Doire Bhoithe

Scoil Náisiúnta



An Charraig Rua

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# Covid-19 Response Plan

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| Date: | August 2021 | Next Review Date: | October 2021 |

**Introduction**

This Covid-19 Response Plan is designed to support the staff and BOM in putting measures in place that will prevent the spread of Covid-19 in Deravoy NS.

The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government’s ‘Return to Work Safely Protocol’, the Department of Education and Skills’ plan for reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school-based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change.

The Response Plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and developmental needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and reopening of our schools requires strong communication and a shared collaborative approach between the BOM, staff, parents and pupils.

In line with the Return to Work Safely Protocol, the key to a safe and sustainable return to work, and reopening of schools requires strong communication and a shared collaborative approach between the BOM, staff, pupils and parents.

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

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

**Details of Response Plan**

**This document aims to provide details of:**

1. **Covid-19 School Policy**
2. **Planning and Preparing for Return to School**
3. **School Building**
4. **Signage**
5. **Procedure for Returning to Work**
6. **Return to Work Safely and Lead Worker Representatives**
7. **Safety Statement and Risk Assessment**
8. **General advice to prevent the spread of the virus**
9. **Wash your hands frequently**
10. **Hand hygiene and hand sanitiser**
11. **Avoid touching your eyes, nose and mouth**
12. **Physical distancing**
13. **Practice respiratory hygiene**
14. **People at Very High Risk**
15. **Managing the risk of spread of Covid-19**
16. **Control Measures**
17. **Return to Work form**
18. **Induction Training – Online video**
19. **Hygiene and Respiratory etiquette**
20. **Personal Protective Equipment (PPE)**
21. **Wearing of gloves**
22. **Cleaning**
23. **Access to the School Building/ Contact Log**
24. **First Aid/ Emergency Procedures**
25. **Specific Control Measures for Deravoy NS**
26. **Dealing with a suspected case of Covid-19**
27. **Staff duties**
28. **Covid related absence management**
29. **Employee assistance and Well-being Programme**

# 

1. **COVID-19 Policy Statement**

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

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

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

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

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

# Planning and Preparation for Return to School

The BOM aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the workplace must be done safely and in strict adherence to the public health advice and any guidance issued by the Department of Education.

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

1. **School Buildings**

Before reopening schools for the 2021/22 school year Deravoy NS will have processes in place to include the following:

* Flush the water system at outlets following low usage to prevent Legionella disease;
* Check school equipment and mechanical ventilation for signs of deterioration or damage before being used again;
* Ensure bin collections and other essential services resumed.

1. **Signage**

Signage will be displayed in English and Irish throughout the school, at the entrances, gates, classrooms, staffroom, office, hallways and toilets outlining the signs and symptoms of Covid-19 and to support good hand hygiene and respiratory hygiene.

<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/>

The Department of Education will supply posters in English and Irish to all primary schools. These posters should be displayed in areas such as offices, corridors, staffroom area, classrooms and toilets.

1. **Procedure for Returning to Work**

In order to return to the workplace, staff must complete a **Return to Work (RTW)** form, which is available online or from the principal.

An RTW form should be completed and returned at least **3 days** before returning to work.

The principal will also provide details of the **Induction Training** for completion by any new members of staff and details of any additional health and safety measures (**school’s Covid-19 Response Plan**) in place in the school to facilitate the staff member’s introduction to the school facility.

1. **Return to Work Safely and Lead Worker Representative**

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

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

In summary, the role of the LWR/DLWR is to:

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

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

|  |  |
| --- | --- |
| Lead Worker Representative | Deputy Lead Worker Representative |
| **Sheenagh Currie, Principal**  **mscurriederavoyns@gmail.com** | **Sharon McMeel, Secretary**  **secretaryderavoyns@gmail.com** |

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

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 required to mitigate the risk of Covid-19 in Deravoy NS has been completed.

1. **General Advice to Prevent the Spread of the Virus**

In order to prevent the spread of Covid-19 it is important to know and recognise the symptoms of coronavirus (which includes the DELTA variant).

