

Covid-19 School Response Plan

Killoughteen NS

Updated December 2021

Introduction

This *Covid-19 Response Plan* is designed to support the staff and Board of Management (BOM) in putting measures in place that will prevent the spread of Covid-19 in Killoughteen 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 school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (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 development 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 re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

This document aims to provide details of:

1. **COVID-19 School Policy**
2. **Planning and Preparing for Return to School**
3. **Return to work safely and Lead Worker Representative(s)**
4. **Safety Statement and Risk Assessment**
5. **General advice to prevent the spread of the virus**
6. **Procedure for Returning to Work (RTW)**
7. **Control Measures**
8. **Dealing with a suspected case of Covid-19**
9. **Staff Duties**
10. **Covid related absence management**
11. **Employee Assistance and Wellbeing Programme**

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

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

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

1. Killoughteen National School 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. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others. It is not possible to eliminate the risk of infection. However, with the co-operation of all members of our school community, it is possible to minimise the risk of the virus being introduced to school and the consequent risk of its spread.

COVID 19 Policy Statement

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

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff.
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques.
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education 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
- Implement the wearing of face masks for 3rd to 6th class pupils from December 1st 2021 as per advice from Public Health

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 Maurice O' Keeffe and Deputy LWR Lydia Mulqueen.

Signed: *Sheilagh O Mahoney Kennedy*

Date: 21/08/2020

Reviewed: February 2021

Reviewed again (August 2021 before the new school year)

Reviewed December 1st 2021

2. Planning and Preparing for Return to School

The Board of Management aims to facilitate the resumption of school-based teaching and learning and the return to the workplace of staff. The return to the work must be done safely and in strict adherence to the advice and instructions of public health authorities and the Government.

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

School Buildings

Before re-opening schools in the new school year Killoughteen NS has checked the following:

- The water system; 2 new drinking water stations were installed and connected to the mains.
- School equipment has been checked for signs of deterioration or damage before being used;
- Bin collections and other essential services have resumed.

Signage

Killoughteen NS has displayed posters outlining the signs and symptoms of COVID-19 which encourage good hand and respiratory hygiene. The following is a link to the dedicated area of the Health Protection and Surveillance Centre (HPSC) website where a number of these posters were sourced.

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

The posters are on display in prominent areas such as corridors, staffroom area, classrooms and toilets.

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 prior to any proposed date of return to the workplace.

On receipt of the completed form the Principal will provide: details of the **Induction Training** for completion by staff prior to the return to the workplace and details of any additional health and safety measures in place in the school to facilitate the staff member's return to the school facility.

Note: Induction Training for staff has been developed by the Department in consultation with stakeholders and made available for all schools and staff.

3. 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 to carry out a specific role.

Note: Before returning to school in August 2020, and again in August 2021 all staff met up at the school to discuss the re-opening protocols that were to be put in place. A Lead Worker Representative was sought at this meeting. All staff voted and our LWR was elected. Mr. Maurice O' Keeffe was happy to take on this role on behalf of the staff in 2020. Miss Lydia Mulqueen was elected Deputy LWR for 2021.

The role of the lead worker representative is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer 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 lead worker(s) who will engage with the Principal/BOM.

Name(s) of Lead Worker representatives:	Contact details
Maurice O' Keefe	06961195 maurice@killoughteenns.com
Lydia Mulqueen	lydia@killoughteenns.com

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.

4. Safety Statement and Risk Assessment

COVID-19 represents a hazard in the context of health and safety in the school environment. A template risk assessment to identify the control measures required to mitigate the risk of COVID-19 in school settings is attached at **Appendix 2**.

Killoughteen NS has reviewed our emergency procedures involving, fire safety, first aid, accidents and dangerous occurrences to consider any new risks that arise due to the school's COVID-19 Response Plan.

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

5. 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. They are:

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

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. **For the 2021 School year the following symptoms must be monitored**

also;

- ✓ Fatigue
- ✓ aches and pains
- ✓ Sore throat,
- ✓ Headache,
- ✓ Runny or stuffy noses
- ✓ Feeling sick or vomiting
- ✓ Diarrhoea

If parents have any doubts, please do not send your child to school and seek advice from your child's GP. S/he will advise you if a Covid test is required.

