

Draft Covid-19 School Response Plan

Dunshaughlin Community National School

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

1. Introduction

This Covid-19 Response Plan is designed to support the staff and Board of Management (BOM)/Education Training Board (ETB) in putting measures in place that will prevent the spread of Covid-19 in Dunshaughlin Community National School.

The Covid-19 Response Plan details the policies and practices necessary for our 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 (NPHEM).

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 NPHEM 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.

1.1 School COVID -19 Policy

A COVID-19 policy outlines the commitment of the school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Chairperson and Principal of the ETB and brought to the attention of the staff, pupils, parents and others. Our School COVID-19 policy can be found at **Appendix 1**.

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. Introduction

1.1 COVID-19 School Policy

2. Planning and Preparing for Return to School

2.1 Induction Training

2.2 Procedure for Returning to Work (RTW)

2.2.1 People at Very High Risk (Extremely Vulnerable):

2.3 Lead Worker Representative

2.4 Signage

2.5 School Layout

2.6 Safety and Risk Assessment

2.6.1 First Aid/Emergency Procedure

2.7 Access to the School and Contact Log

3. Control Measures- To Prevent Introduction and Spread of COVID-19

3.1 Minimising the Risk of Introduction of COVID- 19

3.2 Know the symptoms

3.3 Respiratory Hygiene

3.4 Hand hygiene

3.5 Travel to non-green list countries

3.6 Physical Distancing

3.6.1 Increasing Separation

3.6.2 Decreasing Interaction

3.6.3 School Drop Off/Collection

3.6.4 Staff

- 3.6.5 Yard Supervision
- 3.7 Use of PPE in Schools
 - 3.7.1 Masks
 - 3.7.2 Wearing Gloves
- 4. Impact of COVID -19 on certain school activities
 - 4.1 Shared Equipment
 - 4.1.1 Toys
 - 4.1.2 Art
 - 4.1.3 Electronics
 - 4.1.4 Musical Equipment
 - 4.1.5 Library Policy
- 5. Hygiene and Cleaning in School
- 6. Dealing with a suspected case
- 7. Staff Duties
- 8. Absence Management
- 9. 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;

2. Planning and Preparing for Return to School

The School Manager/ 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.

2.1 Induction Training

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

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

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

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

The Department has prepared short induction training for schools. Access to training is available here <https://www.gov.ie/en/publication/dd7fb-induction-training-for-reopening-schools/>. This training includes induction for teachers and SNAs.

LMETB also require all staff to undergo training which is available here <https://www.peopleandprocess.ie/courses/covid-19-employee-induction/>.

2.2 Procedure for Returning to Work (RTW)

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 2**.

A RTW form should only be completed **at least 3 days** prior to any proposed date of return to the workplace.

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

2.2.1 People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are

defined as being at very high risk. 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 will be available from the Department of Education.

If the Board of Management /Principal is unsure whether staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

2.3 Return to work safely and Lead Worker Representative

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 school management to ensure, so far as is reasonably practicable, the safety, health and welfare of staff and pupils 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.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- 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.
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them.
- Follow any incident, assess with the school management any follow up action that is required
- 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 of Lead Worker representative:	Contact details
Yvonne Slevin	yslevin.dns@lmetb.ie 0868522070

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.

2.4 Signage

Signage will be displayed outlining the signs and symptoms of COVID-19 and how to support good hand and respiratory hygiene. Age appropriate posters with key health messages on hand washing, sneeze and cough etiquette will be displayed in prominent areas such as the offices, cloakroom, staffroom area, classrooms and toilets

2.5 School Layout

Maintaining physical distance in the school environment is recommended as one of the key control measures to minimise the risk of the introduction and spread of COVID-19.

Classrooms and other areas will be configured to support physical distancing.

2.6 Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in our school settings is attached at **Appendix 3**.

A review of the school's 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 will be undertaken. Any changes to the schools existing emergency procedures will be documented in relevant policies.

Our risk assessments will also consider any new risks that arise due to the school's COVID-19 Response Plan. Any changes to the school's current risk assessments will also be documented.

2.6.1 First Aid/Emergency Procedure

The standard First Aid/emergency procedure will apply to our school. In an emergency or in case of a serious incident, the ambulance or fire brigade will be called on 112/999 giving details of location and the type of medical incident.

2.7 Access to the School and Contact Log

Access to the school building will be in line with agreed school procedures. 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. The Department of Education Inspectorate may also need to visit schools to support them in the implementation of public health advice relating to creating a safe learning and working environment for all.

