



Covid-19 School Response Plan

For Scoil Chroí Naofa (S.C.N.), Summer 2021.

Updated August 2021

Schools are obliged to have a Covid-19 Response Plan in place in order to reopen safely in the new school year.

This document has been prepared on the basis of current public health advice and will continue to be updated throughout the year as further public advice is received.

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Introduction

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

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

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

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

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

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
 - a. School Building
 - b. Signage
3. **Procedure for Returning to Work (RTW)**
4. **Return to work safely and Lead Worker Representative(s)**
5. **Safety Statement and Risk Assessment**
6. **General advice to prevent the spread of the virus**
 - a. Wash your Hands Frequently
 - b. Hand Hygiene and Hand Sanitiser
 - c. Avoid Touching your Eyes, Nose and Mouth
 - d. Physical Distancing
 - e. Practice Respiratory Hygiene
 - f. Do
 - g. Do Not
 - h. People at Very High Risk (Extremely Vulnerable)
7. **Managing the Risk of Spread of Covid-19**
8. **Control Measures**
 - a. Return to Work Form
 - b. Induction Training
 - c. Induction Training - On-line Video
 - d. Hygiene and Respiratory Etiquette
 - e. Personal Protective Equipment (PPE)
 - f. Wearing of Gloves
 - g. Cleaning
 - h. Access to the School Building / Contact Log
 - i. First Aid / Emergency Procedure

j. CO2 Monitors

9. Dealing with a suspected case of Covid-19
10. Staff Duties
11. Covid related absence management
12. Employee Assistance and Wellbeing Programme
13. Logistics Plan for S.C.N. (Very important)

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

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

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

1. Scoil Chroí Naofa's COVID-19 Policy

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

COVID 19 Policy Statement

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

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements

- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
- keep a contact log to help with contact tracing
- ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education and Skills advice

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

This can be done through the Lead Worker Representative(s) : Cathriona Cronin or Deputy LWR , DLWR Margaret Hallissey

Signed: Fergal Naughton

Date: 30th-8-21

2. Planning and Preparing for Return to School

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

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

a. School Buildings

Before re-opening schools in the new school year S.C.N. will have checked the following:

- Does the water system need flushing at outlets following low usage to prevent Legionella disease;
- Has school equipment and mechanical ventilation been checked for signs of deterioration or damage before being used again;
- Have bin collections and other essential services resumed

b. Signage

Schools will be required to display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The signage will be available via the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. S.C.N. will download the posters and display in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

3. Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (School) [RTW(s)]** form, which is available electronically or from the Principal.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace. Staff will be reminded about making this return nearer the time.

On receipt of the completed form the Principal will provide: details of **Induction Training** (where applicable and necessary) 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.

4. Return to work safely and Lead Worker Representative (L.W.R.)

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. Cathriona Cronin has been appointed to the position of L.W.R. and Margaret Hallissey has been appointed to the position of Deputy L.W.R (D.L.W.R.)

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

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the L.W.R or D.L.W.R.

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

5. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. S.C.N. has drafted a Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings.

Certain procedures will be reviewed eg fire safety, first aid, accidents etc to consider any new risks that may arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures will be documented.

6. General advice to prevent the spread of the virus

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

- a fever (high temperature - 38 degrees Celsius or above).
- a new cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.
- loss or change in your sense of smell or taste - this means you've 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 noses
- feeling sick or vomiting
- diarrhoea

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.

The best way to prevent the spread of COVID-19 in S.C.N is to minimise the risk of introduction of the disease into S.C.N. in the first place. This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.

- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.

Staff, pupils and visitors should at all times adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by the Covid-19 virus.

Updated advice from the HSE is available on its website - <https://www2.hse.ie/conditions/covid19/>

The Department of Education and Skills will ensure all updated advice is circulated to schools. S.C.N. will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

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

7. Managing the risk of spread of COVID-19

a. *Wash your Hands Frequently*

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash hands the following link will be helpful:

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

b. *Hand Hygiene and Hand Sanitisers*

Hand hygiene can also be achieved by the use of a hand sanitisers (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom.