Infection Prevention Control Measures - To prevent Introduction and Spread of COVID-19 in Schools

This can be achieved through the following measures:

- Promote awareness of COVID-19 and its symptoms amongst staff, pupils, parents and visitors.
- Advise staff and parents of pupils who have symptoms of COVID-19 or other acute infectious diseases not to attend school, to phone their GP and follow the HSE guidance on self-isolation.
- Advise staff and pupils to 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
- Advise staff and pupils not to return to or attend school in the event of the following:
if they are identified by the HSE as a close contact of a confirmed case of COVID-19
if they live with someone who has symptoms of the virus
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.
- Advise staff and parents of pupils who have been identified by the HSE as contact of a person with COVID-19 not to attend schools and to follow the HSE advice on restriction of movement.
- Ensure that staff and pupils know what to do if they develop symptoms at school.
- Everyone entering the school building should be required to perform hand hygiene with hand sanitiser.
- Visitors to school during the day should be by prior arrangement and should be received at a specific contact point.
- Advise 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;
- Implement new measures – Face Masks to be worn by pupils from 3rd to 6th classes from December 1st 2021. This will be reviewed again in February 2022.

Staff, pupils and visitors should at all times 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 the Covid-19 virus.

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. Killoughteen NS will arrange for this advice to be circulated to staff, pupils and visitors in a timely manner.

The Department has been working closely with the HSE and the Health Protection Surveillance Centre (HPSC) to develop health advice which has been tailored to the needs of schools in order to support

schools in planning for reopening in autumn. The link to the Interim Public Health recommendations for the reopening of schools can be found by clicking on the link below.

<https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

The advice will continue to be updated in line with public health advice generally and will inform the development of more detailed guidance for schools by the Department of Education.

Managing the risk of spread of COVID-19

Wash your hands frequently

Regular hand washing with soap and water is effective for the removal of COVID-19.

Follow the HSE guidelines on handwashing:

For advice from HSE on how to wash your hands the following link will be helpful:
<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

Hand Hygiene and Hand Sanitisers

Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean).

Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities.

They will be available at entry and exit points and in each classroom. All children will meet staff upon arrival at school and receive sanitiser. They will receive sanitiser, before and after break, and before collection at home time.

Alcohol-based sanitiser must not be stored or used near heat or naked flame

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.

Physical distancing

Physical distancing is recommended to reduce the spread of infection in the workplace.

Guidance on the physical distancing requirements are informed by public health advice for schools. Interim public health advice has been received from the (Health Protection Surveillance Centre) HPSC and is available at this link; <https://www.education.ie/en/covid-19/interim-recommendations-for-the-reopening-of-schools-and-educational-facilities.pdf>

Ventilation

The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice '*Practical Steps for the Deployment of Good Ventilation Practices in Schools*'. The guidance sets out an overall approach for schools that windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not

in use) and also at the end of each school day) and partially open when classrooms are in use. The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather. The school also have Carbon Dioxide monitors in use in the classrooms to monitor air quality. Carbon dioxide monitors were installed in September 2021.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately.

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

Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth – for example, bottles, cups, cutlery, etc.

People at very high risk (extremely vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

The list of people in very high-risk groups include people who:

- are over 70 years of age - even if you're fit and well
- have had an organ transplant
- are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections (such as high doses of steroids or immunosuppression therapies)

- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills.

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

For 2021 the above advice was updated. To see this advice see <https://www2.hse.ie/conditions/covid19/people-at-higher-risk/overview/>

6. 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 the safety, health and welfare of staff, pupils, parents/guardians 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/guardians and visitors are aware of, and adhere to, the control measures outlined and that they fully cooperate with all health and safety requirements.

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 control measures have been put in place:

i. Return to Work Form

Staff will be required to complete a RTW form prior to any return to the school facility (see section 2 above). The purpose of the RTW form is to get confirmation from 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.

ii. Induction Training

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

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

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

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

Note: Induction Training for reopening schools in the new school year will be developed by the Department in consultation with stakeholders and made available for all schools and staff.

iii. 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/or hand sanitisers will be available at multiple locations within the school facility and will be available in each classroom.

The Department has arranged for a drawdown framework to be established to enable schools purchase hand-sanitisers and any other necessary PPE supplies for use in the school. The procurement process for this framework has already commenced and it is intended these materials will be available in early August.

iv. Use of Personal Protective Equipment (PPE)

For Children, from December 1st 2021 all children in 3rd to 6th class will have to wear a face mask/ covering unless they fall with-in certain conditions. (as outline by the department) All staff will be wearing a Face covering. The use of a face covering will conceal facial expression and may make communication difficult. However, it must be in place for the safety of both staff and children. Children from Juniors to second class may wear a face mask/ covering if they choose.

Other PPE will be provided in situations where:

- Staff are carrying out intimate care
- Where a suspected case of Covid-19 is identified while the school is in operation

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

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

Wearing of Gloves:

The 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. Routine use of disposable gloves is not a substitute for hand hygiene.

v. Cleaning

Arrangements for more regular and thorough cleaning of areas and surfaces within the school have been made.

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

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

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

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

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

vi. 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 will 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 should be maintained. The school should maintain a log of staff and students contacts. In addition, see visitor contact log at **Appendix 3.**

vii. First Aid/emergency procedure

The standard First Aid/Emergency procedure shall continue to apply in **Killoughteen National School.**

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

Contact the principal or nearest first aider giving details of location and type of medical incident.

7. Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how Killoughteen NS will deal with a suspected case that may arise during the course of work.

A designated isolation area has been identified within the school building. The possibility of having more than one person displaying signs of Covid-19 has been considered and a contingency plan for dealing with additional cases has been put in place. The designated isolation area should be behind a closed door and away from other staff and pupils. (New School build – New Staff Toilet) Old School – (The SET Room – not in use)

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

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- 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. The symptomatic staff / parents of the child 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 if required. 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.
- Following advice from the GP, we require parents to email the school or text the school mobile with the advice received as to whether the child/staff member is advised to return to school/ isolate for a period of time. The school requests a written record of this to avoid any confusion.

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.

8. Staff Duties

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

- i. Adhere to the School Covid-19 Response Plan and the control measures outlined. The cooperation and assistance of all staff is essential to reduce the risk of spread of Covid-19 and to protect health and safety as far as possible within the school. All staff have a key role to play.
- ii. Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- iii. Make themselves aware of the symptoms of Covid-19 and monitor their own wellbeing.
- iv. Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of Covid-19.
- v. Not return or attend school if they have symptoms of Covid-19 under any circumstances.
- vi. If they develop any symptoms of Covid-19 whilst within the school facility, they should adhere to the procedure outlined above.
- vii. Complete the RTW form before they return to work.
- viii. Must inform the Principal if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- ix. Must complete Covid-19 Induction Training and any other training required prior to their return to school.
- x. Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- xi. Keep informed of the updated advice of the public health authorities and comply with same.

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

9. Covid related absence management

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

10. Employee Assistance and Wellbeing Programme

The Board of Management aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. The Board of Management is mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements.

The Board of Management aims to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events.

These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the principal.

Appendix 1 Return to Work Form

This form must be completed by staff in advance of returning to work.
If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work.

Name: _____
Name of School: _____
Name of Principal: _____ Date: _____

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, 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 by a doctor to self-isolate at this time?		
6	Have you been advised to restrict your movements at this time?		
7	Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon.		

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

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

Signed: _____

Appendix 2

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

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Covid-19	N	Illness	H	School Covid19 Response Plan in place in line with Department of Education and Skills guidance and the Return to Work Safely Protocol and public health advice		Follow public health guidance from HSE re hygiene and respiratory etiquette	All Staff	Continuous
						Complete School COVID-19 Policy Statement	Principal and BOM	Ratified February 2021
						Return to Work Forms received and reviewed	Principal	February 2021
						Induction Training Provided	All Staff	Feb 2021
						Maintain log of staff, student and visitors	Secretary	Continuous
Complete checklists as required:	School Management	Contin						

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

Risk Assessment carried out by: _____

Date: / /

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School	Killougheen NS		School Contact Person	Willie Curtin	
Address of School	Killougheen, Newcastle West, Co. Limerick.		For Queries only: Phone No	06961195	
			Email	info@killougheenns.com	
Name of Visitor					Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of Visit	___/___/_____	Time	Entry to school _____ am <input type="checkbox"/> pm <input type="checkbox"/>	Exit from School _____ am <input type="checkbox"/> pm <input type="checkbox"/>	
Visitor Status	Contractor <input type="checkbox"/>	Parent/Guardian <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____		
Contact details of visitor	Company Name <small>(if applicable)</small>				
	Address				
	Contact No.		Email Address		
	Reason for Visit				
Who the visitor met (separate line required for each person the visitor met)					
Name of Person visited				Length of time spent with each person in the school	

Killoughteen NS
Risk Assessment for Preventing and Managing Sickness Including Outbreaks Risk Procedures and Risk Assessment
Progression of Restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	Principal DP Lead worker Representative	
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Pupils and staff should strictly adhere to advice on social distancing -Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review <i>Core Control Measures and make changes as necessary</i> - Daily review of the situation including constant review of government guidelines and implementation of same. 	All Staff	
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions - Pupils and staff should strictly adhere to advice on social distancing 	<p>Reduce all non-essential contact situations:</p> <ul style="list-style-type: none"> Assemblies School events Face to face meetings Trips <p>screening measures e.g. use of a thermometer</p> <p>Refer to and seek guidance from appropriate public bodies (HSE)</p> <p>Increase time of exclusion from school for those with symptoms (beyond 48hrs) in line with PHA guidance</p> <p>Sending home any children with <u>any</u> symptoms as soon as possible</p>	Relevant staff through Principal Deputy principal	

