**St. Michael’s National School**



**Covid-19 Response Plan**

**September 2021**

1. ***COVID-19 Policy***

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent

the spread of the virus

**COVID 19 Policy Statement**

St. Michael’s National Schoolis committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. 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, worker representatives who are easily identifiable to carry out the role outlined in this plan in relation to summer provision
* inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
* adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education and Skills
* keep a contact log to help with contact tracing
* ensure staff and pupils engage with the induction / familiarisation briefing provided by the Department of Education and Skills
* implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
* provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
* implement cleaning in line with Department of Education and Skills advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Lead Worker Representative: - Ms. Daly and Assistant Lead Worker Representatives Ms. Cynthia Patton and Ms. Sandy West.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Chairperson Board of Management*

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Principal*

1. ***Planning and Preparing for Return to School***

**Re-Opening Plan**

**Arrivals**

* We would like to remind parents/guardians that there will be no access to the school building or playground. When dropping or collecting your child please maintain physical distancing and wear a mask. Please do not congregate at the school gates.

**Mainstream pupils**

To minimise congregations in the morning we will be admitting children straight to their classrooms from 9:00am. Classes will commence at 9:20am. Our external doors will be labelled **A-F** with classes being assigned to specific doors. Our Special Education Teachers, mainstream SNAs, Ms. Daly and Ms. Gorry will guide pupils along their designated routes so as to safely access their classrooms.

* Ms. Mullen’s/Ms. Martyn’s Third Class - Door **A** ( Front Door )
* Ms. Mulryan’s Third Class - Door **B** ( Door leading directly into classroom)
* Second Classes – Door **C** ( Back Door)
* Ms. Treacy’s and Mr. Tighe’s Classes – Door **D** ( Back Door)
* Ms. Hickey’s Class – Door **E** (Door leading directly into classroom)
* Ms. Reid’s Class and three Sixth Classes – Door **F (**Emergency Door**)**

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| --- |
| Ms.Treacy & Mr. Tighe |

|  |
| --- |
| Second Classes |

**D**

**C**

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| --- |
| Ms. Hickey |

|  |
| --- |
| Ms. Mulryan |

**E**

**B**

|  |
| --- |
| Ms. Mullen/Ms. Martyn |

**A**

|  |
| --- |
| Ms. Reid & Sixth Classes |

**F**

**Special Class pupils**

Special class pupils will be collected at the school gate or from the buses by teachers and SNAs at 9:10am. All special classes will follow their designated routes. Classes will enter and leave the new building as follows:

* Ms. Patton’s and Ms. Fitzpatrick’s classes - main side porch door of new building
* Ms. West’s and Ms. Gaffney’s classes - External door across from Ms. West’s classroom
* Mr. Dwane’s and Mr. MacSuibhne’s classes - the external doors in their classrooms

**Dismissal**

**Special Class pupils**

Special class pupils will be escorted to the school gates/buses by their teachers and SNAs . They will follow the designated routes used on arrival.

**Mainstream Class pupils**

Mainstream classes will be dismissed from 2:50pm in the following order:-

* Ms. Burke
* Ms. Hickey
* Ms. Feeney
* Mr. Tighe
* Ms. Treacy
* Mr. Joyce
* Ms. Reid
* Ms. Mulryan
* Ms. Mullen/Ms. Martyn
* Ms. Metcalfe
* Ms. Murphy

Pupils will follow the same designated routes as on arrival.

**Children who should not attend school**

If your child is in one of the following categories, they should not attend school:

* Children who display any of the following symptoms:
* A temperature of 38 degrees Celsius or more
* a new cough
* loss or changed sense of taste or smell
* shortness of breath or an existing breathing condition that has become worse
* Fatigue
* Aches and Pains
* other uncommon symptoms of Covid-19, such as sore throat, headaches, runny or stuffy noses, feeling nauseous / vomiting or diarrhoea
* Children who have been diagnosed with Covid-19
* Children who have a suspected case of Covid-19 and the outcome of the test is pending
* Children who have been in close contact with someone who has tested positive for Covid-19
* Children who are living with someone who is unwell and may have Covid-19

Click [Here](https://www2.hse.ie/conditions/coronavirus/school-and-covid-19/when-you-should-keep-your-child-home.html) for more information.

* Children who have arrived back into Ireland from certain countries - [check gov.ie for the latest travel advice](https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/)

**Breaktimes**

**Special Classes**

All special classes will be operating as Bubbles. There will be no interaction between Bubbles during the school day. All classes will have separate break times.

Morning Break :

Ms. West’s class 9:35 – 9:55am

Mr. Dwane’s class 10:00 – 10:20am

Ms. Patton’s class 10:25 – 10:45am

Mr. MacSuibhne’s class 10:50 – 11:10am

Ms. Fitzpatrick’s & Ms. Gaffney’s classes ( Separate zones) 11:15 – 11:35am

Lunch Break:

Ms. West’s class 11:40 – 12:00pm

Mr. Dwane’s class 12:05 – 12:25pm

Ms. Patton’s class 12:45 – 1:05pm

Ms. Fitzpatrick & Ms. Gaffney’s classes (Separate zones) 1:10 – 1:30pm

Mr. MacSuibhne’s class 1:30 – 1:55pm

**Mainstream Classes**

We will continue our practice of staggered break .

We will have two twenty minute breaks to facilitate proper ventilation of the classrooms.

Classes will have have their own designated areas on the yard.

Morning Break: 2nd, 3rd and 4th classes 10:50 - 11:10am.

5th and 6th classes 11:15 - 11:35am.

Lunch Break: 2nd , 3rd and 4th classes 12:50 - 1:10pm.

5th and 6th classes 1:15 - 1:35pm.

