



Scoil Eoin Phóil
COVID-19 Response Plan
2022/23

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This is a living document and may be reviewed and amended to take into account new guidance from www.Gov.ie,

www.dbei.ie ,www.hse.ie, www.hpsc.ie,www.hsa.ie;
www.education.ie or agreements with education partners as
appropriate for primary and special schools.

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1) Introduction

Scoil Eoin Phóil is a co educational primary school. It has an enrolment of 276 pupils, 12 mainstream teachers, 4 Special Education teachers, 3 Special Needs Assistants, an administrative Principal, a full time secretary and caretaker and 3 cleaning staff. The following document contains detailed information on the safe reopening of the school on 31st August 2022. It includes the controls put in place to ensure the safety of the whole school community.

2) Scoil Eoin Phóil Covid Response Plan

A Covid-19 Response Plan is designed to support the staff and the Board of Management in putting measures in place that aim to prevent the spread of Covid-19 in the school environment. Our Covid-19 Response Plan details the policies and practices necessary for the school to meet the Government guidelines to prevent the introduction and spread of Covid-19 in the school environment.

It is important that the resumption of school-based teaching and learning and the reopening of school facilities complies with the public health advice and guidance documents prepared by the Department of Education. Doing so minimises the risk to pupils, staff and others in the school community and in the broader community. The Response Plan supports the sustainable reopening of school where the chief objective is to protect the health of staff and pupils while promoting the educational and development needs of the pupils in the school.

The COVID-19 response plan is a living document and will be updated in line with the public health advice as appropriate for primary and special schools.

This document sets out the controls, practices and procedures that Scoil Eoin Phóil has put in place to mitigate the risk of infection and the transmission of Covid 19. The assistance and cooperation of all staff, pupils, parent(s)/guardian(s), contractors and visitors is critical to the success of the plan.

This Covid Response Plan has been developed in line with the following guidance documents:

- Reopening Our Schools:
- The Road Map for the Full Return to Schools
- Covid 19 Response Plan for the Safe and Sustainable Reopening of Primary and Special Schools
- Returning to School: Curriculum Guidance for Primary School Leaders and Teachers
- Guidance for Primary Schools and Special Schools on PPE, Consumables and Equipment

3) Scoil Eoin Phóil COVID-19 Policy Statement

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

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

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

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

Signed: Mary F. Kennedy

Date: 10/10/22

Chairperson

Signed Seán O'Boyle

Date: 10/10/22

Principal

This Policy will be brought to the attention of the staff and parent(s)/guardian(s) and will be displayed in the reception area of the school.

It will be put on our school website, www.scoileoinphoilleixlip.ie

4) Planning and Preparing for Return to School

The Board of Management of Scoil Eoin Phóil aims to facilitate the resumption of schoolbased teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

Details for the safe reopening of Scoil Eoin Phóil and the applicable controls are outlined in this document.

Before reopening the school for the 2022/23 academic year Scoil Eoin Phóil will ensure that the following are completed/are in place:

Communication/Staff

- Arrangements in place to keep up to date with public health advice, changes to any Government plans for the safe reopening of society and Department of Education updates;
- Arrangements in place to pass on this information in a timely manner to staff, pupils, parents and others as required;
- Ensured that staff has reviewed the training materials provided by the Department of Education
- Identified a Lead Worker Representative and Deputy Lead Worker Representative – Thelma Reynolds and Alison Larkin respectively
- Displayed posters and other signage to prevent introduction and spread of COVID-19
- Advised the staff of the Department of Education's agreed arrangements for Very High Risk staff
- Advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life

Communication/Parent(s)/Guardian(s)

- Published Scoil Eoin Phóil's Covid Response Plan on school website www.scoileoinphoilleixlip.ie in advance of school reopening
- A shorter version of this plan will be emailed to parent(s)/guardian(s) with particular emphasis on the logistical arrangements that Scoil Eoin Phóil has put in place for the reopening of the school.

