficulties
- ✓ loss or change to your sense of smell or taste (this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal)
- ✓ fatigue
- ✓ aches and pains

Other uncommon symptoms of coronavirus include:

- sore throat
- headaches
- runny or stuffy nose
- feeling sick/vomiting
- diarrhoea

A list of symptoms is displayed in every room in the school.

3.2 DES advice to parents

If your child shows any of the above symptoms do not send them to school and contact your GP for advice.

3.3 Respiratory Hygiene

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

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

Children may wear face-masks if they wish, however if a child is playing with their mask they must leave it in their schoolbag.

3.4 Hand Hygiene

- Staff and pupils should understand why hand hygiene is important as well as when and how to wash their hands.
- We promote good hygiene and posters are displayed throughout the schools.
- Hand hygiene will be achieved by hand washing or use of a hand sanitiser (when hands look clean).
- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Wash hand basins, running water, liquid soap and hand drying facilities are provided in all toilets.
- Hand washing facilities are maintained in good condition and supplies of soap and paper towels are topped up regularly to encourage everyone to use them.
- Hot air dryers are an acceptable alternative for hand drying but must be regularly maintained. There is no evidence that hand dryers are associated with increased risk of transmission of COVID-19.

- Posters displaying hand washing techniques and promoting hand washing are displayed on walls adjacent to washing facilities and can be laminated or placed in a plastic sleeve.
- Evidence of effectiveness is best for alcohol based hand rubs but non-alcohol based hand rubs can be used too.
- When hand rubs/gels are being used in school care should be taken to ensure that pupils do not ingest them as they are flammable and toxic.
- Young children do not have independent use of school containers of alcohol gel.
- Children are asked to bring a hygiene bag. This should contain tissues and hand sanitiser.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

3.5 Physical Distancing

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

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

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

Physical distancing falls into two categories:

- Increasing separation
- Decreasing interaction

Increasing separation

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

- Reconfigure class spaces to maximise physical distancing (see DES Guidance on Classroom Layout) [A link to the suite of illustrative primary classroom layouts is available here.](#)
[A link to illustrative special classes is available here.](#)
- Utilise and reconfigure all available space in the school in order to maximise physical distancing

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

Decreasing interaction

In primary schools a distance of 1m should be maintained between desks or between individual pupils. It is recognised that younger children are unlikely to maintain physical distancing indoors. Therefore, achieving this recommendation in the first four years of primary or special schools, is not a pre-requisite to reopening a primary or special school for all pupils.

- Where possible work stations are allocated consistently to the same staff and children rather than having spaces which are shared.
- Pupils form Class Bubbles and discrete groups or "Pods" within those class bubbles, to the extent that this is practical.
- If the class is divided into Pods, there is at least (1m distance) between individual Pods within the Class Bubble.
- Generally speaking the objective is to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those Class Bubbles) as much as possible, rather than to avoid all contact between Pods, as the latter will not always be possible.
- The aim of the system within the school is that class grouping mix only with their own class from arrival at school in the morning until departure at the end of the school day. The Pods within those Class Bubbles is an additional measure, to limit the extent of close contact within the Class Bubble.
- Pod sizes are kept as small as is likely to be reasonably practical in the specific classroom context (4 to 6 pupils)
- Different Class Bubbles have separate areas at break.
- Sharing educational material between Pods is avoided/minimised where possible.
- Staff members who move from class bubble to class bubble are limited as much as possible.

Additional measures to decrease interaction include:

- Limit interaction on arrival and departure and in hallways and other shared areas by increasing the number of entry and exit doors.
- Social physical contact (hand to hand greetings, hugs) is discouraged.
- Where pupils need to move about within the classroom to perform activities (access to a shared resource) it is organised to the greatest degree possible to minimise congregation at the shared resource.
- Staff and pupils avoid sharing personal items. Pupils have their own pens, crayons etc and staff carry their own pen at all times.
- Encourage pupils to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth). Items that have been put in a child's mouth are disinfected.
- Where teaching and learning involves use of keyboards or tablets, the contact surface of the device are cleaned regularly and hand hygiene encouraged.
- All children walk on the left-hand side of the corridor.

Physical Distancing outside of the classroom and within the school

School drop off/collection

- Walking/cycling to school is encouraged as much as possible.
- Arrangements are made to maintain a distance of 2m between parents and guardians and between parents and guardians and school staff.
- Aim of any arrangements is to avoid congregation of people at the school gates where physical distancing may not be respected.
- Parents/guardians/childminders must wear face coverings when on the school grounds

Drop off

Children can arrive between 8:05 and 8:25am

For children who arrive between 8:05am and 8:15am:

- All pedestrians are to use Gate A (see map below).
- Children getting out of cars go to the nearest gate (Gate A or B).
- Staff will help children find their designated space.
- Infants to 2nd Class will stand on their class line facing the green fence.
- 3rd to 6th Class will stand on the footprint in their pod area which have been arranged to allow for social distancing.
- Children must sanitise their hands when they enter the classroom.