Common symptoms of coronavirus include:

* High temperature
* A new cough
* Shortness of breath or breathing difficulties
* Loss of smell, taste or distortion of taste
* Fatigue
* Aches and Pains

Other uncommon symptoms of coronavirus include:

* Sore throat
* Headaches
* Runny or stuffy nose
* Feeling sick or vomiting
* diarrhoea

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

This can be achieved through the following measures:

* Promote awareness of COVID-19 symptoms
* Advise staff and pupils that have symptoms not to attend school, to phone their doctor and to follow HSE guidance on self-isolation;
* Advise staff and pupils not to attend school if they have been identified by the HSE as a contact for person with COVID-19 and to follow the HSE advice on restriction of movement;
* Advise staff and pupils that develop symptoms at school to bring this to the attention of the Principal promptly;
* Ensure that staff and pupils know the protocol for managing a suspected case of COVID-19 in school
* Everyone entering the school building needs to perform hand hygiene with a hand sanitiser;
* Visitors to the school during the day shouldbe by prior arrangement and should be received at a specific contact point;
* Physical distancing (of 2m) should be maintained between staff and visitors where possible.

Staff, pupils and visitors should adhere to the up to date advice and instructions of the public health authorities in relation to protecting oneself and others against the risk posed by Covid-19.

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

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

1. **Managing the Risk of Spread of Covid-19**
2. **Wash your Hands Frequently**

Regular handwashing with soap and water is effective for the removal of Covid-19.

For advice from the HSE on how to wash your hands the following link will be helpful:

<https://ww2.hse.ie/wellbeing/how-to-wash-your-hands.html>

The use of hand hygiene facilities including wash hand basins will be managed so as to avoid congregation of people waiting to use wash hand basins.

Hand washing facilities will be maintained in good condition and supplies of soap and towels will be topped up regularly to encourage everyone to use them.

1. **Hand Hygiene and Hand Sanitisers**

Hand hygiene can be achieved by hand washing or use of a hand sanitiser (when hands look clean).

Hand sanitiser dispensers are deployed more readily at exit and entry points of schools and classrooms and care should be taken to clean up any hand sanitiser spills to prevent risks of falls.

They are available at entry and exit points, in each classroom, Learning Support rooms, PE Hall, staffroom, office and isolation room.

Handwashing facilities will be accessed after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.

Pupils and staff should perform hand hygiene:

* On arrival at school;
* Before eating or drinking;
* After before and after using the toilet;
* After playing outdoors;
* When their hands are physically dirty;
* When they cough or sneeze.

1. **Avoid Touching Eyes, Nose and Mouth**

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

1. **Physical Distancing**

We will reconfigure our classrooms to maximise social distancing. Each class will be referred to as a **bubble** and we will ensure that there is as little contact as possible between the children in the different bubbles.

Within the bubbles in Junior Infants, Senior Infants, First Class, Second Class and Third Class the children will be organised into **pods**. A pod is group of 6 children, or less, who will sit together and who will stay in their pod while in their bubble, or classroom. These pods will be at least 1m away from another pod.

Within the bubbles in Fourth, Fifth and Sixth Classes, the pupils will be seated at individual desks, at least 1m away from other pupils, where possible.

**The teacher’s desk should be at least 1m and where possible 2m away from pupil desks.**

There will be marked routes for various bubbles to enter and exit the school and to access their classrooms. Bubbles will have different areas allocated on the playground for break times.

1. **Practise Respiratory Hygiene**

Staff and pupils will be encouraged to practise good respiratory hygiene.

* Cover your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Dispose of used tissue immediately and wash your hands.

1. **People at Very High Risk**

Current public health guidelines have identified groups who are defined as being at very high risk.

If the BOM is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

1. **Control Measures**

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

These control measures are outlined in this document. The control measures shall continue to be reviewed and updated as required on an ongoing basis.