Communication/Pupils

On the day of return to school, 31st August, the teachers will work through the following with the children:

- Acknowledgement of Covid 19 and the difficult time it may have presented over the past few months
- The importance of everyone playing their part in staying safe and healthy
- Hygiene measures including viewing the washing hands video, use of hand sanitisers and their locations, when we need to wash our hands, coughing/sneezing etiquette etc
- Discuss the sharing/non sharing of equipment
- Discuss what we store in school and what to leave at home
- Discuss homework arrangements
- Discuss Uniform
- Staying at home if unwell
- What to do if symptoms develop
- Reassure children at all stages of the discussion

School Buildings

- The following signage is on display to prevent introduction and spread of COVID-19:
 - Main door sign indicating protocols for visitors/parents / guardians / contractors etc.
 - The signs and symptoms of COVID-19
 - Promoting good hand hygiene and respiratory hygiene.
 - Appropriate signage is located in all classrooms, staff room, offices, toilets, and circulation areas.
 - Physical distancing signage on floors etc
- The necessary changes have been made to the school layout to support the redesign of classrooms to support physical distancing
- Identification of isolation rooms

People at very high risk (extremely vulnerable):

The list of people in very high risk groups includes people who:

- are over 70 years of age - even if fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer

- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- have severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means they have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and are pregnant

Advice for this group is available from the HSE and from the Department of Education.

4.1 Lead Worker Representative

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

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies

primarily with the Board of Management/ Education and school management.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan, control measures or the adherence to such measures by staff, pupils or others, he/she should contact the lead worker(s) who will engage with school management.

Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Keep up to date with the latest COVID-19 public health advice;
- In conjunction with school management, promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist school management with the implementation of measures to suppress COVID-19 in the workplace in line with the Return to Work Safely Protocol and current public health advice;

- In conjunction with school management, monitor adherence to measures put in place to prevent the spread of COVID-19;
- Conduct regular reviews of safety measures;
- Report any issues of concern immediately to school management and keep records of such issues and actions taken to rectify them;
- Consult with the school management on the school's COVID-19 Response Plan in the event of someone developing COVID-19 while in school including the location of an isolation area and a safe route to that area;
- Following any incident, assess with the school management any follow up action that is required;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations to school management on behalf of their colleagues on matters relating to COVID-19 in the workplace.

.The role of the Deputy Lead Worker Representative will be to support the LWR and to deputise as LWR where the LWR is absent.

<i>Name(s) of lead worker representative:</i>	<i>Contact details:</i>
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Thelma Reynolds	Scoil Eoin Phóil
Alison Larkin Deputy Lead Worker Representative	Scoil Eoin Phóil

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

4.4 Signage

- Posters and other signage are on display to prevent the introduction and spread of COVID-19.
 - Main door sign indicating protocols for visitors/parents / guardians / contractors etc.
 - The signs and symptoms of COVID-19
 - Promoting good hand hygiene and respiratory hygiene.
 - Social distancing signage on corridors and in public areas
 - Appropriate signage is located in all classrooms, meeting rooms, staff room, offices, toilets, corridors and reception areas.

4.5. Changes to School Layout

Scoil Eoin Phóil has put the following in place

- Furniture has been removed and stored to facilitate physical distancing and to allow ease of cleaning. Sufficient resources and storage have been left in the classrooms
- Hand sanitiser dispensers have been installed in all classrooms/Entrance and exits/staffroom/PE hall/ yard
- Paper towel dispensers have been installed in all bathrooms
- Soap dispensers are available at all sink areas
- Visitor/Contact log maintained
- Isolation rooms established
- PPE, sanitation supplies, cleaning supplies are available
- A new cleaning schedule has been implemented

4. 6. Health and Safety Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A Risk Assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings has been completed. It will be reviewed regularly.

We have also reviewed our procedures involving fire safety, first aid and accidents to consider any new risks that arise due to the school's COVID-19 Response Plan.

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

4.7. Access to School and Contact Log

Access to the school building will be in line with current agreed procedures. All visitors must access the building via school reception.

Arrangements for necessary visitors such as contractors and parent(s)/guardian(s) 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 as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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 log of those entering the school facilities will be maintained.

The Data Protection Commission has provided guidance on the data protection implications of the return to work protocols. This advice can be found here:

<https://www.dataprotection.ie/en/news-media/data-protection-implications-return-work-safely-protocol>

5) Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

One of the key messages to manage the risks of COVID-19 is to do everything practical to avoid the introduction of COVID-19 into the school. If infection is not introduced it cannot be spread.