**Visitors**

* Access to the school will be restricted to essential purposes only and require prior approval from Ms. Gorry.
* A detailed contact log of those entering the school facilities will be maintained.
* Staff engagement will continue to be via zoom or telephone.
* There is a buzzer and intercom system at the front door. Parents/Visitors are not able to enter the building unless given access by the secretary, principal or deputy principal.

**Uniforms**

Pupils are requested to wear clean clothes to school each day. To facilitate this, special class pupils may alternate between the school tracksuit and their own clothes.

Mainstream pupils should wear their green uniform for two days and their PE tracksuit for two days. Pupils are reminded to wear black shoes/runners with no markings with their green uniforms. Wednesdays will be Non Uniform Days.

Please refer to table below for arrangements for individual mainstream classes which will facilitate their PE classes. If PE class is scheduled for a Wednesday which is our non uniform day, pupils should wear clothes appropriate for PE.

* Ms. Reid’s Class

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| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit*  *PE day* | *Non uniform* | *PE Tracksuit*  *PE day* | *Green uniform* |

* Mr. Joyce’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit* | *Non uniform*  *PE day* | *PE Tracksuit*  *PE day* | *Green uniform* |

* Ms. Feeney’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *PE Tracksuit*  *PE day* | *Green uniform* | *Non uniform*  *PE day* | *PE Tracksuit* | *Green uniform* |

* Ms. Burke’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit* | *Non uniform*  *PE day* | *Green uniform* | *PE Tracksuit*  *PE day* |

* Ms. Treacy’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit* | *Non uniform*  *PE day* | *Green uniform* | *PE Tracksuit*  *PE day* |

* Mr. Tighe’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit*  *PE day* | *Non uniform* | *PE Tracksuit*  *PE day* | *Green uniform* |

* Ms. Hickey’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit*  *PE day* | *Non uniform*  *PE day* | *Green uniform* | *PE Tracksuit* |

* Ms. Mullen’s/Ms. Martyn’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *PE Tracksuit*  *PE day* | *Green uniform* | *Non uniform* | *Green uniform* | *PE Tracksuit*  *PE day* |

* Ms. Metcalfe’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit*  *PE day* | *Non uniform* | *PE Tracksuit*  *PE day* | *Green uniform* |

* Ms. Murphy’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *PE Tracksuit*  *PE day* | *Green uniform* | *Non uniform* | *PE Tracksuit*  *PE day* | *Green uniform* |

* Ms. Mulryan’s Class

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| *Green uniform* | *PE Tracksuit*  *PE day* | *Non Uniform* | *Green uniform* | *PE Tracksuit*  *PE day* |

**Classroom Layout**

* We have removed all unnecessary furniture/clutter / soft furnishings/soft toys from all classrooms to facilitate cleaning. We have replaced the Ball Pool in our OT room with a slide/ramp. Pupils will continue to access our Sensory and OT rooms. All surfaces/materials will be thoroughly wiped down after each use.
* Mainstream classes have been reconfigured to maximise physical distancing. Classes will operate as Bubbles. Each class grouping (Bubble) will mix only with their own class from arrival at school in the morning until departure at the end of the school day. Within those bubbles there will be pods comprising of 4-6 pupils. There is a 1m distance between individual pods. There will be no sharing of resources/educational materials between pods.
* We have repurposed our iPad room which is now used as a support room. iPads will be brought to the classrooms so all pupils can still avail of their two weekly 40 minute slots. We have purchased a trolley for this purpose. All iPads will be wiped down effectively after every use. Pupils will wipe down their own iPads using the wipes provided. These will then be disposed of in the “Covid 19” bins.
* Hand Sanitising stations have been installed in all classrooms, entrance/exit points and in multiple other areas around the school. Staff in our special classes will apply sanitiser on the pupils’ hands .
* Soap dispenser units, blue tissue roll dispensers and hand towel dispensers have been installed in all classrooms and toilets.
* Used hand towels will be placed in the “Covid Bins” which are located in each classroom.
* Pupils, who wish, may bring in a face cloth in a zip lock bag for use when drying their hands.
* We have a very thorough cleaning regime in place. Our cleaners will be working extra hours. All rooms/surfaces will be cleaned each day.
* Mainstream pupils will have their own individual labelled basket containing their books, stationary and art materials. These baskets will be located beside the pods. A paint brush and scissors will be placed in labelled zip lock bag for each pupil.
* Pupils are requested to leave their pencil cases in school.
* The library has been closed. Pupils may bring in their own books.
* Our Oxford readers have plastic wipeable covers and have been divided into two sets. Books will be quarantined for 72 hours after collection and sanitised/quarantined again for 72 hours before placing them in polypockets for distribution. Books will be collected on Thursdays and distributed on Mondays only.
* Internal classroom doors will be left open to minimise hand contact with common surfaces and ensure a good flow of fresh air.
* To ensure that classrooms are well ventilated, windows will be open as fully as possible when classrooms are not in use (e.g. during break-times and also at the end of each school day) and partially open when classrooms are in use.

**PE**

Where possible, PE will take place outdoors and use of equipment will be confined to the sets that will be distributed to class groupings. If the PE hall is being used by class groupings, common touch points will be cleaned after each use.

**Choir/Music Performance**

Due to the fact that choir practices/performances and music performances involving wind instruments pose a higher level of risk we will not be holding choir practices and pupils will not be involved in any tin whistle classes for now. We will keep this under review.

**Assemblies**

Weekly school assemblies will be held via zoom. ‘Student of the Week’ certificates will be emailed to parents/guardians.

**PPE**

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for administering First Aid. All staff members will wear face coverings where it is not possible to maintain a physical distance of 2 metres from other staff, parents/guardians, essential visitors or pupils. It is not recommended that children attending primary school wear face-coverings. However, pupils who wish, may wear a plain coloured cloth face covering /visor.

**Sports**

Following advice received from Cumann na mBunscol we will not be organising or participating in any interschool games/competitions/activities until Friday, October 22nd 2021.