		- Additional Cleaning including deeper cleans to be carried out by professional, trained staff	Caretaker and staff use of fogger	
STAGE 4 – Containment	<u>Where specific and/or significant changes or restrictions need to be in place.</u>	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans using appropriate materials including personal protective equipment to be carried out by trained staff - exclusion of non-essential external visitors 	All Staff	
	<ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 			

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact parents – general information about sickness etc. - Isolation and send home - Parents seek GP advice - Deep clean core areas - Inform staff - Core reminders of hygiene 	Principal Deputy Principal All relevant staff	
Confirmed case in school	<ul style="list-style-type: none"> - Deep clean core areas - Inform relevant staff - Core reminders of hygiene - Contact parents – general information about sickness etc. Inform close contacts and advise of antigen testing available 3 negative tests required over 5 days . If your child becomes symptomatic a PCR test will need to be booked and completed. 	All staff Principal	
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to receive sanitiser immediately after coming into school - Increase monitoring of pupils. 	Families Staff Admin/ Staff	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school - If the PCR of symptomatic person is positive all people in the household to restrict movement and book PCR tests. Day 0 and Day 10 test to be completed. Both need to be negative and be 48hours symptom free before returning to school. 	Caretaker / Staff Parents	
Teacher shortage	<ul style="list-style-type: none"> - Supply Cover (panel) Substitute Principal SET - Where too many – partial closure until cover is attained 	Principal / BOM	
Support staff shortage	- Supply / Prioritise most needy children / classes with remaining staff	Principal / DP	

Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents the initial steps and agree key actions re. isolation/seclusion 	Principal DP SET Team;	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Work from home 	Staff	
Staff with symptoms	- Stay at home; follow public health advice	Staff	
Pregnant staff	- Follow current guidelines from department of education and Public Health	DP / Principal	
Admin shortage	- Inform parents not to phone unless emergency	Management	
Other school users	<ul style="list-style-type: none"> - Inform of control measures Advise all non-essential visitors to rearrange appointments, planned activities, meetings etc	Staff	
Long period shut down	- Continue learning THROUGH TEACHER PREPARED PACKS and Seesaw platform	Management Staff	
	<ul style="list-style-type: none"> - Provision of time to staff to prepare during normal working hours - Factor in caring responsibilities of staff working from home - Ensure hygiene in relation to hard copies of work sent to schools and consider same for arrangements to collect and/ or mark work 		

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Personal Protective Equipment Provided	4	<ul style="list-style-type: none"> - Where cleaning of any type in relation to COVID-19 or suspicion of same: - Provide aprons, gloves, disposable bags, eye protection, face masks - Only staff adequately trained in the safe use of PPE and safe procedures for cleaning and or disposing of potentially contaminated items and areas. 	Management	
Tissues/ wipes for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Staff	

Alcohol based gel	1	<ul style="list-style-type: none"> - Ensure dispensers and full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	All Staff	
Other users of the building	2, 3	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	Management	
Monitoring daily any child or staff absence	2	-Weekly summary data for each class on Aladdin reviewed	Secretary Principal Staff	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> - Ask parents to inform us of any closes family member who has returned from abroad within the last month - Advise all families to follow current advice when re-entering the country after travelling abroad 	Admin	
Reducing contact point activities	2	<p>Avoid any activity where you are passing items around a class</p> <p>Circle time objects</p> <p>Artefact sharing</p> <p>Touching activities – PE / Gymnastics Other</p> <p>Cease hand shaking of children and visitors</p> <p>Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school.</p> <p>Refer to guidelines relating to ‘social distancing’ and sit pupils and staff 1.5 metres apart.</p>	Staff	
Good Personal Hygiene	2	<ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to sanitise their hands before coming to school, before going home and when they get home and at other regular and appropriate intervals throughout the day. - Classes to teach children hand washing techniques - Children to wash/sanitise hands before sos (classroom) and before eating Lunch 	Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
		Information: - Distribute key information posters	Management	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with caretaker to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and or increase hours - Daily increased levels of cleaning classrooms - Deep cleans if necessary 	Management	
Additional touch point cleaning daily	2, 3	- Handles and rails to be cleaned as often as possible during the day and at least in the morning, after break, after lunch and at the end of the school day	Staff	
School visitors and site users	2, 3	<ul style="list-style-type: none"> - All non-essential visitors to be informed not to visit the school for the duration of the COVID-19 outbreak - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	Secretary Principal Staff	
Absence policy	2, 3	- Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard Follow guidance from Public Health on self-isolation and sickness absences for COVID-19	Management	
Support for families affected	2, 3	Establish appropriate methods of communication between families and school for the duration of school closure - Seesaw Family Seesaw Class email and Aladdin	Management	

Control Measure	Control Stage	Notes / Action	Who	Review
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none">- Purchase hand held non-contact thermometer.- Bear in mind that teaching staff cannot diagnose and are unlikely to be trained in the use of any medical equipment	Principal	