



## **COVID-19 RESPONSE PLAN**

**This is a live document and will be reviewed regularly and adapted as necessary.**

### **Table of Contents**

Introduction

Covid-19 Policy Statement

Signage

College Layout

Supporting Learning

Transition Year

Return to Work Questionnaire

Induction Training

Lead Worker Representative

Risk Assessment

Personal Protective Equipment (PPE)

Dealing with a Suspected Case of COVID-19

Contact Tracing Log

CHECKLISTS:

Checklist for Lead Worker Representative

Checklist for Dealing with a Suspected Case of COVID-19

Checklist for Cleaning

## Introduction

The Minister for Education has published the Roadmap for the Full Return to School. It sets out what the operation of schools will look like and the range of supports which will be available in a COVID-19 context. It has been developed in line with public health advice issued by the Health Protection Surveillance Centre (HPSC) and in compliance with the Return to Work Safely Protocol developed by the Department of Business, Enterprise and Innovation and the Department of Health with guidance documents provided by the Health and Safety Authority (HSA).

Each workplace is required to have a COVID-19 Response Plan. This document focuses on the practical steps which can be taken in our college to minimise the risk of infection while recognising that no interpersonal activity is without risk of transmission of infection at any time. The documentation and templates in this booklet are supported by the public health advice provided by the Health Protection Surveillance Centre (HPSC) for the safe reopening of schools and educational facilities.

One of the key challenges is to balance the need for a practical and sensible level of caution with the need to provide a supportive environment for teaching and learning. This document identifies the steps our college can take to do everything practical to avoid the introduction of COVID-19 into the college and the steps that can be taken to reduce the likelihood of the spread within the college itself in the event that COVID-19 is introduced to the college.

**It is important to note that zero risk is not achievable, risk can be minimised but not eliminated. Each member of our college community has personal responsibility in minimising the risk of the introduction of COVID-19 to our college and the spread of the virus if introduced.**

## COVID-19 Policy Statement

Carrigtwohill Community College is committed to providing a safe and healthy workplace for all staff and a safe learning environment for all students. The following COVID-19 Response Plan has been developed to support a safe and healthy environment for all. The Board of Management, Cork ETB 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 students 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 students of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff and students 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 students to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice
- to make students / staff / parents aware of their own personal responsibility in staying safe by adhering to the health guidelines

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative, who will be supported in line with the agreement between the Department and education partners.

Signed: 

Date: 19 August 2021

## Display

Signage outlining the signs and symptoms of COVID-19 and supporting good hand and respiratory hygiene are displayed across the school. The DES has provided printed posters to schools with age-appropriate key health messages – hand washing, sneeze and cough etiquette and so on. The college arranged to display the posters in prominent areas such as offices, corridors, staffroom area, classrooms and toilets.

## College Layout

The public health advice makes clear that: “..the most critical part of managing the risks of COVID-19 related to schools is doing everything practical to avoid introduction of COVID-19 into the school. If the infection is not introduced, it cannot spread”. In terms of maintaining physical distancing, measures fall into two broad categories: (i) increasing separation; (ii) decreasing interaction between students themselves, between students and staff and between staff when they are together. The public health advice states that: “..the principle of distancing can be usefully applied in the school setting, allowing for some flexibility when needed whilst noting that it must be applied in a practical way, recognising that the learning environment cannot be dominated by a potentially counterproductive focus on this issue”. The advice also sets out that physical distancing of at least 1 metre (or of 2 metres where possible) should be maintained between individual students and staff.

In line with the aforementioned advice, access to and exit of the building is dependent on the location of a student’s first and last class. The access/exit door is marked on the students’ timetables to avoid confusion. Stairwells are based on a one-way system and everyone must walk on the left side of corridors. This is clearly marked. Student desks in Carrigtwohill Community College are one metre apart, where possible, whilst an area of two metres is maintained between the teacher’s desk and students’ desks, where possible. All available space is utilised together with staggering of internal social space at break- and lunchtime. This is facilitated by alternating assembly and break time for class groups as well as alternating time spent outside at lunchtime. Students and staff must always wear masks in classrooms. Lockers are not available as they are a high contact touch and meeting point. Teachers will advise students what is required for class in terms of stationery to avoid very heavy schoolbags.