**Children in High Risk Groups**

Pupils who are considered very high risk and have underlying medical conditions should furnish the school with a medical certificate from their GP. Class teachers and SET will provide work to support the child’s learning at home.

**Procedure for Returning to Work (RTW)**

**Further Information:**

* Checklist No. 1 **–** Planning and preparing
* Checklist No. 2 – Control Measures
* Return to Work

**Procedure for Returning to Work (RTW)**

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available electronically or from the Principal. A hard copy is attached also at **Appendix 1.**

A RTW form should be completed and returned before returning to the workplace. Staff will be requested to confirm (verbally or in writing) that the details in the pre-return to work form remain unchanged following subsequent periods of closure such as school holidays.

1. ***Return to work safely and Lead Worker Representative***

**Further Information:**

* Checklist No. 7

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

The Return to Work Safely protocol provides for an agreed procedure between management and staff to appoint a Lead Worker Representative to carry out a specific role. Our Covid-19 Lead Worker representative is Ms. Daly while Ms. Patton and Ms. west will be our Assistant Lead Worker Representatives. They have completed all the requisite training to carry out these roles effectively.

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

The role of LWR/Assistant LWR is to ensure that Covid-19 measures are adhered to in the workplace as follows:

* Work collaboratively with Ms. Gorry to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19

• Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice

• Assist with the implementation of measures to suppress COVID-19 in the workplace

• Monitor adherence to measures put in place to prevent the spread of COVID-19

• Consult with colleagues on matters relating to COVID-19 in the workplace

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

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

1. ***Safety Statement and 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 in place to mitigate the risk of COVID-19 is attached at **Appendix 3.**

1. ***Infection Prevention Control Measures***

**Further Information:**

* Checklist No. 3

Updated advice from the HSE is available on its website – <https://www2.hse.ie/coronavirus/>

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

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

The following control measures have been put in place:

1. **Return to Work Form**

Staff will be required to complete and returned a RTW form to the school before returning to work. Staff will be requested to confirm (verbally or in writing) that the details in this form remain unchanged following subsequent periods of closure such as school holidays.

1. **Induction Training**

All staff will undertake and complete 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

School staff and pupils will be advised:

* Not to attend school, to phone their doctor and to follow HSE guidance on self-isolation if displaying any symptoms of Covid-19
* Self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test
* To follow the HSE advice if they are a close contact of a suspected/ confirmed case of Covid-19.
* To follow latest Government advice in relation to foreign travel if they have travelled outside of Ireland.
* If they develop symptoms at school to bring this to the attention of the Ms. Gorry promptly
* To familiarise themselves with the protocol for managing a suspected case of COVID-19 in school
* To cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school
* To follow good respiratory and hygiene practices
* To know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

* a fever (high temperature - 38 degrees Celsius or above).
* a new cough - this can be any kind of cough, not just dry.
* shortness of breath or breathing difficulties.
* loss or change in your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal
* Fatigue
* Aches and Pains

Other uncommon symptoms of coronavirus include sore throat, headaches, runny or stuffy noses, feeling sick or vomiting and diarrhoea.

1. **Hygiene and Respiratory Etiquette**

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

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

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

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

Staff will be trained in the proper use, donning/doffing, cleaning, storing and disposal of PPE.

**Face Coverings**

Staff members are required to wear face coverings where it is not possible to maintain a physical distance of 2 metres from other staff, parents, essential visitors or pupils. Medical Grade Masks in the EN16483 category will be provided to all SNAs, SET teachers and those staff by necessity that need to be in close and continued proximity to pupils with intimate care needs. In certain situations the use of clear visors will be considered, for example staff interacting with pupils with hearing difficulties or learning difficulties. It is not recommended that children attending primary school wear face coverings. Parents/Guardians may, however request that their children wear a mask.

PPE will also need to be used at certain work activities or work areas. These might include roles such as:

• Performing intimate care

• Where a suspected case of COVID-19 is identified while the school is in operation

• Where staff are particularly vulnerable to infection but are not in the list of those categorised as people in very high risk groups, or may be living with people who are in a very high risk category

• Administering first aid

**Gloves**

The use of disposable gloves in the school setting by pupils or staff is not generally appropriate but may be necessary for cleaning, intimate care settings and when administering first aid. Routine use does not protect the wearer and may expose others to risk from contaminated gloves. Routine use of disposable gloves is not a substitute for hand hygiene.

**Aprons**

Aprons may be appropriate in certain circumstances including for intimate care needs or for staff assigned to cleaning an area where a suspected or confirmed case of COVID-19 was present.

1. **Hygiene and Cleaning**

Arrangements for more regular and thorough cleaning of areas and surfaces within the school are in place.

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

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

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

There will be regular collection of used waste disposal bags .

**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.
* 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 such as 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.

1. **Access to the school building /contact log**

Access to the school facility will be in line with agreed school procedures.

Arrangement for necessary visitors such as contractors and parents/guardians with be restricted to essential purposes and limited to those who have obtained prior approval from the Principal.

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. A detailed sign in/sign out log of those entering the school facilities will be maintained - **Appendix 2** .The school will maintain a log of staff and students’ contacts.

1. **First Aid/emergency procedure**

The standard First Aid/Emergency procedure shall continue to apply in St. Michael’s.

1. ***Dealing with a suspected case of Covid-19***

***Further Information***

* Checklist No. 4

The following protocols will be adhered to in the event of a suspected case that may arise during the course of work.

The meeting room in our new building extension will serve as a designated isolation area. The kitchenette adjoining PE hall will also be used as an isolation area if more than one person is displaying signs of Covid-19.

If a staff member/pupil displays symptoms of Covid-19 while at work in St. Michael’s the following are the procedures to be implemented:

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

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

1. ***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 will 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).

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.

• Equipment used to deliver care should be visibly clean

• Care equipment should be cleaned in accordance with the manufacturers’ instructions. Cleaning is generally achieved using a general purpose detergent and warm water.