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, parent(s)/guardian(s) 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, parent(s)/guardian(s) and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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

How to Minimise the Risk of Introduction of Covid 19 in the School

The following methods will be implemented to minimise the risk of introduction of COVID-19 into the school:

- Promoting awareness of COVID-19 symptoms (details at Section 5.1)
- Advising staff and pupils who display any signs or symptoms of Covid 19 to remain at home and follow most recent government guidelines.
- Advising staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and to follow any public health advice in the event of a case or outbreak in the school
- Advising staff and pupils who develop symptoms at school to bring this to the attention of the Principal promptly (or Deputy Principal if the Principal is not available
- Ensuring that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
- Advising anyone entering the school building to perform hand hygiene with a hand sanitiser – relevant signage in place

5.1 Know the Symptoms of COVID-19

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

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

School staff will be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

5.1 Respiratory Hygiene

All in the school community is advised to follow good respiratory hygiene. This means covering the mouth and nose with a tissue or bent elbow when coughing or sneezing, then disposing of the used tissue immediately and safely into a pedal bin.

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

5.2 Hand Hygiene.

- All staff will promote good hygiene and will display posters throughout the school on how to wash our hands. HSE guidelines on hand washing will also be used as a resource.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame

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

- Access to hand washing facilities is available after activities that are likely to soil hands, for example playing outside or certain sporting activities.
- Wash hand basins/sinks, running water, liquid soap and hand drying facilities are provided in all toilets, classrooms and in staff kitchen.
- Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly. Staff needs to inform Principal/Caretaker if new supplies are needed.
- Posters displaying hand washing techniques and promoting hand washing will be placed on walls adjacent to washing facilities
- Hand sanitiser is suitable for use for hand hygiene when hands are not visibly soiled (look clean).
- Staff will assist the children in the use of sanitiser where necessary.

Frequency of Hand Hygiene

Pupils and staff should perform hand hygiene:

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

- When they cough or sneeze.

The Department has provided funding for the costs associated with hand sanitising and PPE requirements in the school.

Plentiful supplies of PPE, sanitiser, soaps etc have been purchased. Supplies in the various areas of the school will be replenished by the cleaning staff and caretaker.

Hand sanitising units are placed in the following areas:

Front door

End of corridor 1 and 2

All classrooms

Offices

Isolation areas

PE hall

Outside room 10

Staff bathrooms

Staffroom and kitchen

Soap dispensers and disposable hand towels are available in the following areas:

All bathrooms

Kitchen

Isolation areas

Ventilation

CF: Practical Steps for the Deployment of Good Ventilation Practices in Schools

During warm weather, every second classroom window will be opened to help create airflow and ventilation. During cold weather, one window will remain open at opposing ends of the classroom. The classroom door will remain ajar as much as possible. If the classroom door needs to be closed, an extra window will need to be opened.

During breaktimes, keep classroom and at minimum two windows open.

Corridor doors will remain closed during teaching time.

After school, windows will be for fifteen minutes.

Hall connecting doors will remain open at all times.

Staff room inner door will remain open, but outer door will be closed. A minimum of one window open at all times.

PE will take place outdoors when possible.

Windows will remain open during music lessons involving singing.

CO2 monitors will be used at the teachers discretion.

Before eating, students will hand sanitise/wash.

Students will hand sanitize after yard times.

Heating will be on for longer periods each day especially during periods of cold weather.

5.5 Use of PPE in Schools

PPE will be offered to staff and visitors and may be worn at the individual's discretion, falling in line with government guidelines.

To facilitate good hygiene all staff is have the following made available upon request:

- Disposable face masks
- Reusable face mask
- Visor
- Sanitiser
- Disposable aprons
- Disinfectant wipes
- Cleaning products
- Tissues
- Clothes
- Kitchen towel

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

6) Impact of COVID-19 on certain school activities.

Curriculum areas

Books/copies should be covered in plastic, where possible, so that they can be wiped clean.

Toys –. Those in use will be cleaned/disinfected regularly.

Art – Good hygiene practices will be observed.

Musical instruments/Percussion instruments etc – As far as possible these will not be shared and if necessary.

7) Hygiene and Cleaning in Schools

The Department of Education has provided additional funding to schools to support the enhanced cleaning required to minimise the risks of COVID-19.

The specific advice in relation to school cleaning is set out in the HPSC advice and will be covered in the induction training. This

advice sets out the cleaning regime required to support schools to prevent COVID-19 infections and the enhanced cleaning required in the event of a suspected cases of COVID-19. Staff is asked to carefully read and understand the cleaning advice and to apply that to all areas of the school as appropriate.

Staff and pupils are reminded to take particular care of the hygiene arrangements for hand washing and toilet facilities.