A detailed sign in and sign out log of those entering the school facilities will be maintained. This will be facilitated using Microsoft Forms. Any individual who requests access to the school during school hours will be sent a link to this form or may access it here on our website <https://forms.office.com/Pages/ResponsePage.aspx?id=poOQkdzckUO2gg05kLClngZRI ZZ-SZNFm07ObotZNP1UOFhCU09QUks0SFZMUEVHTU0wN0tCRTBNSC4u>.

Following review of the information provided, access will be granted or denied as appropriate.

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

3 Control Measures – To Prevent Introduction and Spread of COVID 19 in Schools

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

A range of essential control measures will be 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 are fully cooperate with all health and safety requirements.

Staff 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.

3.1 Minimising the Risk of Introduction of COVID- 19 in Our School:

- Promote awareness of COVID-19 symptoms
- Advising staff and pupils that have symptoms not to attend school; to phone their doctor and follow HSE guidance on self -isolation
- Advising staff and pupils not to attend school if they have been identified by the HSE as a contact for a 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
- 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 will be received entry point 1- the school offices.
- Physical distancing should be maintained between staff and visitors where possible.

3.2 Know the Symptoms

In order to prevent the spread of COVID -19 we will continue to know and recognise the symptoms as:

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

3.3 Respiratory Hygiene

We will endeavour to follow good respiratory hygiene to suppress the transmission for the virus. All individuals will be encouraged to cover their mouths and nose with a tissue or your bent elbow when coughing or sneezing. Tissues will then be disposed of immediately. Good hygiene practices and washing hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all individuals adhere to this advice and adopt the following practices as much as possible.

3.4 Hand Hygiene

We will promote good hygiene and display posters throughout the school on how to wash your hands. These posters will be appropriate for both children and adults. The posters will follow the advice of the HSE. Hand hygiene can be achieved by hand washing or the use of a hand sanitiser (when hands look clean).

The use of hand hygiene facilities will be monitored to avoid congregation of people waiting to use the hand sanitisers and hand basins.

Access to hand washing facilities will be available when hand sanitising is not enough e.g. when hands are dirty after playing sports outside.

Hand sanitisers will be deployed at exit and entry points of schools and classrooms.

Wash hand basins, warm running water, liquid soap and hand drying facilities will be provided in all toilets and the staff room.

All care will be taken so that our young pupils do not ingest hand sanitiser and they will not have independent use of the sanitisers. Non-alcohol-based hand sanitiser will be used as much as possible.

Pupils and staff will perform hand hygiene:

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

3.5 Travel to Non-Green List Countries

Children who travel to non-green list countries as identified by the Department of Foreign Affairs , should not attend school for the 14 days recommended.

3.6 Physical Distancing

Physical distancing is recommended to reduce the spread of infection in the workplace. It can be applied usefully in our school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way. It may not always be possible for staff to maintain physical distance from pupils and it is not appropriate that they would always be expected to do where this could have a detrimental impact on the pupil .i.e. if a child sustains an injury and requires first aid.

Teachers will take measures to avoid close contact at face to face level such as remaining standing rather than sitting beside/crouching down.

3.5.1 Increasing Separation

- Our class spaces and space in the school will be configured to maximise physical distancing.
- Teachers' desks will be at least 1 metre away from the pupil desks.

3.5.2 Decreasing Interaction

- The extent to which decreasing interaction will depend on the school setting. As our school, caters for young pupils of 4- and 5-year olds we will use a commonsense approach on deciding what is appropriate for our pupils.
- Every effort within reason will be made to limit contact and sharing of common facilities between people.
- Sharing educational material will be minimised where possible.
- Interactions on arrival and departure will be limited
- Social physical contact (hand to hand greetings, hugs) will be discouraged
- Staff and pupils should not share personal items
- Pupils will be encouraged to avoid behaviours that involve hand to mouth contact

3.5.3 School drop off/collection

- Arrangements for dropping off/collecting pupils will be arranged to encourage physical distancing of 2m where possible.
- Walking/cycling to school should be encouraged as much as possible

3.5.4 Staff

- A distance of 2 metre 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.

- If 2metres cannot be maintained, face coverings should be used.
- Staff meeting will be held remotely

3.5.5 Yard Supervision

- It is recognised that is not possible to maintain physical distancing when pupils in primary schools play outdoors.
- Children will be encouraged to perform hand hygiene before and after outdoor activities.

3.7 Use of PPE in Schools

PPE will not be required to be worn but teachers should wear face coverings when a physical distance of 2 metres cannot be maintained. The use of a face covering will conceal facial expression and can make communication difficult and as such may not be practical in a school setting. However, the wearing of a visor as an alternative to a facial covering may be considered where there is a concern that physical distancing cannot be maintained, there will be prolonged close contact and/or that exposure to fluid/respiratory droplets is likely.