## Supporting Learning

During the period of school closure from March to May 2020 and January to March 2021, school management and teachers continued to connect with parents/guardians and students to provide for the continuity of students’ learning in a remote learning environment. Many parents/guardians and families were actively involved in supporting students’ learning and wellbeing at that time. However, curriculum considerations for 2021/22 had to take account of the variable learning experiences of students during the period of school closure, the likely disengagement by students from particular aspects and areas of learning, and the practical contexts in which teaching and learning would take place in the new school year. Provision for curriculum in 2021/22 has also taken account of the likelihood that the impact of school closure on students’ curriculum experiences were not uniform.

Students are returning to school in a staggered format to allow each child to acclimatise and to familiarise themselves with the new COVID-19 protocol. It also gives students time to re-connect with their classmates and re-form relationships with staff. Parents have been advised of the college protocol to assist their child/ren in adapting to the altered setting. All student work will continue to be submitted to the teacher online for the foreseeable future.

Students with special educational needs (SEN) may require particular support at the time of transition back to school. As they return to school, the quality of the social and emotional aspects of the curriculum will be critical to their successful re-engagement in school life and their learning across the curriculum. Particular attention will be given to support their wellbeing, reduce potential anxiety and plan learning experiences that take account of the effect of the school closure periods on their progress and their engagement in learning.

Incoming first-year students did not have the opportunity to attend the “Intro to CCC Day” as in previous years. Their transition has been planned and will be monitored to ensure that there are creative and innovative ways to introduce them to the college.

The Student Support Team, consisting of the Principal, Deputy Principal, SENCO and Chaplain, ensures that effective systems are in place to identify students and their parents/guardians most in need of support.

### Transition Year

Planning and implementing TY in 2021/22 is challenging in a context where public health requirements restrict some of the normal activities associated with TY. Providing continuity and progression in learning for TY students is a planning priority, especially in the context of the need to re-engage students who have not experienced the normal milestones of completing the certificate examinations and receiving their Junior Cycle Profile of Achievement (JCPA). Planning is underway to ensure that students have the best possible Transition Year experience, within the confines of current limitations. Off-campus activities will continue to take place where feasible.

Teachers are best placed to review all aspects of their current programmes and to adapt those programmes as necessary. Much of what is in existing TY programmes can be built on and, for the 2021/22 school year, the main additional task involves establishing continuity with Junior Cycle and monitoring student re-engagement with learning so that skills can be built upon for further senior cycle learning.

### Return to Work Questionnaire

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.

### CORK EDUCATION AND TRAINING BOARD - RETURN TO WORK QUESTIONNAIRE

#### Employee Details

Name		Employee Number	
------	--	-----------------	--

School/Dept/Centre		Return to Work Date	
--------------------	--	---------------------	--

### Health Declaration

1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days? Yes/No	
2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? Yes/No	
3. Are you awaiting the results of a Covid-19 test? Yes/No	
4. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of Covid-19? Yes/No	
5. Have you been advised to self-isolate at this time? Yes/No	
6. Have you been advised to restrict your movements at this time? Yes/No	
7. Have you been advised to cocoon at this time? Yes/No	
<b>If you have answered Yes to any of the above 1- 7 questions you are required to follow the medical advice you receive or seek medical advice BEFORE returning to work</b>	
8. Have you been categorised as ' <a href="#">Very High Risk</a> ' or ' <a href="#">High Risk</a> ' by the Occupational Health Service (OHS) Yes /No	
9. Have you been abroad in the past 14 days? Yes/No	
10. Are there any other circumstances relating to Covid-19, not included in the above which may need to be considered to allow your safe return to work? Yes/No	

### Training Declaration

<b>I acknowledge that I will review the refresher Covid-19 Induction Training material provided</b> Yes/No	
------------------------------------------------------------------------------------------------------------	--

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.\*

Employee signature
Date

**\* If your situation changes after you submit this Return to Work Form, please inform your manager immediately**

**\*\* Details of current arrangements for travel overseas can be found set out at this [gov.ie link](#)**

#### Data Protection

Please note that Cork ETB is collecting this data for the purposes of maintaining safety within the workplace in the light of 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.

### Induction Training

All staff have undertaken and completed COVID-19 Induction Training. 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 will be updated with any changes to the control measures or guidance available from the public health authorities.

If a staff member is unsure about any aspect of the COVID-19 Response Plan, the associated control measures, or his or her duties, he or she should immediately seek guidance from the Principal who is supported in this role by the Board of Management or Education and Training Board.