• Equipment that is used on different children must be cleaned and, if required, disinfected immediately after use and before use by another child e.g. toileting aids

• If equipment is soiled with body fluids:

* First clean thoroughly with detergent and water
* Then disinfect by wiping with a freshly prepared solution of disinfectant
* Rinse with water and dry

1. ***Staff Duties***

Staff have a statutory obligation to take reasonable care for their own health and safety and that of their colleagues and other parties. 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:

• Adhere to the School COVID-19 Response Plan and the control measures outlined

• Complete the RTW form before they return to work

• 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

• New staff must complete COVID-19 Induction Training and any other training required prior to their return to school

• Must be aware of, and adhere to, good hygiene and respiratory etiquette practices

• Coordinate and work with their colleagues to ensure that physical distancing is maintained

• Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing

• Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19

• Not return to or attend school if they have symptoms of COVID-19 under any circumstances

• Follow the HSE guidance if they are identified as a close contact

• If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel

• If they develop any symptoms of COVID-19 whilst within the school facility, they should adhere to the procedure outlined above.

• Keep informed of the updated advice of the public health authorities and comply with same

• Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school

• Undergo any COVID-19 testing that may be required as part of mass or serial testing as advised by Public Health

1. ***Covid related absence management***

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

1. ***Employee Assistance and Wellbeing Programme***

The Department 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](https://www.education.ie/en/Education-Staff/Information/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.

# **Appendix 1**

# Pre-Return to Work Questionnaire COVID-19

**Pre-Return to Work Questionnaire COVID-19**

This form must be completed in advance of returning to work.

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **Questions** | **YES** | **NO** |
| 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? |  |  |
| 2. | Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? |  |  |
| 3. | Are you awaiting the results of a COVID-19 test? |  |  |
| 4. | In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? |  |  |
| 5. | Have you been advised to self-isolate at this time? |  |  |
| 6. | Have you been advised to restrict your movements at this time? |  |  |
| 6. | Have you been categorised as “Very High Risk” or “High Risk” by the Occupational Health Service (OHS) |  |  |

Please provide details below of any circumstances relating to COVID-19, not included in the above, which need to be considered to allow your safe return to work e.g. returning from travel abroad.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# C:\Users\bridgorry\Pictures\School Crest (2).jpg**Appendix 2**

**School Contact Tracing Log for Visitors**

**Name of School:** *St. Michael’s National School*

**Address of School:** *Patrick Street, Trim, Co. Meath*

**Contact Person in School for queries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number/email address for queries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name of Visitor** | **Time of Entry to school** | **Time of Exit from school** | **Reason**  **for Visit** | **Name & Address of contractor/company** | **Contact details of visitor** | **Date** | **Who the visitor met** | **Length of time spent with each person in the school** |
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**Appendix 3 Risk Assessment**

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| **Who may be affected?** | | **Identified Risks** | **Risk Communication, Education and Training** | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | |
| **Staff** | | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  •have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  •Loss of sense of taste or distortion of sense of taste  •Death | The Board of Management will develop a response plan for the prevention and mitigation of Covid-19 This plan will highlight the measures necessary to protect the health and safety of staff and pupils in re-opening and modifying the work arrangements within the school.  The Lead Worker and assistant worker representative(s) will be properly consulted when developing and implementing the action plan for the prevention and mitigation of Covid-19 within the school and all staff will be informed about the measures being introduced, using specific risk communication and staff engagement approaches.  The Board of Management will:   * Ensure that all staff receive necessary training prior to returning to work * Provide posters, information and electronic message boards to increase awareness of Covid-19 among staff and pupils * Promote safe individual practices within the school campus * Engage with staff in providing feedback on the preventive measures and their effectiveness * Provide regular information about the risk of Covid-19 using official sources, such as government agencies (HSE, HSA, etc.) and the World Health Organisation   Emphasise the effectiveness of adopting protective measures especially good personal hygiene   * Provide specific training in the proper use of PPE for staff, where required | | Negligible | | Board of Management Principal  Staff | |
| **Who may be affected?** | **Identified Risks** | | | **Hygiene** | | **Risk Rating with controls** | | **Action implementation** | |
| **Controls** | |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  •have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | | | The BoM will ensure that all staff can wash their hands regularly. Appropriate soaps/santitisers (i.e. hand gel dispensers, etc.) will be available throughout the school. Staff should:   * Wash their hands properly and often. Hands should be washed:   + After coughing or sneezing   + Before and after eating or preparing food   + Before and after using protective gloves   + Before and after being on public transport   + When arriving and leaving the school campus   + After toilet use * Cover their mouth and nose with a tissue or their sleeve when coughing and sneezing. * Put used tissues into a bin and wash their hands * Develop a routine of increased cleaning and disinfecting of frequently touched objects and surfaces   The BoM will supply required cleaning products, will ensure the correct use  and storage of disinfectants and will ensure all products are stored safely and securely.  No employees are permitted to attend work if they display any of the symptoms below: -   * Fever (temperature of 38 degrees or above) * Cough * Shortness of breath * Breathing difficulties   Any Staff Member displaying symptoms must self-isolate and not attend school for 14 days  Any staff member living with someone who is self-isolating or waiting for a Covid-19 test must restrict their movements for 14 days.  Any Staff Member who has tested positive for Covid-19 must not return to work until deemed fit to do so and upon approval of their medical advisor  Staff can follow https://www2.hse.ie/ for regular updates or can contact HSELive for advice **1850 241850** | | Requires monitoring | | Board of Management Principal  Staff  Visitors | |