For children arriving between 8:15am and 8:25am:

- All pedestrians use Gate A.
- Those arriving in cars use the gate nearest them (Gate A or B)
- Children go directly to their classroom through the appropriate door.

Collection

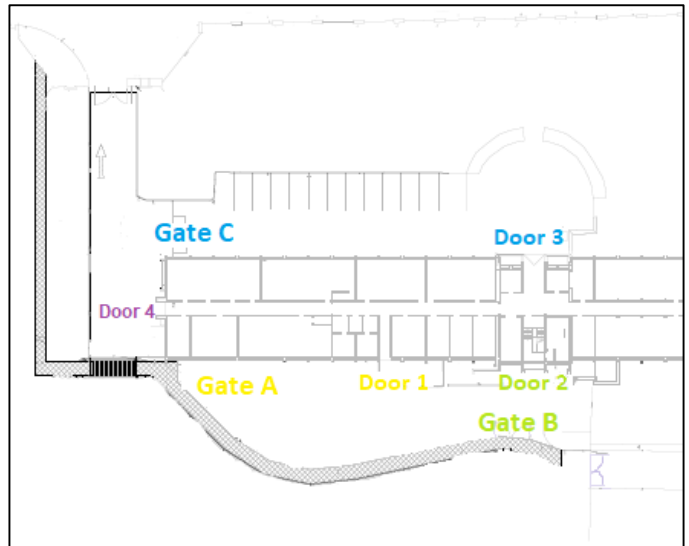
- Buses and crèche vehicles carrying **more than 5 children** are the only vehicles allowed on the school premises at collection time. These vehicles must park prior to 12:45pm/1:45pm and leave after 1:05pm/2:05pm.
- Adults, who are collecting their children from school at the end of the day, should line up in the drop off zone or drive way depending on their collection gate, ensuring that 2m social distance is maintained and that they are wearing their face covering.
- The children will be dismissed one at a time to the adult at the top of the line.
- Parents who wish their children to go home on their own or on the bus, sign a permission on Aladdin.

12:55pm Collection

Junior Infants	Gate A
Senior Infants	Gate B

1:55pm Collection

3rd Classes and 5th Class	Gate A
4 th , 5 th and 6 th Classes	Gate B
1 st Classes	Gate C
Louise's Class	Gate C
Deirdre's Class	Door 4



Collection of Children during the School Day

- If a child is being collected early, they will be collected from Door 3. All non-staff members must make an appointment in order to enter the building.

Staff

- A distance of 1m is recommended for physical distancing by staff. This is particularly relevant to distancing between adults when they are not engaged in teaching such as the staff room and arriving to work- occupancy in the staff room does not exceed 14 individuals. Staff are asked to bring their own cutlery and cups.
- Staff sanitise their hands before entering the staffroom. Staff are responsible for cleaning their area after each use.
- If 1m cannot be maintained in staff groups, as much distance as is possible is maintained and guidance on face covering is observed.
- Physical distancing is observed between staff members within the staff room through the use of staggered breaks.
- Staff meetings are held remotely or in small groups or in large spaces to facilitate physical distancing.
- We implement no hand shaking policy.
- The gathering of school staff at the beginning or end of the school day is minimised.
- Staff can rotate between areas/classes but this is minimised where possible.

Corridors and Stairwells

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

Yard/Supervision

- Play times are staggered and each class has a designated play space and a defined route to access the play area. Group 1 are on break from 9:35-9:55am and 11:35-11:55am. Group 2 are on break from 10-10:20am and 12-12:20pm.
- Children play within their class pod/bubble. If equipment is used during breaks it is not shared between class bubbles.
- Different exits are used by different classes when exiting the building.
- Classrooms are ventilated during break times. The door will be left open and, where possible, windows are to be opened throughout the day.

Toileting

- The classes with no en-suite toilet facilities have arranged scheduled toilet breaks to prevent children from different class bubbles mixing.
- During playtime, children may only come in to the building to use the toilet if it is an urgent need. They must use the toilet assigned to their class.