A national information campaign to support parents and students is taking place in advance of schools reopening on issues such as COVID-19 awareness and to help minimise the risk of introduction and spread of the virus in schools.

### **Lead Worker Representative**

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. These arrangements will operate for the 2021/22 school year and 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](#);

## **1. Collaborative Approach**

Responsibility for the development and implementation of the Covid-19 Response Plan and the associated control measures lies with the Education and Training Board 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 obligation 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**

The role of LWR is separate to that of the Safety Representative under the health and safety legislation. However, the Safety Representative may act as the LWR if selected to do so by the staff. 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;
- Keep up to date with the latest COVID-19 public health advice;
- 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;
- Consult with school management on the control measures required to minimise the risk of staff and students being exposed to COVID-19;
- Promote good hygiene practices, in conjunction with school management, 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;
- Monitor, in conjunction with school management, adherence to measures put in place to prevent the spread of COVID-19;
- Conduct reviews of safety measures that are in place to address and suppress Covid-19 in the workplace. Reviews (including an examination of the workplace) should be conducted on a regular basis (at least twice per week);
- 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
- Configuration/re-configuration of the school facilities, including classrooms, corridors, halls, open areas, entry and exit points, school grounds etc.
- 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. Does a LWR have any legal responsibilities?**

No. A Lead Worker Representative does not have any duties in relation to COVID-19 other than those that apply to employees generally. In other words, the LWR is not responsible for the control measures within an organisation, which remains the employer's responsibility.

#### **5. Lead Worker Representative(s)**

Every school will appoint one Lead Worker Representative. In schools with more than 40 staff, a second Lead Worker Representative will be appointed.

#### **6. Selection of Lead Worker Representative(s)**

The school staff are entitled to select staff members for the LWR position(s). The LWR(s) represent 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, where a school has two LWRs, the roles should be spread between teaching and non-teaching staff where feasible e.g. where there is a significant number of non-teaching staff in the school and one or more expressions of interest are received from that cohort (this will be discussed further between the parties).

The process for the selection and appointment of the LWR(s) is that management will seek expressions of interest from all staff in the first instance. If an election is necessary, all school staff have a vote to select the LWR(s).

The LWR(s) will, following selection by the school staff, be formally appointed by the BoM/ETB. The LWR(s) will be required to confirm, prior to taking up the role, that they have been provided with and have completed the requisite training and that they are fully aware of the requirements of the role.

#### **7. Supports for the Lead Worker Representative/s**

The LWR(s) shall be entitled to:

- Be provided with 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;

- Have access to any risk assessments prepared or carried out in relation to COVID-19 and to details of incidents of suspected COVID-19 cases that have been notified to the HSE, where they occurred and any actions taken.
- Be provided with the necessary facilities to enable them to consult with employees or prepare any submissions or reports. These might include access to a meeting room, photocopier, communications and equipment.

Where the LWR is a teacher, the LWR will receive protected time of 2 hours per week from timetable to enable them to carry out their duties in that role. In the rare instances where the appointment of a teacher selected for the LWR would cause curricular/timetabling difficulties which cannot be resolved, school management will examine internal and external possibilities to enable the teacher's appointment as LWR. Where the matter cannot be resolved, management will set out the reasons why this is the case. In this circumstance, an alternative individual must be appointed as LWR.

Where the LWR is an SNA, 66 of the "72 hours" will be utilised by the LWR to carry out their duties in that role.

Where the 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 within the scope of their normal contracted hours.

## **8. Procedure for dealing with issues that arise**

Where a COVID-19 control 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 as a matter of urgency. Staff should be informed of the outcome. It is envisaged that issues will be resolved at school level to the maximum extent possible.





If agreement cannot be reached, the LWR should notify the Board of Management (Chairperson 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 as a matter of urgency. Staff should be informed of the outcome.

If, having exhausted the process above, a serious issue of concern remains outstanding, the LWR may have recourse to the [Health and Safety Authority](#).

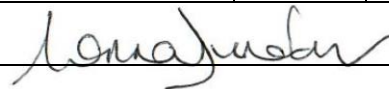
## Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. Carrigtwohill Community College is currently reviewing its emergency procedures involving fire safety, first aid, accidents and dangerous occurrences as well as the existing risk assessments to consider any new risks that arise due to the college's COVID-19 Response Plan. Any changes to the schools existing emergency procedures will be documented and incorporated into the college's safety statement.