It is critical that staff, pupils, parents and visitors are aware of and adhere to the control measures outlined and that they fully co-operate with all health and safety requirements.

The best way to prevent the spread of Covid-10 in a workplace or any setting is to practice physical distancing, adopt proper hand hygiene, follow respiratory etiquette and increase ventilation.

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

The following measures have been put in place:

1. **Return to Work Form**

Staff will be required to complete an RTW form at least 3 days prior to any return to work. The purpose of the RTW form is to get confirmation from the staff that, to the best of his/her knowledge, he/she has no symptoms of Covid-19 and is not self-isolating or cocooning or awaiting the results of a Covid-19 test.

1. **Induction Training**

All new3 staff will undertake and complete Covid-19 Induction Training during Croke Park Hours in the days before school resumes. 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
* Protocols if a child or member of staff becomes unwell or presents as a suspected case of COVID-19 while at school
* Outline of the Covid-19 Response Plan

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

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

1. **Hygiene and Respiratory Etiquette**

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

Teachers will lead by example and remind and encourage the children in their care to practice hand and respiratory etiquette throughout the school day.

1. **Use of PPE**

Teachers and other staff members are required to wear face coverings when a physical distance of 2 metres cannot be maintained. Staff in Deravoy NS may wear a mask or and a mask and a visor when a distance of 2m cannot be maintained.

Children do not have to wear masks at school. Parents may, however, request that their children wear a mask

Appropriate PPE will be available for dealing with suspected Covid-19 cases, intimate care needs and for first aid. This will be updated in line with advice from the HPSC.

1. **Wearing of Gloves**

The long-term use of disposable gloves in the school setting by pupils or staff is not appropriate. It does not protect the wearer and may expose others to risk from contaminated gloves.

Gloves will be worn when administering first aid, performing intimate care and

dealing with a suspected case of Covid-19

1. **Cleaning**

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

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

Shared toys, concrete materials or iPads will be disinfected or washed in the dishwasher after use.

All staff will have access to their own cleaning products and tools and will be required to maintain cleanliness of their own work area. These cleaning tools and materials should not be removed from the school building.

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

Staff should clean any area used during their break time in the staffroom ie table, chair, out of courtesy for the next group.

There will be regular collection of used waste from within the school building.

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

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

The room should be cleaned as soon as practicably possible.

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

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

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

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

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

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

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

1. **Access to the School Building/Contact Log**

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

Arrangements for necessary visitors such as contractors and parents with be restricted to essential purposes and limited to those who have obtained prior approval from the principal. The Department of Education Inspectorate may also need to visit schools and centres for education to support them as appropriate in the implementation of public health advice relating to creating a safe learning and working environment for all.

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

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

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

Schools are reminded that all school records and data must be maintained and processed in compliance with the GDPR and the Data Protection Acts. The responsibility for compliance with the legislation rests with each school in their role as data controller.

1. **First Aid/ Emergency Procedures**

The standard first aid/ emergency procedures shall continue to apply in Deravoy NS.

Each member of staff will have their own First Aid bum bag which will contain plasters, tissues, wipes, gloves and bags.

In an emergency or in the case of a serious incident, call for an ambulance or the Fire Brigade on 112/999

1. **Specific Control Measures for Deravoy NS.**

**Uniforms**

* Pupils will alternate between wearing uniform and their PE tracksuit to allow for clean clothes to be worn to school each day.
* Children should only wear shoes with laces if they are able to tie them. Teachers and classmates will not be able to help tie lose laces when they become undone.
* Children should be able to zip, button or fasten their own coats.

**Personal Belongings**

* All children should bring one pencil case containing pencils, crayons/colouring pencils, rubber, sharpener, scissors, glue stick and ruler, if required. This pencil case will stay in school.
* For lunch, pupils are asked to bring a lunchbox and water bottle. These should be made from a hard-washable material and should be cleaned every day.
* Each pupil should bring their own packet of pocket-sized tissues and a Ziploc/disposable bag for used tissues. These bags should be binned each day, if used.
* All pupils will take a plastic homework folder to school, schoolbags will remain at home until further notice.
* All items brought into school should be clearly labelled with the child’s name.
* All coats will be stored in plastic bags and placed on hooks outside the bubbles.