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| **Who may be affected?** | **Identified Risks** | **Hygiene** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | The Board of Management will ensure that:   * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds). * Necessary PPE is available to staff * Standard cleaning and maintenance regimes are put in place and detailed records retained * Toilet facilities are cleaned regularly * Equipment sharing is minimised. Staff are encouraged not to share equipment * There is regular cleaning of frequently touched surfaces and that staff are provided with essential cleaning materials to keep their own work areas clean (for example wipes/disinfection products, paper towels and waste bins/bags) * All school equipment is sanitised – cleaning programmes to be devised to ensure that shared equipment is cleaned and disinfected between use by different people * Covid compliant work areas to be available where social distancing guidelines can be applied * There is staggered use of canteen/kitchen or other communal facilities * Bins are provided for disposal of waste materials (tissues, paper towels, wipes, etc.) and that adequate waste collection arrangements to be put in place to ensure they do not overflow * All waste collection points are emptied regularly throughout and at the end of each day. * Staff use gloves when removing rubbish bags or handling and disposing of any   Rubbish and they wash hands with soap and water for at least 20 seconds afterwards | Requires monitoring | Board of Management Principal  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Social Distancing** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| All staff  Pupils  Visitors  Contractors  Public | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | Physical distancing is currently a key control measure in reducing the spread of infection.  The Board of Mangement will ensure that:   * all persons will adhere to relevant social distancing rules in relation to entering the   school, use of facilities and while working in the school   * physical spacing (2 metres apart currently) for work stations and common spaces, such as entrances/exits, kitchen areas, stairs, where congregation of staff, students or visitors might occur * Break times will be staggered and school supervision procedures must be strictly adhered to * Appropriate signage in line with public health guidelines will be displayed throughout school facility (buildings and grounds) * Appropriate social distancing arangements will be in place throughout the facility * Meetings of staff will take place online using zoom * There is currently a strict no handshaking policy in place within the school * All staff, contractors and visitors should avoid direct physical contact with any other persons as far as possible   Requirements for personnel working within 2 metres of each other (where activity cannot be suspended):   * No worker has symptoms of Covid-19 * The close contact work cannot be avoided * Installation of physical barriers e.g. clear plastic sneeze guards in Learning Support Rooms * PPE is present in line with the approved risk assessment (full face mask, gloves, etc) and public health advice * An exclusion zone for <2m work will be set up pre task commencement * Prior to donning appropriate PPE, staff will wash/sanitise their hands thoroughly | Requires monitoring | Board of Management Principal  Staff  Visitors |

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| **Who may be affected?** | **Identified Risks** | **Cleaning** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff especially cleaning staff | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | All cleaning will be undertaken in line with DES and public health guidance.  Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been be made.   * All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. * Staff should thoroughly clean and disinfect their work area before and after use each day. * There will be regular collection of used waste disposal bags from offices and other areas within the school facility**.** * Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.) * Staff are responsible for cleaning personal items and will be reminded to avoid leaving them down on communal surfaces * Cleaning staff will be trained in the new cleaning arrangements for the school * Sufficient cleaning materials and PPE will be available to allow for increased cleaning * Cleaning staff will be instructed to wear gloves when cleaning and are aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves * A written cleaning schedule will be made available to cleaning staff * System in place for the disposable 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 * System in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use * System in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use | Requires monitoring | Board of Management  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Office and Administration areas** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | * The door in Margaret’s office will be kept closed * Staff will be reminded to make necessary phone calls from 12:30 – 1:30pm when Margaret will be on her lunch break * There will be no access to the school for parents/visitors without prior approval from principal * Pupils will have no access to the office * Perspex screens have been installed around secretary’s desk. | Requires monitoring | Board of Management Principal  Administration staff |

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| **Who may be affected?** | **Identified Risks** | **Use of PPE** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff | Spread of Covid-19 Virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | The correct use of Personal Protective Equipment (PPE) such as face shields/visors or clear plastic barriers or Perspex screens etc. may be required in some circumstances to address identified risks of spread of the virus.  Where PPE is required by staff, they will be notified accordingly and be provided with the necessary PPE and provided with training and information in the proper use, cleaning, storage and disposal of PPE.  PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.  Current general guidance from the HSE in relation to the wearing of face coverings, masks and gloves is available at the following Link:[**https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html**](https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html)  Face masks , visors and aprons will be provided to all staff  Gloves will be provided to staff for purpose of cleaning down their work areas  \*Face coverings are not recommended to be worn by children under 13 years. | Requires monitoring | Board of Management Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Handling books and other resources during Covid-19** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff (particularly SNAs, school secretaries and school book rental co-ordinator) | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | * Pupils will have their own individual basket containing their books , stationary and art materials. (A paint brush and scissors will be placed in a labelled zip lock bag) * Pupils will be requested to leave their pencil cases in school * The iPad room has been closed and iPads will be brought to classes on trolley. New covers have been purchased for iPads so they can be wiped down after each use * The library has been closed and pupils will bring in their own books * Oxford readers will be given out each Monday and collected on Fridays when they will be wiped down and placed in folders | Requires monitoring | Board of Management Principal  Staff |
| **Who may be affected?** | **Identified Risks** | **Using hand tools or equipment** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| **All staff** | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | * Staff must wear the appropriate PPE for the nature of the work that they are undertaking * All tools and equipment must be properly sanitised to prevent cross contamination * Arrangements are in place for one individual to use the same tool, equipment and machinery as far as is reasonably practicable * Cleaning material will be available so that all tools can be wiped down with disinfectant between each use * All mobile machinery (including lawnmowers) must be thoroughly cleaned and santisied prior to use | Requires monitoring | Board of Management  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Dealing with a suspected case of Covid-19** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Visitors  Contractors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following protocols will be adhered to in the event of a suspected case that may arise during the course of work.  The meeting room in our new building extension will serve as a designated isolation area. The kitchenette adjoining PE hall will also be used as an isolation area if more than one person is displaying signs of Covid-19.  If a staff member/pupil displays symptoms of Covid-19 while at work in St. Michael’s the following are the procedures to be implemented:   * If the person with the suspected case is a pupil, the parents/guardians will be contacted immediately * The individual will be accompanied to the designated isolation area via the isolation route, keeping at least 2 metres away if possible from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times * Provide a mask for the person presenting with symptoms. He/she should wear the mask if in a common area with other people or while exiting the premises * Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home * Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue   provided when they cough or sneeze and put the tissue in the waste bag provided   * If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used * If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect. * Carry out an assessment of the incident which will form part of determining follow-up actions and recovery * Arrange for appropriate cleaning of the isolation area and work areas involved. * Carry out an assessment of the incident which will form part of determining follow-up actions and recovery. * Arrange for appropriate cleaning of the isolation area and work areas involved. * The LWR ( Ms. Daly) will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.   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. | Requires monitoring | Board of Management  Principal  Staff |

