



Covid-19 School Response Plan

St. Laurence's NS, August 2020

This is a **Draft Covid-19 School Response Plan** that has been prepared on the basis of current public health advice and will continue to be updated as further advice is received.

The below school policies have also had Appendices added, detailing additional procedures specific to the Covid-19 pandemic, and these will be implemented for the duration of Government guidance.

- Code of Behaviour
- Critical Incident policy
- GDPR Policy

A long-term Remote Learning Policy has also been prepared.

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Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of in putting measures in place that will prevent the spread of Covid-19 in St. Laurence's NS.

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. **Social Distancing**
 - j. **First Aid / Emergency Procedure**
9. **Dealing with a suspected case of Covid-19**
10. **Staff Duties**
11. **Covid-related absence management**
12. **Employee Assistance and Wellbeing Programme**

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

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

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

1. St. Laurence'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

St. Laurence's 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).

Signed: _____

Date: _____

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 the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

a. School Buildings

Before re-opening schools in the new school year, school staff should check the following:

- The water system may need flushing at outlets following low usage to prevent Legionella disease;
- School equipment and mechanical ventilation must be checked for signs of deterioration or damage before being used again;
- Check that bin collections and other essential services have resumed.

b. Signage

St. Laurence's will display signage outlining the signs and symptoms of COVID-19 and to support good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where there are a number of posters, including those appropriate for primary school pupils, located. Irish versions are also available here <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/> Posters will be downloaded and displayed 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. ~~Click here to download a copy of the RTW(S) Form~~
[Click here to download a copy of the RTW\(S\) Form](#)

A RTW form should only be completed **at least 3 days** prior to return to the workplace on 31st August 2020.

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

Note: Induction Training for staff is still in development by the Department in consultation with stakeholders, and once received will be made available for all staff on their training day, 31st August 2020.

4. Return to work safely and Lead Worker Representative

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role.

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

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

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

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

Name(s) of Lead Worker representative:	Contact details
Máirín O'Shea (Deputy Principal) until 31/08/20	missoshea@stlaurenceschapelizod.com
Thereafter: New post-holder	

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. A comprehensive Risk Assessment document has been prepared to support this Response Plan.

It is important that school staff review their emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the COVID-19 School Response Plan. Any changes to the schools existing emergency procedures should 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. They are:

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

The best way to prevent the spread of COVID-19 in a school is to minimise the risk of introduction of the disease into the school setting in the first place.

This can be achieved through the following measures:

- 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/coronavirus/>

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

7. Managing the risk of spread of COVID-19

a. *Washing Hands Frequently*

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

HSE guidelines on handwashing will be followed: <https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

All children will be required to wash their hands before eating / drinking and after using the toilet.

b. *Hand Hygiene and Hand Sanitisers*

Hand hygiene can also be achieved by the use of a hand sanitiser (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.

Hand sanitising stations will be available in each of the corridors outside the two classrooms. All children will use hand sanitiser when they enter the building in the morning, before they exit for breaktime playground time and when they re-enter after breaktime, before they exit for lunchbreak playground time and when they re-enter after lunchbreak, and before they exit the building for home-time. Children attending the SET room will also sanitise their hands before and after their support teaching session.

c. *Avoid Touching Eyes, Nose and Mouth*

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. St. Laurence's will follow Departmental guidance in this regard.

e. *Practice respiratory hygiene*

All staff will practise, and encourage pupils to practise, 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, people around you are protected from viruses such as cold, flu and Covid-19.

Good hygiene practices and washing 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. Any failure to adhere to hygiene practices or other aspects of this plan may be dealt with through the normal disciplinary process for schools, beginning at the informal stage.