Scoil Eoin Phóil has commenced a new cleaning regime – the school will now have cleaning available twice a day. This is as follows:

10.45 – 1p.m. This additional cleaning will focus on frequently touched surfaces – door handles, sink and toilet facilities in classrooms/staff toilets, staffroom, offices and corridors, This will take place during breaks as much as possible but it may necessitate entry to classroom by the cleaning staff during class times.

3 p.m. – 5 p.m. schedule of cleaning in all areas of the school as done previously

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area.

Staff is expected to 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, classrooms and other areas in the school. .

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

Cleaning staff will be trained in the new cleaning arrangements in the school

Sufficient cleaning materials and PPE have been purchased for these arrangements'

Systems have been devised for the maintenance of standards for reusable equipment e.g. mops, non disposable cloths etc.

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

The room should be cleaned as soon as practicably possible.

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

Disinfection only works on things that are clean. When disinfection is required it is always as well as cleaning.

Person assigned to cleaning should avoid touching their face while they are cleaning and should wear household gloves and a plastic apron.

Clean the environment and furniture using disposable cleaning cloths and a household detergent followed by disinfection with a chlorine based product (household bleach).

Pay special attention to frequently touched surfaces, the back of chairs, couches, door handles and any surfaces that are visibly soiled with body fluids.

Once the room has been cleaned and disinfected and all surfaces are dry, the room can be reused.

If a pupil or staff diagnosed with COVID-19 spent time in a communal area like a canteen, play area or if they used the toilet or bathroom facilities, then the areas should be cleaned with household detergent followed by a disinfectant (as outlined in the HPSC interim health advice) as soon as is practically possible.

8) Dealing with a Suspected Case of COVID-19

The following is an outline of how we plan to deal with a suspected case of Covid 19 in the school.

Two designated isolation areas have been identified in the school. The areas are equipped with masks, visors, gloves, wipes, tissues, pedal bin, paper towels and seating. Access to toilets is available also. The room is ventilated and is away from staff and pupils.

The procedure we will follow:

- If the person with a suspected case is a pupil, the parent/guardian will be contacted.
- The person will be accompanied to the designated isolation area keeping at least 2 metres from the symptomatic person.
- A mask will be provided for the persons with symptoms. The mask will be worn when exiting the building.
- An assessment will be made as to whether the person can go home immediately/be brought home by parent/guardian who will call the doctor and continue self isolation at home.
- The person presenting with symptoms will be facilitated to remain in the isolation room if they cannot go home immediately and facilitated to call their doctor. The person

will be advised to cover the mouth and nose with the disposable tissues provided and to put the tissue in the waste bag provided.

- If the person is well enough to go home, arrangements will be made for them to be transported home by a family member as soon as possible and they will be advised to inform their doctor by phone of their symptoms
- Public transport of any kind should not be used.
- If too unwell to go home or advice is required, contact will be made with 999 or 112 and they are informed that the sick person is a Covid 19 suspect.
- An assessment of the incident will be carried out as part of the follow up to inform future actions.
- Appropriate cleaning of the isolation area and work area will then be done.

9) Special Educational Needs

Additional considerations for those with Special Educational Needs

For children with special educational needs (SEN) maintaining physical distancing in many instances will not be practical or appropriate to implement. The focus should therefore be on emphasising that parents/guardians should have a heightened awareness of signs, symptoms or changes in baseline which

suggests illness/COVID-19 infection and where symptoms are present children should not attend school.

Similarly staff should be aware of their responsibility not to attend work if they develop signs or symptoms of respiratory illness.

Hand hygiene

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

Equipment

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

10. Staff Duties

Staff has a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. The cooperation and assistance of all staff is essential to reduce the risk of spread of COVID-19 and to protect health and safety as far as possible within the school. All staff have a key role to play. In this regard and in order to facilitate a safe return to

work, these duties include, but are not limited to, the following:

- To co-operate with any public health personnel and the school for contact tracing purposes and to follow any public health advice given in the event of a case or outbreak in their school
- To undergo any COVID-19 testing that may be required in the school as part of mass or serial testing as advised by Public Health
- Adhere to Scoil Eoin Phóil's COVID-19 Response Plan and the control measures outlined.
- Must inform the principal if there are any other circumstances relating to COVID19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Adhere to HSE procedures if they develop any symptoms of COVID-19 whilst within the school facility.
- Keep themselves informed of the updated advice of the public health authorities and comply with same.