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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Visitors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | All cleaning will be undertaken in line with DES and public health guidance.  Use disposable cloths or paper roll and disposable mob heads to clean all hard  surfaces, floors, chairs, door handles and sanitary fittings, using an approved and  recognised detergent and disinfectant in line with the manufacturer’s instructions for  dilution, application and contact times  Disinfectants used are  effective against viruses.  **Additionally:**  Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used must be disposed of and should be put into waste bags.  When items cannot be cleaned using detergents or laundered (upholstered furniture of mattresses for example) steam cleaning should be used  Any items that have been heavily contaminated with bodyfluids and that cannot be cleaned by should be disposed of  If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus  contamination will have decreased substantially, and cleaning can take place as normal. | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |

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| **Who may be affected?** | **Identified Risks** | **Cleaning a space with a suspected/confirmed case of Covid-19 (continued)** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Visitors | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | **Waste Management**   * Waste should be put in a plastic rubbish bag and tied when full * The plastic bag should then be placed in a second bin bag and tied * It should be put in a suitable and secure place and marked for storage until the   individual’s test results are known   * All waste should be stored safely and kept away from children. You should not put   waste in communal waste areas until negative test results are known or the waste  has been stored for at least 72 hours   * If the individual tests negative, the waste can be put in with the normal waste. If the   individual tests positive, then store it for at least 72 hours and put in with the normal  waste | Serious  Requires monitoring | Board of Management  Principal  Cleaning staff |

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| **Who may be affected?** | **Identified Risks** | **Dropping off and picking up of pupils** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Parents/guardians  Bus and taxi drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 38.0 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | **Arrivals**  To minimise congregations in the morning we will be admitting mainstream children straight to their classrooms from 9:00am. Teachers will be present in the classrooms at this time to support arrival of pupils. Our external doors will be labelled A-F with classes being assigned to specific doors. Designated Routes are detailed in our Covid Response Plan  Special class pupils will be collected at the school gate or from the buses by teachers and SNAs at 9:10am. All special classes will follow their designated routes. Classes will enter and leave the new building as follows:   * Ms. Patton and Ms. Fitzpatrick’s classes - main side porch door of new building * Ms. West and Ms. Gaffney’s classes - External door across from Ms. West’s classroom * Mr. Dwane’s and Mr. Mac Suibhne’s classes - the external doors in their classrooms   **Dismissal**  Special class pupils will be escorted to the school gates/buses by their teachers and SNAs . They will follow the designated routes used on arrival.  Mainstream classes will be dismissed from 2:45pm in the following order:-   * Ms. Burke * Ms. Hickey * Ms. Feeney * Mr. Tighe * Ms. Treacy * Mr. Joyce * Ms. Reid * Ms. Mulryan * Ms. Mullen/Ms. Martyn * Ms. Metcalfe * Ms. Murphy   Pupils will follow the same designated routes as on arrival. | Requires monitoring | Board of Management  Principal  Staff  Bus and taxi drivers |

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| **Who may be affected?** | **Identified Risks** | **Visitors to school** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | The Board of Management will ensure the safety and wellbeing of all visitors to the school premises.  Visits to the school will be severely restricted and visitors will be asked to:   * Make a prior appointment before visiting the school * Remain at home if they have any Covid-19 symptoms * Follow the agreed Covid-19 protocols for the school * Sanitise before entering the premises * Attendance to be recorded on entry to building to facilitate contract tracing * Wear PPE if instructed * Adhere to social distancing requirements * Not to loiter – complete their business and leave premises | Requires monitoring | Board of Management  Principal |

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| **Who may be affected?** | **Identified Risks** | **Management of deliveries and supplies to school** | **Risk Rating with controls** | **Action implementation** |
| **Controls** |
| Staff  Pupils  Drivers  Wider Community | Spread of Covid-19 virus  Persons currently deemed most at risk of complications if they catch the coronavirus are:  • 60 years of age and over  • have long-term medical conditions – i.e. heart disease, lung disease, high blood pressure, diabetes or cancer  • pregnant women  Known effects of the coronavirus:  • A fever (high temperature of 37.5 degrees Celsius or above)  • A cough - this can be any kind of cough, not just a dry cough  • Shortness of breath or breathing difficulties  • Loss of sense of smell  • Loss of sense of taste or distortion of sense of taste  •Death | * All drivers to remain in their vehicle and to follow instructions to set down area * Ensure that all delivery transactions comply with physical distancing requirements * Agree a delivery protocol with suppliers * All deliveries to be planned with allocated times for collections and deliveries * Arrangements to be made for paperless deliveries * System to be agreed with suppliers to ensure reconciliations are accurate * Appropriate sanitising arrangements at set down areas (for materials and stock) and at access and egress points.   . | Requires monitoring | Board of Management  Principal  Staff  Delivery personnel |