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:

The list of people in very high risk groups 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 are available from 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 below, and 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 their 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 undertake and complete Covid-19 Induction Training prior to children returning to the school building. The aim of such training is to ensure that staff have full knowledge and understanding of the following:

- Latest up to-date advice and guidance on public health
- Covid-19 symptoms

- What to do if a staff member or pupil develops symptoms of Covid-19 while at school
- Outline of the Covid-19 response plan

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

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

Note: Induction Training resources are still awaited.

c. *Induction Training for Return to School*

The Department has prepared short induction training for schools operating the summer provision this year. It is intended that this training will be updated and become more comprehensive to cover all aspects of the return to school safely protocols. The Induction training for the Summer Provision may be of interest in the context of the kind of training which staff will need to undertake is available at the following link.

<https://www.education.ie/en/Parents/Services/summerprovision/summer-education-programme-2020.html#SchoolBased>

d. *Hygiene and Respiratory Etiquette*

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

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

Handwashing facilities and/or hand sanitisers are available at multiple locations within the school facility. Toilet lids should be closed after use, before flushing.

While coughs and colds are normal from time to time, the overriding consideration and responsibility of the Board of Management, school leaders and all teachers is firstly to ensure the health and safety of all children and adults in the school. All staff members have a personal responsibility in relation to this issue. Any person who exhibits symptoms of Covid-19 must be isolated and sent home from school as per procedure.

e. *Use of Personal Protective Equipment (PPE)*

For a limited number of staff, PPE will need to be used occasionally due to the nature of certain work activities or work areas. This includes roles where:

- Performing intimate care
- An accident / spill has occurred
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs, spills and for first aid. This will be updated in line with advice from the HPSC (Health Protection Surveillance Centre)

Where staff provide healthcare to children with medical needs in the school environment they should apply standard precautions as per usual practice.

Current guidance is that face coverings should not be worn by children under thirteen years of age. The use of a face covering for staff is encouraged where a social distance of 2m cannot be maintained and where this would not cause communication difficulties. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern in this regard

f. Wearing of Gloves:

The use of disposable gloves in the school setting by staff is appropriate at times of accident / first aid / spillage / cleaning, etc. However, the Department notes that wearing gloves for an extended period can expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

g. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made with the school cleaner.

Regular and thorough cleaning of communal areas and frequently touched surfaces shall be conducted, in particular, toilets, lifts, door handles and kitchens. Cleaning will be performed at set times each day 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 / devices before and after use each day.

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

Staff are required to bring in and use their own cutlery and delph, which they can wash at school and store in their own box at their desk area when not in use. Staff are required to spray down / clean any appliances / common kitchen surfaces after use with cleaning resources provided in the kitchen area.

In order to facilitate the easier cleaning of clothes, all pupils may wear either their school uniform or their PE uniform at any time. However, it would be sensible if children could wear their PE uniforms on the designated PE days for their class.

h. Access to the school building /contact log

Access to the school facility will be in line with agreed school procedures, as per Risk Assessment document.

Arrangement for necessary visitors 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/sign out log of those entering the school facilities should be maintained. The school should maintain a log of staff and students contacts. [Click here to download a copy of the Contact Tracking Log](#)

i. Social Distancing and limiting interaction – Accessing / Departing School, Yard Time

As required, physical distancing measures will be put in place at St. Laurence's NS. The interim public health advice from the HSPC recognizes that physical distancing in a school context has some limitations:

“The principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed.... However, it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue”

Physical distancing at school will have two elements:

1. Increasing Separation 2. Decreasing interaction

Increasing separation means that all available space in the school will be availed of in order to maximise physical distancing and that classroom space has been reconfigured to promote physical distancing also.

- Non-essential furniture will be removed from classrooms and the kitchen area, in order to utilize all available space in the school.

- The Junior and Senior Classrooms will be treated as separate “Bubbles” and pupils from each class will not interact with each other physically either inside or outside of the school building.