**COVID-19 Risk** (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	Live	Follow public health guidance from HSE re hygiene and respiratory etiquette	All- ongoing	 Ongoing
						Complete School COVID-19 Policy Statement	L. Dundon	 19/08/20
						Return to Work Forms received and reviewed	T. Brown	
						Undertake Induction Training	All staff	 New staff informed- 19/08/21
						Maintain log of staff, student and visitors	L. Dundon A. Hallissey	Ongoing
Complete checklists as required: School Management How to deal with a suspected case Physical distancing requirements Other school specific checklist	L. Dundon	 19/08/20						

Risk Assessment carried out by:



Date: 19/08/21

## Personal Protective Equipment (PPE)

Neither students nor staff members can attend the college without a mask. Students will be required to sanitise their desk and chair before and after use as well as other shared items such as safety goggles. There are sanitisers in each classroom and on corridors as well as sanitising stations outside of the school building, ensuring ample opportunities to sanitise across the course of the day.

## Dealing with a Suspected Case of COVID-19

Staff or pupils should not attend school if displaying any [symptoms of COVID-19](#). A designated isolation area has been identified. The possibility of having more than one person displaying signs of COVID-19 has been considered and a contingency plan for dealing with additional cases put in place. The designated isolation area is behind a closed door and away from other staff and pupils. If a staff member/pupil displays symptoms of COVID-19 while at school the procedures will be:

- if the person with the suspected case is a pupil, the parents/guardians will be contacted immediately
- the person will be isolated and the individual will be accompanied to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. The isolation area does not have to be a room and due to limited space, it will be a storeroom.
- a face covering will be worn at all times. Gloves will not be used as the virus does not pass through skin.
- it will be determined 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
- the person presenting with symptoms will be facilitated to remain in isolation if they cannot immediately go home and their doctor will be called. 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, an arrangement for them will be made to be transported home by a family member as soon as possible and they will be advised 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
- an assessment of the incident will be undertaken which will form part of determining follow-up actions and recovery
- [arrangements for appropriate cleaning of the isolation area and work areas involved](#) will be made

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

pupil confidentiality is essential at all times.

<b>Contact Tracing Log</b>
----------------------------

Arrangements for necessary visitors such as contractors and parents are restricted to essential purposes and limited to those who have obtained prior approval from the Principal. It is important to minimise visitors to the college and as such, parents can only come to the college by appointment only, made through telephone contact with Aimee. The college cannot accept any item left at home by a student over the course of the day and it is important that parents/guardians assist and support their child/ren in ensuring they have what they need for school.

<b>Name of School</b>	Carrigtwohill Community College		<b>School Contact Person</b>	Ms. Lorna Dundon
<b>Address of School</b>	Unit A2 Fota Business Park, Carrigtwohill, Co. Cork		<b>For Queries only:</b>	0214853488
			<b>Phone No</b>	
			<b>Email</b>	carrigtwohillcc@corketb.ie
<b>Name of Visitor</b>				Was the visit pre-arranged with the Principal?  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	__/__/__ /____	<b>Time</b>	<b>Entry to school</b>	<b>Exit from School</b>
			_____ am <input type="checkbox"/> pm <input type="checkbox"/>	_____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____	
<b>Contact details of visitor</b>	Company Name  (if applicable)			
	Address			
	Contact No.		Email Address	

	Reason for Visit	
<b>Who the visitor met (separate line required for each person the visitor met)</b>		
<b>Name of Person visited</b>		<b>Length of time spent with each person in the school</b>

## Checklist for Lead Worker Representative

1. Have you been s/elected by your colleagues on the staff and have you agreed with your school principal to act as a Lead Worker Representative for your school, in accordance with the process for *lead worker representative/s in schools that has been agreed centrally and is to be 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 training provided by the Department of Education and have you been given induction training before returning to school?
8. Have you been made aware of the control measures your school has put in place to minimise the risk of you and others being exposed to COVID-19?
9. Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?
10. Have you completed the COVID-19 return-to-work form and given it to your school? (*DES template Return-to-Work form available*)
11. 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*)
12. On behalf of the employer did your school principal consult with you when putting control measures in place? Control measures have been agreed centrally between the Department and education partners and will be revised as necessary. Consultation at school level should take place on any specific local arrangements necessary to implement the protocol
13. Have you a means of regular communication with the principal and where applicable any other person with overall responsibility for the school COVID-19 plan?
14. Are you co-operating with your school to make sure these control measures are maintained?
15. Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (*Checklist for Cleaning and Disinfection available*)
16. Have you been asked to walk around and check that the control measures are in place and are being maintained?
17. 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?
18. Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?