10) COVID-19 Related Absence Management

The management of a COVID-19 related absence will be managed in line with agreed procedures with the Department of Education.

11) Employee Assistance and Wellbeing Programme

The Department of Education recognises the need for school staff wellbeing and collective self-care. Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team. An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention. The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum.Life under the logo of '*Wellbeing Together: Folláinne Le Chéile*'.

The EAS is a self referral service where employees have access to a dedicated free-phone confidential helpline 1800 411 057 available 24 hours a day, 365 days a year providing advice on a range of issues such as wellbeing, legal, financial, mediation, management support etc. The service is also available via SMS, Whats App, email, live chat and call back request. All points of contact for the service are

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

A bespoke wellbeing portal and app which offers access to podcasts, blogs, live chats and videos on topics around wellbeing and mental health, family life, exercise and nutrition. E-Learning programme across mental health, sleep and a range of well being topics are also available. In addition online cognitive behavioural therapy is provided. As part of the services provided by Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. A series of weekly webinars and live talks to promote staff wellbeing in schools is currently available on the wellbeing portal.

APPENDIX 1

COVID-19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff

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

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

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

Signed: Mary K. Kennedy

Date: 10/10/2022

Chairperson

Signed: Seán O'Boyle

Date: 10/10/2022

Principal

Appendix 2 : Lead Worker Representative – Primary and Special Schools

The COVID-19 Return to Work Safely Protocol is designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace. The Protocol was developed following discussion and agreement between the Government, Trade Unions and Employers at the Labour Employer Economic Forum.

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

The purpose of this section is to set out the provisions in respect of the LWR in schools. The operation of these arrangements will be kept under review by the parties.

This document should be read in conjunction with:

- the COVID-19 Return to Work Safely Protocol;
- the Guidance and FAQs for Public Service Employers during COVID-19;
- COVID-19 Response Plan for Primary and Special Schools (available on the Department of Education website).

1. Collaborative Approach

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 school management.

Strong communication and a shared collaborative approach is key to protecting against the spread of COVID-19 in schools, and looking after the health, safety and wellbeing of staff and students. Adherence to the Return to Work Protocol will only be achieved if everyone has a shared responsibility in implementing the measures contained within the Protocol in their place of work.

If a staff member has any concerns or observations in relation to the COVID-19 Response Plan, control measures or the adherence to such measures by staff, students or others, they should contact the LWR who will engage with school management.

2. Role of the Lead Worker Representative

In summary, the role of the LWR is to:

- Represent all staff in the workplace regardless of role, and be aware of specific issues that may arise in respect of different staff cohorts;
- Work collaboratively with school management to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;

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

3. What can a Lead Worker Representative Do?

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

These include issues in relation to:

- Cleaning protocols and their implementation
- Physical Distancing
- Implementation of one-way systems in the school to ensure social distancing including when entering and exiting the school
- Hand Hygiene facilities including their location and whether they are stocked and maintained
- Hand sanitising
- Staff awareness around hand hygiene in the school
- Respiratory hygiene
- Personal Protective Equipment
- At Risk Groups
- Visitors/Contractors

4. Lead Worker Representative

Every school will appoint one Lead Worker Representative.

5. Deputy Lead Worker Representative/ Assistant Lead Worker Representative

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

In schools with 30 or more staff and in all Special schools, an Assistant Lead Worker Representative will be appointed in addition to the LWR. The role of the Assistant LWR will be to:

- assist the LWR in their duties as set out above; and
- deputise as LWR where the LWR is absent

6. Selection of Lead Worker Representative/ Deputy LWR/ Assistant LWR

The school staff are entitled to select staff members for the LWR, Deputy LWR and Assistant LWR positions as appropriate. The LWR/ Deputy LWR/ Assistant LWR represents all staff in the workplace regardless of role and must be aware of specific issues that may arise in respect of different staff cohorts. In this regard, if a teacher is selected for the role of LWR, then the Deputy LWR/ Assistant LWR should be selected from the non-teaching staff where feasible and vice versa.

The process for the selection and appointment of the LWR/ Deputy LWR/ Assistant LWR as appropriate should be arrived at by consultation and consensus at school level, through the seeking of volunteers to act in that capacity. Where there is more than one volunteer, all school staff should vote to select the LWR/ Deputy LWR/ Assistant LWR.