The Departmental guidance states that standard social distancing protocols will not apply to children in the Junior Infant to 2nd class categories. For pupils from 3rd class upwards, it is encouraged to maintain a distance of 1m between desks and individual pupils, as far as possible. The DES template plans for how classrooms might be laid out to achieve this have been examined and a plan put in place based on their recommendations of “Pod” units within Classroom Bubbles. Pods in the Senior Classroom will consist of 3 / 4 pupils, organised by class level. These Pod units will maintain social distance from, and limit interactions with, pupils from different pods, to best prevent any spread of infection within a Class Bubble.

Entering school: Families will be discouraged from congregating in the laneway outside of the school gates, instead waiting in their vehicles / at a safe distance from one another if they have walked or cycled to school. The school gate will be opened at 8.50am and children will go to their designated class Pod waiting area. When all pupils have safely assembled (8.55am), teachers will lead each class into their classroom, via separate entrances (top door by office - Senior entryway; bottom door by school gate - Junior entryway). Children will sanitise their hands on their way in to the school building and proceed to their own seat within the classroom, where they can take off their coat and outdoor shoes. Outdoor shoes will be placed in a pillowcase in their personal storage box, and coats may be placed here also, or alternatively hung safely on the back of the child’s own chair.

Departing school: Children will begin changing their shoes and getting ready to go home ten minutes before their school day ends. They will then depart the classroom, pod by pod, sanitizing their hands on the way out, and waiting in their designated spot for collection. Parents will be asked to queue safely outside the school gates, with one parent / carer at a time presenting to staff at the top of the stairs, stating their name and the name(s) of the child(ren) they are collecting. Families will be marked off a class list as they depart.

Yard Time: (to be finalised after discussion with teachers about breaks)

Once the supervising teacher / SNA are in place in the yard, Junior room pupils will be instructed by remaining teacher to exit pod by pod via the bottom door, Senior room pupils similarly via the top door.

SNA will stand in a marked spot in the Junior yard, teacher will stand in a marked spot in the Senior Yard (social distancing markers will apply). In the event of an injury / need for teacher to speak to a pupil, Junior pupils will approach SNA, who can then signal to the teacher if assistance is required. If the teacher needs to move to the other area of the yard, a sound signal (eg tambourine) will be given for pupils to ‘freeze’ and move to their designated pod areas so that staff / children can move safely through the yard if needs be. Likewise, Senior pupils approach the teacher on duty, and the same procedure applies.

For indoor supervision, the teacher stands between the two rooms and it is explained to children that they must not approach any closer than the 2m marking on the ground (can be mapped using coloured tape).

When the Junior Class teacher is moving to the kitchen area, they will transit via the yard / wear a face mask when moving through the other classroom.

To limit contact, it is vital that all children are able to take off their coats and shoes and put them on by themselves. Equally, they should be able to manage to open and close all items in their lunchboxes. It is essential that parents reinforce with their children the new rules and controls around Covid-19 prevention, to ensure these are understood clearly and adhered to by all (Reference Code of Behaviour Appendix).

A common-sense approach will be utilized in recognizing the limits to which decreasing interaction between pupils can be achieved within the school setting. The objective is that each teacher and classroom grouping mix only with their own class to the greatest extent possible.

j. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in St. Laurence's NS.

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.

9. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. Staff and families should also abide by national guidance relating to travel outside of the country and the relevant isolation periods for different countries as they apply.

The following outlines how St. Laurence's will deal with a suspected case that may arise during the course of work:

A designated isolation area has been identified within the school building: School Office. In the event that there is a suspected case of Covid-19 in the school, the secretary will be asked to vacate the office and the suspected case will be given a face mask for movement to this location.

The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases has been put in place.

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

If a staff member/pupil displays symptoms of Covid-19 while in St. Laurence's school, the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 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.

11. Covid related absence management

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

12. 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 / Lead Worker Representative.

RATIFICATION OF PLAN

This plan was adopted by the Board of Management on _____

Signed: _____
Chairperson
Board of Management

Date: _____

Signed: _____
Principal

Date: _____