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**Checklist No. 1 Planning and Preparing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Controls** | **Yes** | **No** | **Action Needed** |
| **1.** | Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice? |  |  |  |
| **2.** | Have you prepared/revised your business COVID-19 response plan? |  |  |  |
| **3.** | Have you a system in place to provide your staff with information and guidance on the measures you have put in place to help prevent the spread of the virus and what is expected of them? |  |  |  |
| **4.** | Have you provided a system for staff to raise issues or concerns and to have them responded to? |  |  |  |
| **5.** | Have you identified the control measures you will need to put in place to minimise the risk of workers being exposed to COVID-19? |  |  |  |
| **6.** | Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19? |  |  |  |
| **7.** | Have you updated your emergency plans, in particular to take account of physical distancing? |  |  |  |
| **8.** | Have you sent staff members a COVID-19 return-to-work form to be completed and returned prior to returning to the workplace? |  |  |  |
| **9.** | Have you informed staff that they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine? |  |  |  |
| **10.** | Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace? |  |  |  |
| **11.** | Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? |  |  |  |
| **12.** | Have you organised to carry out meetings, training and information sessions online or by phone as far as possible? |  |  |  |
| **13.** | Have you set up workstations, desks and tables to help with physical distancing? |  |  |  |
| **14.** | Have you put in place supports for staff members who may be suffering from anxiety or stress and told your staff about these supports? |  |  |  |
| **15.** | Have you identified, selected and sourced the PPE needed for your staff and arranged enough supplies of it? |  |  |  |
| **16.** | Have you arranged to train your staff in the proper fitting, use, removal, cleaning, storing and disposal of PPE? |  |  |  |
| **17.** | Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks? |  |  |  |
| **18.** | Has the workplace, including all equipment, workstations, benches, doors and frequently touched surfaces, been thoroughly cleaned? |  |  |  |
| **19.** | Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays? |  |  |  |
| **20.** | Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus? |  |  |  |
| **21.** | Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel? |  |  |  |
| **22.** | Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school? |  |  |  |
| **23.** | Have you advised staff of the Department’s guidance to achieve good ventilation? |  |  |  |