The LWR/ Deputy LWR/ Assistant LWR will, following selection by the school staff, be formally appointed by the employer. LWR/ Deputy LWR/ Assistant LWR will be required to confirm, prior to taking up the role, that they have completed the provided training and that they are fully aware of the requirements of the role.

7. Supports for the Lead Worker Representative/ Deputy LWR/ Assistant LWR

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

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

Where the LWR/ Assistant LWR is a teacher (including a postholder), the 10 Croke Park hours which can currently be used for planning on other than a whole school basis will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is an SNA, 10 of the “72 hours” will be utilised by the LWR and Assistant LWR to carry out their duties in that role.

Where the LWR/ Assistant LWR is a Secretary or Caretaker, a re-prioritisation of duties by school management should be carried out to afford the staff member sufficient time to carry out their duties in that role.

8. Procedure for dealing with issues that arise

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

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

Glossary of Terms

- **COVID-19 Response Plan:** plan designed to support the staff and BOM/ ETB in putting measures in place that will prevent the spread of COVID-19 in the school environment. The plan details the policies and practices necessary for a school to meet the Return to Work Safely Protocol, the Department of Education plan for school reopening and to prevent the introduction and spread of COVID-19 in the school environment. COVID-19 Response Plans for Primary and Special Schools are available on the Department's website.
- **Labour Employer Economic Forum (LEEF):** the forum for high level dialogue between Government, Trade Union and Employer representatives on matters of strategic national importance - involves the Irish Congress of Trade Unions, Government & Employers.
- **Return to Work Protocol:** national protocol designed to support employers and workers to put measures in place that will prevent the spread of COVID-19 in the workplace.
- **Safety Representative:** Section 25 of the Safety, Health and Welfare at Work Act 2005 sets out the selection and role of the Safety Representative in the workplace. The rights of the

Safety Representative are set out in legislation. (Note: A Safety Representative has rights and not duties under the 2005 Act). This role is separate to the LWR under COVID-19.

Appendix 4 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? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
COVID-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education guidance and the Return to Work Safely Protocol and public health advice		<i>Examples of Actions</i>	Name of staff member	
						Follow public health guidance from HSE re hygiene and respiratory etiquette		
						Complete School COVID-19 Policy Statement		
						Return to Work		

					Forms received and reviewed Induction Training provided Contact log in place Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist		
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If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by:

Date: _____

Appendix 5**Contact Tracing Log**

Name of School			School Contact Person		
Address of School			For Queries only: Phone No		
			Email		
Name of Visitor				Was the visit pre-arranged with the Principal? Yes <input type="radio"/> No <input type="radio"/>	
Date of Visit	___ / ___ / _____	Time	Entry to school _____ am <input type="radio"/> pm <input type="radio"/>		Exit from School _____ am <input type="radio"/> pm <input type="radio"/>
Visitor Status	Contractor <input type="radio"/>	Parent/Guardian <input type="radio"/>	Other <input type="radio"/> Please complete: _____		
Contact details of visitor	Company Name (if applicable)				
	Address				
	Contact No.		Email Address		
	Reason for Visit				

Who the visitor met (separate line required for each person the visitor met)	
Name of Person visited	Length of time spent with each person in the school

Composite Checklist for Schools

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

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

Planning and Systems

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

Staff

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

monitor compliance with COVID-19 control measures in the school and taken measures to ensure all staff know who the representative is?

Training and Induction

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

Buildings / Equipment

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

Control Measures in place

Hand / respiratory hygiene

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

32. Have you displayed posters on how to wash hands correctly in appropriate locations?
33. Have you told staff and pupils when they need to wash their hands or use hand sanitiser? This includes:
- before and after eating and preparing food
 - after coughing or sneezing
 - after using the toilet
 - where hands are dirty
 - before and after wearing gloves
 - before and after being on public transport
 - before leaving home
 - when arriving/leaving the school /other sites
 - after touching potentially contaminated surfaces
 - if in contact with someone displaying any COVID-19 symptoms
34. Has you told staff and pupils of the importance of good respiratory measures to limit the spread of the virus?
- avoid touching the face, eyes, nose and mouth
 - cover coughs and sneezes with an elbow or a tissue
 - dispose of tissues in a covered bin

Physical Distancing:

35. Have you identified all available school space to be used to maximise physical distancing?
36. Have you reviewed the templates provided by the Department of Education which show options for revised layout of school rooms to meet physical distancing requirements?
37. Have you arranged to revise the layout of the rooms and furniture as per the Department guidelines if necessary?
38. Have you arranged in each room that the teacher's desk should be at least 1m and where possible 2m away from pupil desks?
39. Have you arranged in each room that pupils would be at least 1m away from each other?
40. Have you allocated work stations consistently to the same staff and children rather than having spaces that are shared?
41. Have you structured pupils and their teachers into Class Bubbles (i.e. a class grouping which stays apart from other classes as much as possible) and discrete groups or "Pods" within those class bubbles to the extent that this is practical?
42. If you have divided a class into Pods, have you arranged at least 1m distance between individual Pods within the class bubble and between individuals in the pod, whenever possible?
43. Have you taken steps to limit contact and sharing of common facilities between people in different Class Bubbles (and Pods within those class bubbles) as much as possible?
44. Have you arranged Pod sizes to be as small as it is likely to be reasonably practical in the specific classroom context?
45. Have you arranged to the greatest extent possible for pupils and teaching staff to be consistently in the same Class Bubbles acknowledging that this will not be possible at all times?

46. Have you arranged where possible that different class bubbles to have separate breaks and meal times or separate areas at break or meal times?
47. Have you made arrangements to limit interaction on arrival and departure from school and in other shared areas?
48. Have you encouraged walking or cycling to school as much as possible?
49. Have you made arrangements, in so far as practicable, to open additional access points to school to reduce congestion?
50. Can you provide a one system for entering and exiting the school, where practical?
51. Have you arranged for staff meetings to be held remotely or in small groups or in large spaces to facilitate physical distancing?
52. Have you a system to regularly remind staff and pupils to maintain physical distancing
53. Have you advised staff not to shake hands and to avoid any physical contact?

Visitors to Schools

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

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

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

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

Isolation Area

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close?
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room.
3. Is the isolation area accessible, including to staff and pupils with disabilities?
4. Is the route to the isolation area accessible?
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19?
6. Are the following available in the isolation area(s)?
 - Tissues
 - Hand sanitiser
 - Disinfectant/wipes

- Gloves/Masks
- Waste Bags
- Bins

Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?
8. Are staff familiar with this procedure?
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? *(it is intended that this will be dealt with as part of the Department's online training)*
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building?

Arranging for the affected person to leave the school

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

Follow up

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

Cleaning

21. Have you taken the isolation area out-of-use until cleaned and disinfected?
22. Have you made arrangements to clean and disinfect any classroom space where the staff or pupils were located?
23. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building?
24. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? *(It is intended to provide online training for cleaning staff. Appropriate PPE will be available to schools through the national procurement process which schools can access before reopening).*

Appendix 8 Checklist Lead Worker Representative

1. Have you agreed with your school to act as a Lead worker representative for your school? (*Process for agreeing on lead worker representative/s in schools to be agreed centrally and implemented locally*).
2. Have you been provided with information and training in relation to the role of lead worker representative? (*Training for this role is currently being explored with the HSA*).
3. Are you keeping up to date with the latest COVID-19 advice from Government?
4. Are you aware of the signs and symptoms of COVID-19?
5. Do you know how the virus is spread?
6. Do you know how to help prevent the spread of COVID-19?
7. Have you watched and do you understand the online Induction Training provided by the Department of Education before returning to school?
8. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
9. Have you completed the COVID-19 return-to-work form and given it to your school? (*Department template Return-to-Work form available*)
10. Are you aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19? (*Checklist for School Management available*)
11. Did your school consult with you when putting control measures in place? *Control measures will be agreed centrally between the Department and education partners. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol*
12. Have you a means of regular communication with the person with overall responsibility for the school COVID-19 plan?
13. Are you co-operating with your school to make sure these control measures are maintained?
14. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
15. Have you been asked to walk around and check that the control measures are in place and are being maintained?
16. Are you reporting immediately to the person with overall responsibility for the school COVID-19 plan any problems, areas of non-compliance or defects that you see?
17. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?
18. Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
19. Are you co-operating with your school in identifying an isolation area and a safe route to that area? (*Checklist for dealing with suspected case of COVID-19 available*)
20. Are you helping in the management of someone developing symptoms of COVID-19 while at school?
21. Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
22. Are you helping in maintaining the contact log?
23. Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
24. Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
25. Are you raising those control concerns or suggestions with your school and feeding back the response to the worker who raised the issue?
26. Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?

Appendix 9 **Checklist for Cleaning**

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