3.6 Use of PPE in Schools

PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. This might include roles such as:

- Where staff cannot maintain a distance of 1m between them and a pupil and 2m between them and another staff member.
- Assisting with intimate care needs
- Where a suspected case of COVID-19 is identified while the school is in operation
- Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high risk groups, or may be living with those who are in the very high risk category.
- Appropriate PPE is available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. These are stored in the white cabinet in the reception area.
- Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Masks

Cloth face coverings are not suitable for anyone who:

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

For staff, face coverings are not required if physical distancing is possible and practiced appropriately. Wearing a face covering will conceal facial expression and make communication difficult. The use of a visor as an alternative may be considered where there is a concern regarding prolonged close contact and exposure to fluid/respiratory droplets. [Advice on how to properly use face coverings can be found here.](#)

Gloves

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

Routine use of disposable gloves is not a substitute for hand hygiene. Gloves are provided should staff wish to use them when correcting children's work.

Aprons

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

4. Impact of COVID-19 on certain school activities

- **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/>
- **Equipment:** All equipment and resources is provided in school and should not be brought in from home.
- **Storage of books:** Each child has a magazine file for the storage of their books in school.
- **Homework:** E-learning and active homework is to be assigned on Mondays. Children will bring their homework folders in on Tuesdays and return them to school on Fridays. Teachers will correct homework and assign new homework (including relevant worksheets, etc.) on a Monday.

Shared Equipment

Art – The children are provided with a 'Ziplock' bag with all the materials they need for school. These must stay in school.

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

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

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

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

Toys

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

- Toys that are visibly dirty or contaminated with blood or bodily fluids should be taken out of use immediately for cleaning or disposal.
- When purchasing toys choose ones that are easy to clean and disinfect (when necessary).
- If cloth or soft toys are used they should be machine washable.
- Jigsaws, puzzles and toys that young pupils to those with special educational needs may be inclined to put into their mouths should be capable of being washed and disinfected.
- All play equipment should be checked for signs of damage for example breaks or cracks. If they cannot be repaired or cleaned they should be discarded.
- Clean toys and equipment should be stored in a clean container or clean cupboard. The manufacturer's instructions should always be followed.
- At this time soft modelling materials and play dough where used should be for individual use only.

Cleaning Procedure for Toys

- Wash the toy in warm soapy water, using a brush to get into crevices.
- Rinse the toy in clean water.
- Thoroughly dry the toy.
- Some hard plastic toys may be suitable for cleaning in the dishwasher.
- Toys that cannot be immersed in water, that are electronic or wind up, should be wiped with a damp cloth and dried.
- In some situations toys/equipment may need to be disinfected following cleaning for example: toys/equipment that pupils place in their mouths. Toys/equipment that have been soiled with blood or body fluids or toys where a case of COVID-19 has been identified.
- If disinfection is required: A chlorine releasing disinfectant should be used diluted to a concentration of 1,000ppm available chlorine. The item should be rinsed and dried thoroughly.

5. Hygiene and Cleaning in Schools

- The specific advice in relation to school cleaning is set out in the HPSC advice and is covered in the induction training for cleaners.
- Schools are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.
- In summary, each school setting is cleaned at **least once per day**. Additional cleaning if available should be focused on frequently touched surfaces – door handles, hand rails, chairs/arm rests, communal eating areas, sink and toilet facilities.
- Frequently touched surfaces (handrails, door handles, toilet and sink facilities) are cleaned between 11.30-12.30pm daily in addition to end of day cleaning.
- Children's tables are cleaned before and after eating.
- Children are asked to eat their lunch using the lid of their lunchbox as a plate.
- 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 should be regular collection of used waste disposal bags from offices and other areas within the school facility.

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

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

- The room should be cleaned as soon as practicably possible.
- Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.
- Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.
- Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).
- Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.
- Waste, including gloves etc, is to be double bagged, stored securely for 72 hours. It can then be put with the regular rubbish for disposal.
- If a pupil or staff diagnosed with COVID-19 spent time in a communal area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

6. Dealing with a Suspected Case of COVID-19

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

The designated isolation room is the staff workroom. The possibility of having more than one person displaying signs of COVID-19 has been considered and the contingency plan for dealing with additional cases is that the Iris Room would be used as the second isolation room.

If a pupil displays symptoms of COVID-19 while in the building, the following procedures will be implemented. These procedures will be explained to the children in a child-friendly manner at the start of the school year on a need to know basis.

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

1. Advise the person with the suspected case:
 - a. to avoid touching other people, surfaces and objects.
 - b. to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
2. Isolate the person and accompany them to the designated isolation area (staff workroom/Iris room), keeping at least 2m away from the symptomatic person and also making sure that others maintain a distance of at least 2m from the symptomatic person at all times.
3. Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.