**Checklist No. 2 Control Measures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Controls** | **Yes** | **No** | **Action Needed** |
| **Hand Hygiene Facilities** | | | | |
| **1.** | Are there enough hand washing and hand sanitising stations in place to accommodate staff, pupils and visitors adhering to hand hygiene measures? |  |  |  |
| **2.** | Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? |  |  |  |
| **3.** | Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked ? |  |  |  |
| **Hand Sanitising** | | | | |
| **4.** | Is the hand sanitiser alcohol based? |  |  |  |
| **5.** | Are there stations at entry / exit points to the workplace? |  |  |  |
| **6.** | Are there stations in areas that have high touchpoints or high footfall? |  |  |  |
| **7.** | Have you informed staff about the importance of hand washing? |  |  |  |
| **8.** | Have you trained / shown staff how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly? |  |  |  |
| **9.** | Have you shown staff how to use hand sanitiser correctly and where hand sanitising stations are located? |  |  |  |
| **10.** | Have you displayed posters on how to wash hands correctly in appropriate locations? |  |  |  |
| **11.** | Have you told staff and pupils when they need to wash their hands?  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 workplace / other sites * after changing tasks * after touching potentially contaminated surfaces * if in contact with someone displaying any COVID-19 symptoms |  |  |  |
| **Respiratory Hygiene** | | | | |
| **12.** | Have you told staff 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? |  |  |  |
| **13.** | Have you made tissues available to staff and pupils and covered bins or bin bags for their safe disposal? |  |  |  |
| **14.** | Is there a system in place to regularly empty bins so they don’t over fill? |  |  |  |
| **Physical Distancing** | | | | |
| **15.** | Have you looked at how you can change the layout of your workplace to allow for physical distancing? |  |  |  |
| **16.** | Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks) |  |  |  |
| **17.** | Can you provide a one way system for entering and exiting the workplace, where practical? |  |  |  |
| **18.** | Have you implemented physical distancing for outdoor activities? |  |  |  |
| **19.** | Have you staggered entry into the workplace including the entry of visitors? |  |  |  |
| **20.** | Have you advised staff of the Department’s guidance to achieve good ventilation? |  |  |  |
| **Minimising Contact** | | | | |
| **20.** | Have you minimised the need for staff to gather for meetings and interactions e.g. by making available technology for online or phone meetings? |  |  |  |
| **21.** | Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact? |  |  |  |
| **22.** | Have you advised staff to travel alone if using their cars for work? |  |  |  |
| **Personal Protective Equipment** | | | | |
| **23.** | Has the correct PPE been identified ? |  |  |  |
| **24.** | Is there a sufficient supply of relevant PPE required to allow a safe return to work? |  |  |  |
| **25.** | Have you trained staff in the correct fitting, use, removal, cleaning, storing and disposal of PPE? |  |  |  |
| **26.** | Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate? |  |  |  |
| **At Risk Groups** | | | | |
| **27.** | Have you determined which, if any of your staff are at higher risk from COVID-19? |  |  |  |
| **Changes to Work Practices** | | | | |
| **28.** | Have you considered other changes to work practices to minimise the spread of COVID-19? |  |  |  |
| **Visitors** | | | | |
| **29.** | Is there a system in place to record visits to the school (COVID-19 Contact Log) |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist No. 7 Worker Representative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Controls** | **Yes** | **No** | **Action Needed** |
| **1.** | Have you agreed with your employer to act as a Worker Representative for St. Michael’s NS. |  |  |  |
| **2.** | Have you been provided with information and training in relation to the role of Worker Representative? |  |  |  |
| **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 been brought through an induction before returning to St. Michael’s |  |  |  |
| **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 employer? (See template Return-to-Work form) |  |  |  |
| **10** | Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) |  |  |  |
| **11.** | Did your employer consult with you when putting control measures in place? |  |  |  |
| **12.** | Are you co-operating with your employer to make sure these control measures are maintained? |  |  |  |
| **13.** | Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? |  |  |  |
| **14.** | Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2) |  |  |  |
| **15.** | Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue? |  |  |  |
| **16.** | Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work? |  |  |  |
| **17.** | Are you co-operating with your employer in identifying an isolation area and a safe route to that area? |  |  |  |
| **18.** | Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work? |  |  |  |
| **19.** | Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed? |  |  |  |
| **20.** | Are you helping in maintaining the worker contact log? |  |  |  |
| **21.** | Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have? |  |  |  |
| **22.** | Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue? |  |  |  |
| **23.** | Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers? |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist No. 3 Induction/Familiarisation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Controls** | **Yes** | **No** | **Action Needed** |
| **1.** | Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to workers? |  |  |  |
| **2.** | Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form) |  |  |  |
| **3.** | Have you covered the signs and symptoms of COVID-19? |  |  |  |
| **4.** | Have you explained to workers how the virus is spread? |  |  |  |
| **5.** | Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? |  |  |  |
| **6.** | Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers? |  |  |  |
| **7.** | Have you given staff information on Higher Risk Groups and asked them to let you know privately if they fall into any of these categories? |  |  |  |
| **8.** | Have you told staff they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine? |  |  |  |
| **9.** | Have you told staff what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? |  |  |  |
| **10.** | Have you told workers of the purpose of the COVID-19 contact log in the workplace? |  |  |  |
| **11.** | Have you covered any relevant changes in your business COVID-19 response plan? |  |  |  |
| **12.** | Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement? |  |  |  |
| **13.** | .Have you included information on changes to your emergency plans? |  |  |  |
| **14.** | Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19? |  |  |  |
| **15.** | Have you identified the Worker Representative(s) to all workers and explained what their purpose is? |  |  |  |
| **16.** | Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc.? |  |  |  |
| **17.** | Have you told workers to wash their hands before leaving home and on arrival in the workplace, and at regular intervals throughout the day? |  |  |  |
| **18.** | Have you explained the importance of workers avoiding touching their faces? |  |  |  |
| **19.** | Have you explained the need for workers to avoid physical contact with colleagues, customers or visitors? |  |  |  |
| **20.** | Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.? |  |  |  |
| **21.** | Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.? |  |  |  |
| **22.** | Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily? |  |  |  |
| **23.** | Have you told workers about the supports available to them if they are feeling anxious or stressed? |  |  |  |
| **24.** | Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE? |  |  |  |
| **25.** | Have you a system that allows your workers to raise issues or concerns and have these responded to? |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist No. 4 Dealing with a Suspected Case of Covid 19**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Controls** | **Yes** | **No** | **Action Needed** |
| **1.** | Have you a system in place to identify and isolate workers or others who start to display symptoms of COVID-19 in the workplace? |  |  |  |
| **2.** | Have you a COVID-19 contact log in place to facilitate contact tracing? |  |  |  |
| **3.** | Have you informed workers of the purpose of the log? |  |  |  |
| **4.** | Have you consulted with workers¹ on the purpose of the isolation procedure and when it should be used? |  |  |  |
| **5.** | Have you displayed the COVID-19 posters in suitable locations highlighting the signs and symptoms of COVID-19? |  |  |  |
| **Instructions if a person(s) develops signs and symptoms of COVID-19 at work** | | | | |
| **6.** | Have you instructed your workers about what they need to do if they develop signs and symptoms at work? |  |  |  |
| **7.** | Have you provided your workers with up to date public health information on COVID-19 issued by the HSE, HPSC and GOV.ie? |  |  |  |
| **Reporting** | | | | |
| **8.** | Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19? |  |  |  |
| **Response Team** | | | | |
| **9.** | Have you appointed a manager to deal with any suspected case of COVID-19 and ensure that all aspects of the protocol to deal with suspected cases have been adhered to? |  |  |  |
| **10.** | Have you allocated workers to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take? |  |  |  |
| **Isolation areas** | | | | |
| **11.** | Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19? |  |  |  |
| **12.** | Is this isolation area accessible, including to workers with disabilities? |  |  |  |
| **13.** | Is the route to the isolation area accessible? |  |  |  |
| **14.** | Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas? |  |  |  |
| **15.** | Are the following available in the isolation area(s)?  • ventilation, e.g. fresh air ventilation / ability to open a window  • tissues  • hand sanitiser  • disinfectant and/or wipes  • gloves, masks  • waste bags  • pedal-operated, closed bin |  |  |  |
| **Isolating a person(s) displaying COVID-19 symptoms** | | | | |
| **16.** | Are procedures in place for the affected person to be accompanied to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them? |  |  |  |
| **17.** | Have others been advised to maintain a distance of at least 2 metres from the affected person at all times? |  |  |  |
| **18.** | Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building? |  |  |  |
| **Arranging for the person to leave workplace / Exit Strategy** | | | | |
| **19.** | Have you established, by asking them, if the affected person feels well enough to travel home? |  |  |  |
| **20.** | If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home? |  |  |  |
| **21.** | If the affected person feels unable to go home, has the isolation team let them remain in isolation, and enabled them to call their GP? |  |  |  |
| **22.** | Has the affected person been advised to avoid touching other people, surfaces and objects? |  |  |  |
| **23.** | Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided? |  |  |  |
| **24.** | Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP |  |  |  |
| **25.** | Has the affected person been advised not to go to their GP’s surgery or any pharmacy or hospital? |  |  |  |
| **26.** | Has the affected person been advised they must not use public transport? |  |  |  |
| **27.** | Has the affected person been advised to continue wearing the face mask until they reach home? |  |  |  |
| **Follow-up** | | | | |
| **28.** | Have you carried out an assessment of the incident to identify any follow-up actions needed? |  |  |  |
| **29.** | Are you available to provide advice and assistance if contacted by the HSE? |  |  |  |
| **Disinfection** | | | | |
| **30.** | Have you taken the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected? |  |  |  |
| **31.** | Have you arranged for cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building? |  |  |  |
| **32.** | Have you put in place a written cleaning schedule to be made available to cleaning staff? |  |  |  |
| **33.** | Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? |  |  |  |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**