Hand sanitisers in use against COVID-19 contain a minimum of 60% alcohol.

c. *Avoid Touching Eyes, Nose and Mouth*

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. *Physical Distancing*

Physical distancing is recommended to reduce the spread of infection in the workplace. 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, staff will :

1. Reconfigure class spaces to maximise physical distancing
2. Utilise and reconfigure all available space in the school in order to maximise physical distancing
3. The teacher's desk will be at least 1m and where possible 2m away from pupil desks and within an exclusion zone

Measures to Decrease interaction

In the Classroom

- The extent to which decreasing interaction is possible in our school will vary from room to room
- In our school, 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
- Where possible work stations will be allocated consistently to the same staff and children rather than having spaces which are shared.
- pupils and their teachers are divided into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" are in place within those class bubbles from 3rd class upwards, to the extent that this is practical.
- If the class is divided into Pods, there will be at least (1m distance) between individual Pods within the Class Bubble and between individuals in the pod, where possible.
- To the greatest extent possible, pupils and teaching staff will consistently be in the same Class Bubbles although this will not be possible at all times.
- There are staggered breaks to reduce the mixing of class bubbles and yards zones designated to each bubble
- Children are encouraged to perform hand hygiene before and after outdoor activities.
- Sharing educational material between Pods is avoided/minimised where possible.
- Staff members who move from class bubble to class bubble is limited as much as possible.
- Social physical contact (hand to hand greetings, hugs) is discouraged.
- Staff and pupils avoid sharing personal items.
- Pupils are encouraged to avoid behaviours that involve hand to mouth contact (putting pens/pencils in the mouth).

- Where teaching and learning involves use of keyboards or tablets, the contact surface of the devices are cleaned after each use and good hand hygiene encouraged.

External Measures

- Class bubbles enter and exit through 6 entry points to avoid social interaction and congestion
- There is a staggered opening time to avoid congregation of people on school grounds

Staff

- A distance of 2m is recommended for physical distancing by staff.
- If 2m cannot be maintained in staff groups, as much as distance as is possible and updated guidance on face covering should be observed.
- Physical distancing is facilitated between staff members within the staff room through the use of staggered breaks, seating Arrangements and Perspex screens
- Staff meetings are held in large spaces to facilitate physical distancing.
- There is a no hand shaking policy.
- Two canteens are in use in conjunction with staggered staff breaks

e. Practice respiratory hygiene

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

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

f. Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces

g. Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth - for example, bottles, cups, cutlery, etc.

h. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

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

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

8. Control Measures

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

These control measures are outlined in this document.

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

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

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

The following control measures have been put in place:

a. Return to Work Form

Staff will be required to complete a RTW form at least 3 days prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation

from staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

b. Induction Training

All staff will familiarize themselves with updated Covid-19 Induction Training prior upon return to school. This training covers all aspects of the return to school safely protocols.

<https://www.gov.ie/en/publication/a0bff-reopening-our-primary-and-special-schools/#public-health-guidance-for-schools>

The aim of such training is to ensure that staff have full knowledge and understanding of the following:

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

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

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

c. Hygiene and Respiratory Etiquette

It is crucial that all staff, pupils, parents/guardians, contractors and visitors are familiar with, and adopt, good hand and respiratory hygiene practices.

Guidance documentation and Information posters will be available at various locations within the school facility. Information posters will be prominently displayed at appropriate locations within the school facility including offices, corridors, staffroom area, classrooms and toilet areas. Such are intended to inform but also remind everyone about the importance of hygiene in preventing the spread of Covid-19 virus and protecting health and safety.

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility and are available in each classroom.

d. Use of Personal Protective Equipment (PPE)

- The updated advice from the HPSC to the Department of Education has recommended that face coverings should be worn by staff members where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils.
- Guidance with regards to proper use, donning/doffing, cleaning, storing and disposal of PPE is available at:

https://www.hsa.ie/eng/topics/covid-19_coronavirus_information_and_resources/covid-19_business_supports/business_supports/hse-hpsc_posters_and_videos/

- PPE will also need to be used at certain work activities or work areas. These might include roles such as:
 - A. Performing intimate care
 - B. Where a suspected case of COVID-19 is identified while the school is in operation
 - C. Where staff are particularly vulnerable to infection but are not in 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
 - D. Administering first aid
- Staff are advised that Cloth face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- Face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- We have additional disposable face coverings available for staff in case a back-up face covering is needed during the day.

e. Wearing of Gloves:

The use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

f. Cleaning

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

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, door handles and kitchens. Cleaning will be performed regularly and whenever facilities or surfaces are visibly dirty.