**Drop-off Plan for Senior Infants to 6th Class**

* Drop off time for all pupils from Senior Infants to 6th Class will be between 9.10am to 9.20am.

All pupils in these classes must be seated in their classrooms by **9.20am**. Main entrances (gates and doors) to these class bubbles will be closed after this time.

**Pupils are not permitted on school grounds before 9.10.**

* **Senior Infants** will be accompanied by one parent to the multicolured gates furthest from the community centre. The children will walk alone to their classroom where they will be met by their teacher.
* **First, Second and Third Classes** walk on the footpath to the double gates of the school and will follow a marked-out route to enter the school by the main doors. This class will be supervised as they enter their classroom.
* **Fourth, Fifth and Sixth Classes** may be accompanied by one parent to the hand ball area at the side of the community centre. The children will walk up the ramp alone to their classroom where they will be met by their teacher.
* **Breakfast Club –** arrangements will be made with the breakfast club regarding hand over of pupils in the morning. *Handover of pupils will take place at 9.10. Children will line up outside their classrooms.*

**Drop-off Plan for Junior Infants**

* **At 9.30am**. one parent will walk their child through the front gates to the front door of the school. Siblings of Junior Infant children, who are also in the same classroom, may accompany them at this time. Their teacher will be there to meet them.

Drop-off and entry to the school will be monitored by Ms. Currie.

**Children or adults should not open gates, doors or ring the school bell. All gates and doors will be opened and closed by members of staff.**

**Collection Plan**

* **Junior Infants** - one parent will collect outside the front door of the school at 12.15pm.

From Monday 13th September, child will be collected from the double gates at 2pm.

* **Senior Infants** – one parent will collect at the multi-coloured community centre gates at 2pm.
* **First to Second Classes** – one parent will collect at the multi-coloured community centre gates at 3pm.
* **Third Class** – one parent to collect at the end of the footpath
* **Fourth to Sixth Classes** – one parent will collect from the bottom of the ramp.

As before, pupils will remain with their teacher until a parent arrives and teacher gives permission for the child to walk to their parent.

**All pupils should be reminded to walk at all times, social distance and wait their turn.**

**PE/Music**

* Each class will be timetabled for PE on a different day to allow for cleaning of the hall and equipment between groups.

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Ms. McGlynn** |  | **Mrs Haughey** |  | **Ms. Currie** |

* Francis McMahon, our music teacher, may return to Deravoy NS at a later stage in the year or facilitate lessons via Zoom.

**Yard times**

* Pupils will go out to yard to play from 11.00 - 11.20 and again from 1.10 – 1.30
* Children go straight to playground from their classroom, they should sanitise their hands on the way out and when they come back inside.
* Windows in classrooms are to be opened during all yard times.
* One play zone will be in place for each bubble.
* Three members of staff will be on yard duty. Two teachers and one SNA
* Behaviour incidents will either be dealt with outside by the teacher on duty or reported to class teacher.
* Any breaches which may have COVID-19 implications must be brought to the immediate attention of the principal.
* Teachers to take their class onto the playground and must be aware of other bubble groups and keep their distance.
* Handwashing/Sanitising must take place before and after break.
* Teacher to go out at the end of break into the play zone that their class are at; children line up in the play zone area they are in. Teacher leads class in.
* First Aid: Every teacher has basic first aid kit (includes gloves and mask); child to self-administer wherever possible; more serious first aid needed – send child for help.
* Toilets: Children need to go before or after break. In an emergency – children use own bubble toilet.

Wet Break:

* Children stay in classrooms

**Playground Equipment**

* Playground equipment has been removed from the yard. This will be reviewed at the end of September.