4. Display 'Isolation Room in use' sign on door.
5. Remember that the virus is spread by droplets and is not airborne so physical separation is enough to reduce the risk of spread to others even if they are in the same room.
6. If it is not possible to maintain a distance of 2m a staff member caring for a pupil should wear a face covering or mask. Gloves should not be used as the virus does not pass through skin.
7. If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately.
8. If the person with the suspected case is a member of staff, establish by asking them, if they feel well enough to travel home.
9. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their GP.
10. Arrange transport home or to an assessment centre, if the affected person has been directed to go there by their GP.
11. If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their GP by phone of their symptoms. Advise the person with the suspected case not to go to their GP's surgery or any pharmacy or hospital.
12. Advise the person with the suspected case not to use public transport.
13. Advise the person with the suspected case to continue wearing the face mask until they reach home.
14. If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
15. Dispose of PPE in bin in isolation room.
16. Let staff know that the isolation room is out of use until cleaned and disinfected.
17. Arrange for appropriate cleaning of the isolation area and work areas involved as soon as practical after the affected person has left the building (details at Section 5).
18. Inform Margaret of your name, patient's name and symptoms, person who collected them and the time collected.
19. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. Inform the Lead Worker Representative or any member of the school management team of suggestions for changes to procedures.

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

7. Special Educational Needs

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which suggests illness/COVID-19 infection and where symptoms are present children should not attend school. Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

Children who are unable to wash their hands by themselves should be assisted to clean their hands using soap and water or a hand sanitiser (if their hands are visibly clean) as outlined previously.

Equipment

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

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

- Equipment used to deliver care should be visibly clean;
- Care equipment should be cleaned in accordance with the manufacturers' instructions. Cleaning is generally achieved using a general purpose detergent and warm water.
- Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids;
- If equipment is soiled with body fluids:
 - First clean thoroughly with detergent and water;
 - Then disinfect by wiping with a freshly prepared solution of disinfectant;
 - Rinse with water and dry.

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 COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to work, these duties include, but are not limited to, the following:

- Adhere to the School COVID-19 Response Plan and the control measures outlined.
- Complete the RTW form before they return to work.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete COVID-19 Induction Training and any other training required prior to their return to school.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Not return to or attend school if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the 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 Department of Education.

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 staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

Under the EAS, employees have a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home). A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum.Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.



**APPENDIX 1:
COVID-19 Agreement Form**

Pupil

I will do my best to:

- ✓ tell an adult if I feel unwell.
- ✓ only bring in my lunchbox, water bottle, homework, coat and hygiene bag to school. I will leave everything else at home.
- ✓ only touch my own water bottle and lunch box – I won't share food or drink.
- ✓ only enter and exit the school building from the designated door or gate.
- ✓ sanitise my hands (wash hands or use hand sanitiser) when I arrive in school, before and after lunch, after I use the toilet and whenever I am asked to.
- ✓ follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it).
- ✓ follow social distancing rules in school building and and in the playground.
- ✓ follow these expectations and know that if I don't, I will be sent home and will only be able to return to school when I can behave safely.

Parent/Carer

I know and understand that:

- ✓ the school has put control measures in place to prevent the spread of COVID-19 and I am in agreement with them.
- ✓ if my child shows symptoms of COVID-19 I will not send them to school and I will contact my GP (a temperature of 38 degrees Celsius or more, a new cough, loss or change sense of taste or smell, shortness of breath or an existing breathing condition that has become worse, fatigue, aches or pains, sore throat, headache, diarrhoea, runny or stuffy nose, feeling sick or vomiting)
- ✓ if my child has travelled outside of Ireland I will follow the HSE guideline
- ✓ if I am advised by the HSE that my child is a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days, I will seek medical advice.
- ✓ I will adhere to school timings and the social distancing rules for dropping off/collecting my child.
- ✓ I am aware that I will not be allowed into the school without a pre-arranged appointment and signing a COVID-19 Self-declaration Form.
- ✓ I will remind my child about social distancing rules, good hand hygiene and respiratory hygiene practices and provide them with a hygiene bag.
- ✓ if my child is knowingly behaving in an unsafe way, I will be asked to bring them home and they will have to make a commitment to behave safely before returning to school the following day.

Parental signature: use the permission slip on the Aladdin App

School

The school will do its best to:

- ✓ adhere to all guidelines as set out by the government.
- ✓ follow HSE guidelines
- ✓ put in place control measures to mitigate against all potential risks which are identified in response to the COVID-19 outbreak.
- ✓ contact parents/carers if your child displays symptoms of COVID-19.
- ✓ continue to review the situation and implement new procedures as required.