PPE will need to be used occasionally or constantly due to the nature of certain work activities or work areas. Such include roles where:

- Performing intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they should apply standard precautions as per usual practice.

3.6.1 Masks

Cloth face coverings are not suitable for children under the age of 13 and anyone who:

- Has trouble breathing
- Is unconscious or incapacitated
- Is unable to remove it without help
- Has special needs and may feel uncomfortable wearing it

Teachers should wear face coverings when a physical distance of 2 metres cannot be maintained.

3.6.2 Wearing of Gloves

The use of disposable gloves in the school setting by pupils or staff is not generally 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.

Gloves may be used however when dealing with instances of intimate care or for first aid situations.

4. Impact of COVID-19 on certain school activities

4.1 Shared Equipment

4.1.1. Toys

- All toys will be cleaned on a regular basis.
- Cloth or soft toys used will be machine washable.
- All play equipment will be checked for damage and repaired or cleaned or discarded.

4.1.2 Art

Children will where possible have their own equipment and supplies

4.1.3 Electronics

Shared electronic device such as tablets will be cleaned between use.

4.1.4 Musical Equipment

Instruments will be cleaned between use.

4.1.5 Library Policy

Children will have their own textbooks. Books that are shared will be covered with a wipeable plastic covering.

5. Hygiene and Cleaning

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

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

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

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

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

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

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 Dunshaughlin Community National School will deal with a suspected case that may arise during the course of work.

A designated isolation area is identified within the school building. This will be classroom 2 of our temporary accommodation. If more than one person is displaying signs, the cloakroom area between the classes can be used. Both designated isolation areas have a closed door where the individuals can be monitored away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in Dunshaughlin Community National School, the following are the procedures to be implemented:

- If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately.
- A teacher will accompany the pupil to the isolation room via the isolation route (through entry point 4 which is the classroom door entrance of classroom 2) 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. The other pupils will return to classroom 1.
- A mask will be provided for the person presenting with symptoms if available. He/she should wear the mask if in a common area with other people or while exiting the premises.
- An assessment as to whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents who will call their doctor and continue self-isolation at home
- We will facilitate the person presenting with symptoms to remain in the isolation area if they cannot immediately go home and facilitate the calling of their doctor. The individual should avoid touching people, surfaces and objects. Advice will be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
- If the person is well enough to go home, transported home will be arranged for 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, we will contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.

- We will then carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrangements for appropriate cleaning of the isolation area and work areas involved be carried out.

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.

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

The room will be cleaned as soon as practically possible.

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

If the person diagnosed with COVID-19 spent time in a communal area, these areas will be cleaned with household detergent followed by a disinfectant as soon as is practically possible.

7. Staff Duties

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

- Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play
- Coordinate and work with their colleagues to ensure that physical distancing is maintained
- Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing

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

8. Covid related Absence Management

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES as outlined in circular 49/20. Special Leave with pay will be granted for those employees who have been:

- a. diagnosed with COVID-19 or
- b. recommended to self-isolate.

The employee must provide HSE/medical certification.

A substitute will be appointed where an employee has been granted special leave with pay.

9. Employee Assistance and Wellbeing Programme

The School Manager/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 School Manager/ 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.

BOM & LMETB Ratification/Resolution Process **for This Policy**

BOM Ratification

<i>Date Ratified by the Board of Management:</i>	
<i>Proposed By:</i>	
<i>Seconded By:</i>	
<i>Signed:</i>	<i>(Chairperson, BOM)</i>
<i>Scheduled Date for Review of the Policy:</i>	

LMETB Ratification/Resolution of the ETB Board

<i>Date of Resolution of ETB Board</i>	
<i>Signed</i>	<i>(Chairperson)</i>

Appendix 1 COVID-19 Policy Statement – Primary and Special Schools

Dunshaughlin Community 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 handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

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

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

Signed: _____
Chairperson of Board of Management

Date: _____

Signed: _____
School Principal

Date: _____

Appendix 2 Pre-Return to Work Questionnaire COVID-19

This questionnaire must be completed by staff **at least 3 days** in advance of returning to work.

If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____

Name of School: _____

Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high-risk group? If yes, please liaise with Principal re return to work and follow the agreed DES arrangements for very high-risk groups		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace considering the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: _____

Appendix 3 Risk Assessment

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

Hazards	Is the hazard present	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place	Action/controls *Risk rating
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and		Example Actions
						Follow public health guidance from HSE on hygiene and respiratory etiquette
						Complete COVID-19 Statement
						Return to Work Forms

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

_____ Date

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