- 19.** Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at school?
- 20.** 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*)
- 21.** Are you helping in the monitoring and keeping under review the management of someone developing symptoms of COVID-19 while at school?
- 22.** Once the affected person has left the school, are you helping in assessing what follow-up action is needed?
- 23.** Are you helping in maintaining the staff and student contact log?
- 24.** Have you been made aware of any changes to the emergency plans or first aid procedures for your school?
- 25.** Are you making yourself available to fellow staff to listen to any COVID-19 control concerns or suggestions they may have?
- 26.** Are you raising those control concerns or suggestions with your school Principal and feeding back the response to the staff member/s who raised the issue?
- 27.** Are you aware of the availability of the Spectrum Life Wellbeing Together Programme?
- 28.** Have you been provided by the Principal/ school management with the supports to which you are entitled in your role as Lead Worker Representative?
- 29.** If you are a teacher, have you been provided with the 2 hours per week of protected time off class contact hours, as provided for in the protocol?
- 30.** If you are an SNA, have you been provided with 66 of the “72 hours”, as provided for in the protocol?
- 31.** If you are a school secretary or a caretaker have your duties been re-prioritised by school management to afford you sufficient time to carry out your duties as LWR within the scope of your normal contracted hours, as provide for in the protocol?



## Checklist for Dealing with a Suspected Case of COVID-19

Each main class cohort should be considered a separate group for the purpose of managing suspected cases. Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

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

### Isolation Area

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

### Isolating a Person

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them? **Yes**
8. Are staff familiar with this procedure? **Yes**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? **Yes**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **All staff and students must wear a mask and, if they so wish, a visor**

### **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. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student 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 should be 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. Have you advised the LWR of the incident in accordance with the agreed protocol?
21. Are you available to provide advice and assistance if contacted by the HSE?

### **Cleaning**

22. Have you taken the isolation area out-of-use until cleaned and disinfected?
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located?
24. 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?
25. 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 in line with the guidance which will be provided shortly)*

## 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 to staff and students and to adjust your cleaning procedures in line with that advice? **Yes**
2. Have you reviewed the HPSC health advice for the safe re-opening of schools, in particular **Section 5.6 Environmental Hygiene**? **Yes**
3. Have you explained the need for the enhanced cleaning regime to staff and students? **Yes**
4. Are you aware that cleaning is best achieved using a general-purpose detergent and warm water, clean cloths, mops and the mechanical action of wiping and cleaning, following by rinsing and drying? **Yes**
5. Have you sufficient cleaning materials in place to support the enhanced cleaning regime? **Yes**
6. Have you provided training for cleaning staff on the enhanced cleaning regime? (*DES intends to provide online training for cleaning staff*) **Yes**
7. Have you made arrangements for the regular and safe emptying of bins? **Yes**
8. Are you familiar with the cleaning options for school settings set out in the HPSC health advice for schools for surfaces, toilets, cleaning equipment, PPE and waste management? **Yes**
9. Are you aware that each school setting should be cleaned once per day? **Yes**
10. Have you in place a system for regular cleaning of the following frequently touched surfaces? **Yes**
  - Door handles,
  - Hand rails
  - Chairs/arm rests
  - Communal eating areas
  - Sinks
  - Toilets facilities
11. Have you provided cleaning materials to staff and students so that they can clean their own desk or immediate workspace? **Yes**
12. 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? E.g. mobile phone laptop and to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed. **Yes**
13. Have you advised staff and students to avoid sharing items such as cups, bottles, cutlery, pens **Yes**
14. Have you put in place a written cleaning schedule to be made available to cleaning staff including: **Yes**
  - Items and areas to be cleaned
  - Frequency of cleaning

- Cleaning materials to be used
- Equipment to be used and method of operation

15. Details of how to clean following a suspected case of COVID-19 are at Section 7 of the previous section
16. If disinfection of contaminated surfaces is required, is a system in place to do this following cleaning? **Yes**
17. If cleaning staff have been instructed to wear gloves when cleaning, are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? **Yes**
18. Have you a system in place for the disposal of cleaning cloths and used wipes in a rubbish bag? *Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.* **Yes**
19. Have you ensured there is a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? **Yes**
20. Have you ensured there is a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? **Yes**