Signed on behalf of the school by:

Emer Hoy (Principal)

APPENDIX 2

In the interests of the safety of everyone in Malahide/Portmarnock ETNS, their families and the community, we ask that the following questionnaires are filled out by staff, parents and visitors to the school.

COVID-19 Pre-Return to Work Form online version is available [here](#).

COVID-19 Self-declaration Form for Non-staff Members online version is available [here](#).

APPENDIX 3: The Lead Worker Representative

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

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

3. What can a Lead Worker Representative Do?

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

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school

- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

Supports for the Lead Worker Representative/ Deputy LWR

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

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

Procedure for dealing with issues that arise

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

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

Checklist for the 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?
(*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school?
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? (See Appendix *Checklist for School Management*)
11. Did your school consult with you when putting control measures in place?
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?
(See Appendix *Checklist for Cleaning and Disinfection*)
- 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? (See Appendix *Checklist for dealing with suspected case of COVID-19*)
- 20.** Are you helping in the management of someone developing symptoms of COVID-19 while at school?
- 21.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 22.** Are you helping in maintaining the contact log?
- 23.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 24.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 25.** Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
- 26.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

APPENDIX 4 Risk Assessment to minimise the risk of being exposed to Covid-19

Identified Risks	Risk Communication, Education and Training Controls	Risk Rating with controls	Action implementation
<p>Member of staff coming to work with COVID-19 symptoms</p> <p>Spread of COVID-19 due to lack of knowledge of safe procedures</p>	<p>The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 following a risk assessment of the school facility. This plan will highlight the measures necessary to protect the health and safety of staff in re-opening and modifying the work arrangements within the school.</p> <p>All staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.</p> <p>The Board of Management will:</p> <ul style="list-style-type: none"> ✓ ensure that all staff receive necessary training prior to returning to work. ✓ ensure that all staff complete the Return to Work Form at least 3 days prior to commencing work. ✓ emphasise the effectiveness of adopting protective measures especially good personal hygiene. ✓ provide posters and signage to increase awareness of Covid-19 among staff and pupils. ✓ share information with whole school community about safe procedures prior to school reopening. ✓ promote safe individual practices within the school grounds. ✓ good respiratory and hand hygiene procedures are taught and monitored. ✓ engage with staff in providing feedback on the preventive measures and their effectiveness. 	<p>Requires monitoring</p>	<p>Board of Management</p> <p>Staff</p>

Identified Risks	Hygiene Controls	Risk Rating with controls	Action implementation
<p>Member of staff, pupil or non-staff member being on school premises with COVID-19 symptoms</p> <p>Spread of Covid-19</p>	<p>No adults or children are permitted on the school premises if they display any of the symptoms below: -</p> <ul style="list-style-type: none"> ✓ Fever (temperature of 38 degrees or above) ✓ Cough ✓ Shortness of breath ✓ Breathing difficulties ✓ Loss/change in sense of taste or smell <p>Any member of the school community displaying symptoms must follow the public health guidelines.</p>		<p>Board of Management</p> <p>Staff</p> <p>Pupils</p> <p>Non-staff members</p>

virus	<p>Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must follow the public health guidelines.</p> <p>Any member of the school community, who has tested positive for Covid-19 must not return to school until deemed fit to do so under the public health guidelines.</p> <p>The BoM will ensure that:</p> <ul style="list-style-type: none"> ✓ washing and hand sanitising facilities will be available throughout the school. ✓ appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). ✓ appropriate social distancing markings are in place. ✓ necessary PPE is available to staff. ✓ there is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags). ✓ bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow. ✓ all waste collection points are emptied regularly. 	Requires monitoring	
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Identified Risks	Social Distancing Control	Risk Rating with controls	Action implementation
Spread of Covid-19 virus due to proximity to others	<p>Physical distancing is currently a key control measure in reducing the spread of infection.</p> <p>The Board of Mangement will ensure that:</p> <ul style="list-style-type: none"> ✓ appropriate social distancing arrangements will be in place throughout the school. ✓ there is currently a strict no handshaking policy in place within the school. ✓ all persons will adhere to relevant social distancing rules in relation to entering the school, use of welfare facilities and while working in the school. ✓ the number of pupil-adult interactions will be reduced by reducing the number of staff accessing different classes. ✓ the number of adult-adult interactions in the school will be reduced by: <ul style="list-style-type: none"> ○ only having non staff members on the premise when it is essential and by appointment only. ○ having meetings of staff; and staff and parents online where possible. ○ non-staff members remaining outside where possible. 	Requires monitoring	Board of Management Staff Pupils Non-staff members

- congregation of staff is discouraged by having maximum occupancies on staffroom, offices, workroom and SET rooms
- ✓ all staff and non-staff members should avoid direct physical contact with any other persons as far as possible
- ✓ interaction between classes will be reduced by having staggered breaks; designated play areas; specific toilets for specific classes; no gatherings of classes; no after school activities.
- ✓ parents will be discouraged from congregating on school grounds by having staggered arrival times and designated collection areas.
- ✓ the maximum number of exits will be used at arrival, dismissal and breaktimes.
- ✓ where children are with children from another class (or pod for 3rd to 6th) they will be 1m apart eg SET, committees
- ✓ everyone will walk on the left side of the corridor paying attention to the arrows on the floor.