# Meetings and Communications

* Staff Meetings are suspended and replaced with virtual meetings via Zoom as and when needed. A schedule will be in place.
* CPD opportunities will be assessed depending on how the return to school is going.
* The staffroom calendar will be updated regularly and notes will be emailed to all staff to ensure key information is shared. Please ensure all relevant dates of training etc are communicated via email so that they may be included.
* Staff are encouraged to share any suggestions or concerns so we can consider any changes to the arrangements.
* Parents will be encouraged to contact Teacher/Principal through their work email.

**Homework**

* Pupils in all classes will receive homework from Monday to Thursday. This homework may be a combination of reading, learning and written work. Written homework will not return to school but will be corrected via Seesaw. Parents should take a clear and close photograph of the page of written work, upload to the Seesaw app and send to teacher before 7pm every evening, for correction.

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| --- | --- |
| Miss McManus | missmcmanusderavoyns@gmail.com |
| Mrs McArdle | mrsmcardlederavoyns@gmail.com |
| Ms McGlynn | msmcglynnderavoyns@gmail.com |
| Ms Currie | mscurriederavoyns@gmail.com |
| Mrs McKenna | mrsmckennaderavoyns@gmail.com |
| Mrs Haughey | mrshaugheyderavoyns@gmail.com |

1. **Dealing with a Suspected Case of Covid-19**

* The child will be brought to the Isolation Room (Miss McManus’ Room) or Isolation Area ( corridor near fire doors), via the isolation route, by a staff member keeping at least 2 metres apart from the staff member.
* A parent will be immediately contacted, asked to come to the school to take the child home and reminded to phone their GP immediately. The handover will take place at the fire escape door at the right-hand side of the school.
* Siblings attending the school will also accompany their parent home at this time.
* If they are too unwell to go home or advice is required, the school will also contact 999 or 112 and inform them that the sick child is a Covid-19 suspect.
* A mask will be given to the child to wear until he/she is picked up. A member of staff will remain with the child until he/she is picked up.
* The staff member caring for the child in isolation should wear personal protective equipment i.e. face mask, disposable apron and gloves.
* The child will be encouraged not to touch surfaces, people or any objects.
* Dedicated waste bins will be in use.
* Appropriate cleaning and disinfection of the isolation area and the child’s work station will be carried out immediately.
* The entire school building will be disinfected using the fogging machine at the end of the school day.
* The principal and the Deputy Lead Worker will carry out an assessment of the incident which will form any part of follow up actions.
* The principal will make a follow-up call to parents.
* The principal will inform the HSE in line with correct protocols.

**If there is a suspected or confirmed case of COVID-19 in school.**

* The school will be contacted by local Public Health staff of the HSE to discuss the case. They will identify people who have been in contact with the person and advise on any actions or precautions that should be taken.
* An assessment will be undertaken by HSE public health staff.
* Advice on the management of children and staff who came into contact with the person will be based on this assessment.

Symptomatic people should self-isolate and arrange to get tested for COVID-19.

Confirmed COVID-19 cases should continue to self-isolate at home for a minimum of 14 days and should not return to school until they are advised that it is safe to do so.

Close contacts of a confirmed case (partner/family member) should be notified and go home if at work and restrict their movements for 14 days. They should not attend work during that time.

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.
* 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.
* 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 publ**ic** health authorities and comply with same.

1. **Covid Related Absence Management**

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

1. **Employee Assistance and Wellbeing Programme**

The BOM aims to protect and support the health and wellbeing of all staff and 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’.*

Under the EAS, employees have 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.  Where required, short-term counselling is available to employees and their families (over the age of 18 years and living at home).  A bespoke wellbeing portal and app which offers access to podcasts and blogs on topics around wellbeing and mental health, family life, exercise and nutrition is also available.

In addition, online cognitive behavioural therapy is provided.   As part of the services provided by Spectrum. Life a Mental Health Promotion Manager is available to develop and deliver evidence based mental health and wellbeing initiatives to reduce stigma and improve mental health literacy and to increase engagement with the service. They will also be providing a series of webinars and presentations to promote staff wellbeing in schools as schools reopen and during the upcoming school year.