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

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

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

g. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures. Callers to the school can be divided into two categories: A. Non-Visitor eg parent calls to collect a child early for an appointment and interacts with no other person in the school other than their own child (max time in school c. 5 minutes). B. Visitor eg somebody coming to meet a staff member etc eg inspector, SENO, Psychologist (duration in the school would be typically

greater than 5 minutes). Both types of callers are to be kept to a minimum and telephone calls are encouraged where possible so as to eliminate face to face meetings.

Arrangements for necessary visitors at B above such as contractors and parents/guardians will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/out log of non-visitors (A above) eg a parent collecting a child for a dental appointment etc entering the school facilities will be maintained. The school will maintain a log of staff and students visitor (B above) contacts. A contact tracing log template has been drafted for this purpose. Both log records will be maintained by the school secretary.

h. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in S.C.N.

In an emergency or in case of a serious incident, call for an ambulance or the fire brigade on 112/999

Contact the principal or nearest first aider giving details of location and type of medical incident.

i. Use of CO2 Monitors

- SCN has 4 CO2 monitors in circulation
- CO2 measurements can be used to identify poorly ventilated multi-occupancy spaces. It is possible to measure CO2 levels with a CO2 monitor. The use of CO2 monitors will provide a useful general indication that areas/rooms may not be adequately ventilated and can enable occupants to become familiar with the impact that activities, outdoor weather and window openings have on levels of good ventilation within a room.
- Measurements in rooms should be made over a minimum of 1 hour, to allow the readings to reach a steady state and to collect a representative sample of data. Short term/spot measurements are unreliable and should not be used to interpret ventilation performance. Measurements taken over several days or weeks can enable occupants to become familiar with the impact of activities and outdoor weather conditions on ventilation and could be used to inform a strategy for improved ventilation.

Action to take if the CO2 reading is above 1400-1500 ppm

Increase ventilation by opening doors and windows to address high CO2 levels. The Practical Steps for the Deployment of Good Ventilation Practices in Schools provides guidance on how this should be achieved.

CO2 readings in small and large rooms

In general the lower the reading the better the ventilation in the room. CO2 measurements can be used to identify poorly ventilated multi-occupancy spaces. CO2

measurements are a less reliable measure of ventilation performance in single or low occupancy spaces or in very large

j. Extra Curricular Activities

Choir/Music Performance

- Choir practices/performance and music practices/performance involving wind instruments are on hold until it is safe to do so

Sport Activities

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

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

Shared Equipment

Toys

- All toys are cleaned on a regular basis to remove dust and dirt that can harbour germs.
- Staff will look to purchase toys which are easy to clean and disinfect
- Clean toys and equipment should be stored in a clean container or clean cupboard
- Soft modelling materials and play dough is for individual use only.

Art

- pupils are encouraged to have their own individual art and equipment supplies.

Electronics

- Shared electronic devices such as tablets are cleaned between use

Musical Equipment/Instruments

- To the greatest extent possible, instruments will not be shared between pupils and if sharing is required, the instruments should be cleaned between uses.

Shared Sports Equipment

- each class has been given a supply of sporting equipment to avoid the need to share with other class bubbles

The following outlines how S.C.N. will deal with a suspected case that may arise during the course of work.

Designated isolation areas should be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency

plan for dealing with additional cases put in place. The designated isolation areas should be socially distanced from other staff and pupils.

9. Dealing with a suspected case of Covid 19

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

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

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

10. Staff Duties

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

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing
- Self-isolate and contact their GP promptly for further advice if they display any symptoms of Covid-19
- Not return or attend school if they have symptoms of Covid-19 under any circumstances.

- If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above
- Complete the RTW form before they return to work
- Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace
- Must complete Covid-19 Induction Training and any other training required prior to their return to school
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices
- Keep informed of the updated advice of the public health authorities and comply with same.

10. Covid related absence management

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

11. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

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

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