Where 2 metre distance cannot be maintained

Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):

- ✓ No worker has symptoms of Covid-19
- ✓ The close contact work cannot be avoided
- ✓ The correct use of face covering will be mandatory
 - Visors will be provided to all staff and are available for optional use.
 - Staff will have the option to wear their own cloth face masks which must be changed on a daily basis and washed in line with public health guidelines.
- ✓ PPE (disposable gloves, aprons and disposable masks) will be available to staff and if used must be disposed of in line with public health guidelines.
- ✓ Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link: <https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>

Identified Risks	Cleaning Controls	Risk Rating with controls	Action implementation
Spread of Covid-19 virus due to transfer on surfaces	The Board of Mangement will ensure that: <ul style="list-style-type: none"> ✓ all cleaning will be undertaken in line with DES and public health guidance. ✓ staff will be responsible for cleaning personal items that have been brought to work and items handled at work or during breaks. Staff will be advised to clean personal items that they have bring to work (e.g. mobile phones) and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. ✓ cleaning staff will complete the DES training video. 	Requires monitoring	Board of Management Staff including contract cleaning staff

	<ul style="list-style-type: none"> ✓ sufficient cleaning materials and PPE will be available to allow for increased cleaning. ✓ children’s tables will be washed before and after eating. Children eat using their lunchbox lid as a plate and sanitise their hands before and after eating and before and after playtime. ✓ all staff have been provided with appropriate materials for cleaning and sterilising equipment (Dettol spray, fairy liquid, antibacterial spray and antibacterial wipes). ✓ the school will be cleaned at the end of the school day with high touch surfaces receiving an additional clean during the day. 		Pupils
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Identified Risks	Shared equipment Controls	Risk Rating with controls	Action implementation
Spread of Covid-19 virus due to transfer on surfaces	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ sharing of equipment is minimised. ✓ children have their own equipment where possible and do not touch things that do not belong to them. ✓ all school equipment is sanitised – cleaning programmes have been devised to ensure that shared equipment is cleaned and disinfected between use by different people ✓ any books or other items being returned to the school are quarantined for 72 hours. Following the expiry of the 72-hour quarantine period the items may be redistributed. 	Requires monitoring	Board of Management Staff Pupils

Identified Risks	Dealing with a suspected case of Covid-19 Controls	Risk Rating with controls	Action implementation
Spread of Covid-19 virus through contact with someone who develops COVID-19 symptoms while in school	<p>The Board of Management will ensure that:</p> <ul style="list-style-type: none"> ✓ there are two designated isolation areas available within the school building. <p>If a person displays symptoms of Covid-19 the following procedure is to be implemented:</p> <ul style="list-style-type: none"> ✓ Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. ✓ Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask when in a common area with other people or while exiting the premises. ✓ Assess whether the individual who is displaying symptoms can immediately be directed to go home and call their 		Board of Management Staff Pupils

	<p>doctor and continue self-isolation at home.</p> <ul style="list-style-type: none"> ✓ Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided ✓ If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used ✓ If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. ✓ Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. ✓ Arrange for appropriate cleaning of the isolation area and work areas involved. <ul style="list-style-type: none"> ○ The room should be cleaned as soon as practicably possible. ○ Once the room is vacated the room should not be reused until the room has been thoroughly cleaned and disinfected and all surfaces are dry. ○ Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning. ○ Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron. ○ Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach). ○ Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids. ○ Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused. ○ Waste, including gloves etc, is to be double bagged, stored securely for 72 hours. It can then be put with the regular rubbish for disposal. 	Requires monitoring	
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The risk of a hazard is a measure of the likelihood or probability of an accident coupled with the severity of the injury or loss. The risk potential of each hazard was assessed (by ranking) by giving numerical values of between 1 and 5 to both the **severity** of the consequences and the **probability** of the event occurring. When the severity numerical factor and the probability numerical factor were multiplied together, they produced a number between 1 and 25 thereby producing the numerical values outlined in **risk rating** chart below.

<u>Risk Level Calculation</u>		<u>Risk Rating</u>	
(a) Severity of risk/injury	1=trivial, 2=slight, 3=moderate, 4=major, 5=fatality	1-5 Negligible risk	Acceptable
		6-10 Medium risk	Requires monitoring

(b) Likelihood of event	1=rare, 2=unlikely, 3=likely, 4=very likely, 5=inevitable	11-15 Severe risk	Requires immediate further action and control
(c) Risk Rating = (a) X (b)		16-25 Emergency risk	Halt activity and review immediately

APPENDIX 5 Contact Tracing Logs

Non-staff Sign In/Out Form [online version is available here.](#)

APPENDIX 6 Checklist for School Management

Composite Checklist for Schools

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

For completion by the agreed person with overall responsibility of managing the implementation of the COVID-19 Response plan in line with the supports as agreed with Department of Education.

Planning and Systems

1. Is there a system in place to keep up to date with the latest advice from Government and Department of Education, to ensure that advice is made available in a timely manner to staff and pupils and to adjust your plans and procedures in line with that advice? **Yes**
2. Have you prepared a school COVID-19 response plan and made it available to staff and pupils? **Yes**
3. Have you a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them? **Yes**
4. Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? **Yes**
5. Have you told staff of the purpose of the COVID-19 contact log? **Yes**
6. Have you a COVID-19 contact log in place to support HSE tracing efforts if required? **Yes**
7. Have you informed staff on the measures and provided a system for them to raise issues or concerns and to have them responded to? **Yes**
8. Have you reviewed and updated risk assessments in line with DES advice to take account of any controls to help prevent the spread of COVID-19? **Yes**
9. Have you updated emergency plans, if necessary to take account of the COVID-19 response plan? **Yes**

Staff

10. Have you made available to each staff member a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? **Yes**
11. Are you aware of staff members who are at very high risk under the HSE guidance on people most at risk ([HSE guidance on people most at-risk](#)) and advised them of the DES agreed arrangements for management of those staff? **N/A**
12. Have you advised staff and pupils they must stay at home if sick or if they have any symptoms of COVID-19? **Yes**
13. Have you told staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is? **Yes**
14. Have you advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life? **Yes**
15. Has a lead worker representative been identified (in line with the process agreed with the DES and education partners) and detailed at Section 4.3 of this plan to help advise staff and to monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is? **Yes**

Training and Induction

16. Have you advised staff to view the Department of Education's training materials which are available online? [We completed our own training, including information on DES training.](#)
17. Have you taken the necessary steps to update your school induction / familiarisation training to include any additional information relating to COVID-19 for your school? [Yes](#)
18. Have first aiders, if available, been given updated training on infection prevention and control re: hand hygiene and use of PPE as appropriate? [Yes](#)

Buildings / Equipment

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

Control Measures in place

Hand / respiratory hygiene

23. Have you accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August). [Yes](#)
24. Are there hand washing/hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance? [Yes](#)
25. Have arrangements been made for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate? [Yes](#)
26. Are hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings? [Yes](#)
27. Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked? [Yes](#)
28. Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient? [Yes](#)
29. Have you informed staff about the importance of hand washing? [Yes](#)
30. Have you arranged for staff to view [how to wash their hands](#) (with soap and water for at least 20 seconds) and dry them correctly through the use of the HSE video resource? [Yes](#)
31. Have you shown staff and pupils how to use hand sanitiser correctly and where hand-sanitising stations are located? [Yes](#)
32. Have you [displayed posters](#) on how to wash hands correctly in appropriate locations? [Yes](#)
33. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? [Yes](#) This includes:
 - before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport

- before leaving home
 - when arriving/leaving the school /other sites
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
34. Have you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus? **Yes**
- avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

35. Have you identified all available school space to be used to maximise physical distancing? **Yes**
36. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements? **Yes**
37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary? **Yes**
38. Have you arranged in each room that the teacher’s desk should be at least 1m and where possible 2m away from pupil desks? **Yes**
39. Have you arranged in each room that pupils would be at least 1m away from each other? **We do not have the space for the children to be 1m away from each other, they are arranged in pods that are 1m away from each other as per DES guidelines.**
40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared? **Yes**
41. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or “Pods” within those class bubbles to the extent that this is practical? **Yes**
42. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible? **Yes**
43. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible? **Yes**
44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context? **Yes**
45. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times? **Yes**
46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times? **Yes**
47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas? **Yes**
48. Have you encouraged walking or cycling to school as much as possible? **Yes**
49. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion? **Yes**
50. Can you provide a one system for entering and exiting the school, where practical? **Yes**
51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing? **Yes**
52. Have you a system to regularly remind staff and pupils to maintain physical distancing? **Yes**
53. Have you advised staff not to shake hands and to avoid any physical contact? **Yes**

Visitors to Schools

54. Have you identified the activities that involve interacting with essential visitors to the school, made arrangements to minimise the number of such visitors and put in place measures to prevent physical contact, as far as possible? **Yes**
55. Are there arrangements in place to inform essential visitors to the school of the measures to help prevent the spread of infection? **Yes**
56. Have you a system in place for all visitors who do need to come to the school to make appointment, arrange to contact a central point and to record their visit using the contact tracing log? **Yes**

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

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

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

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **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 isolation area accessible, including to staff and pupils 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)? **Yes**
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes
 - Gloves/Masks
 - Waste Bags
 - Bins

Isolating a Person

1. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? **Yes**
2. Are staff familiar with this procedure? **Yes**
3. Have others been advised to maintain a distance of at least 2m from the affected person at all times?
4. 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-merged with procedures in Section 6 above and displayed in Isolation Room

1. Staff – have you established by asking them if the staff members feel well enough to travel home?
2. Pupil – have you immediately contacted their parents/guardians and arranged for them to collect their pupil? Under no circumstances can a pupil use public or school transport to travel home if they are a suspected case of COVID-19.
3. The affected person should be advised to avoid touching other people, surfaces and objects.
4. The affected person been advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin.
5. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?
6. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?
7. Has the affected person been advised they must not use public transport?
8. Has the affected person been advised to continue wearing the face mask until they reach home?

Follow up-merged with procedures in Section 6 above and displayed in Isolation Room

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

Cleaning-merged with procedures in Section 6 above and displayed in Isolation Room

11. Have you taken the isolation area out-of-use until cleaned and disinfected?
12. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
13. 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?
14. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? Yes

APPENDIX 8 Checklist for Cleaning

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

Type of absence	Type of support
Very high risk	<ul style="list-style-type: none"> ▪ Adapted learning as per DES guidance document ‘Continuity of schooling: Supporting primary pupils who are at very high risk to COVID19’ ▪ Parent-teacher communication via email (info@mpetns.ie)
Whole class at home	<ul style="list-style-type: none"> ▪ Work will be communicated through Class Dojo ▪ There will be a combination of Zoom Calls and pre-recorded videos, in a ratio of 3:2 per week ▪ Completed teacher assigned tasks/activities are to be submitted on Class Dojo ▪ Parent-teacher communication via email (info@mpetns.ie) ▪ SET teachers will continue to engage with the children they withdraw for sessions
Pod at home (teacher in school)	<ul style="list-style-type: none"> ▪ Daily session with SET teacher completing Literacy or Numeracy activity (at class SET time) ▪ Specific tasks/activities to be assigned by class teacher and communicated twice weekly (on Tuesdays and Thursday) through Class Dojo ▪ Homework available on Class Dojo ▪ Completed teacher assigned tasks/activities are to be submitted on Class Dojo ▪ Parent-teacher communication via email (info@mpetns.ie)
Pod at home (teacher in school)	<ul style="list-style-type: none"> ▪ Daily session with class teacher completing Literacy or Numeracy activity ▪ Specific tasks/activities to be assigned by class teacher and communicated twice weekly (on Tuesdays and Thursday) through Class Dojo ▪ Homework available on Class Dojo

<p>Pod at home and teacher at home (no symptoms)</p>	<ul style="list-style-type: none"> ▪ Completed teacher assigned tasks/activities are to be submitted on Class Dojo ▪ Parent-teacher communication via email (info@mpetns.ie)
<p>Child or family member high risk</p> <p style="text-align: center;">or</p> <p>Child self-isolating or restricting movements on HSE or GP advice</p>	<ul style="list-style-type: none"> ▪ Tasks/activities to be assigned and communicated twice weekly (on Tuesdays and Thursday) through Class Dojo ▪ Homework available on Class Dojo ▪ Completed teacher assigned tasks/activities are to be submitted on Class Dojo ▪ Parent-teacher communication via email (info@mpetns.ie)
<p>Parental choice</p> <p style="text-align: center;">or</p> <p>General illness</p> <p style="text-align: center;">or</p> <p>Holiday</p>	<ul style="list-style-type: none"> ▪ Children who are absent for these reasons are not supported directly, however parents/guardians can choose to check Class Dojo if they wish, as tasks/activities may be available for those who are absent for other reasons ▪ Homework available on Class Dojo ▪ If a child completes assigned tasks/activities these can be submitted on Class Dojo ▪ Parent-teacher communication via email (info@mpetns.ie)